

Leeds City Board of Education

POLICY MANUAL



**Mr. John Moore, Superintendent
October 2010**

LEEDS CITY BOARD OF EDUCATION

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APPENDIX A - INDEX

CHAPTER 1.00 – PHILOSOPHY

SYSTEM PHILOSOPHY, VISION AND MISSION

1.10

The Leeds City School System is committed to programs that result in educational excellence for each student. The School Board believes in providing each student with multiple opportunities to learn and experience success. Through these opportunities and experiences, it is our intent to assist each student in discovering and developing that student's unique talents and gifts.

At all times, schools shall strive to provide an atmosphere of effective teaching, learning and student growth. We strongly believe that:

1. All students are capable of attaining the instructional goals of the school.
2. Along with parents and the community, we share responsibility for the success of students;
3. Success is enhanced by a positive self-concept which influences learning and behavior;
4. Learning is enhanced when the curriculum is planned, organized around specified learning outcomes and aligned to instruction appropriate for each child's development level;
5. Learning conditions are enhanced in each school when the instructional staff is organized to provide for effective instruction;
6. Learning is enhanced when a systematic process of instruction is used in all classrooms, engaging each student until appropriate learning outcomes are attained;
7. Schools should maximize learning opportunities for all students;
8. Success is enhanced when students exhibit self-control and respect for others;
9. Success is enhanced when school programs assist students in the development of high moral and ethical standards along with good character and citizenship; and,
10. Success is enhanced when the Board of Education and all employees of the schools model appropriate moral and ethical standards, good character, and good citizenship.

This is our commitment to the parents and students of Leeds. In cooperation with parents and the community, our students will develop into successful, mature, lifelong learners.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 1.10

CHAPTER 1.00 – PHILOSOPHY

SYSTEM LEGAL STATUS

1.12

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

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

The corporate name of this school system shall be the Leeds City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3
ALABAMA CONSTITUTION of 1901, AMENDMENT III

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCOPE OF THE SCHOOL SYSTEM

2.10

The Leeds City 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 standards prescribed by Alabama statutes and State Board of Education rules. As members of an instrumentality created by the state, the Leeds City Board of Education members are officers of the state, but they have only local jurisdiction.

The powers of the Leeds City Board of Education are delegated only to the Board as a body in legally called regular or special meetings. No authority is granted to members acting as individuals.

The Leeds City Board of Education is cognizant that all actions must be taken in good faith, with reasonable prudence, sincerity and based on the belief that such actions are correct and in the best interest of the Leeds City School System in accordance with statutes and pertinent judicial precedents. The Board shall have the authority to determine and establish written educational policy for the school system and shall prescribe such rules and regulations for the conduct and management of the schools as deemed necessary.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3
ALABAMA CONSTITUTION OF 1901, §256, AMENDMENT III

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

QUALIFICATIONS OF BOARD MEMBERS

2.11

Many desirable characteristics are needed to be a Leeds City 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.

To become one of the five (5) members of the Leeds City Board of Education appointed to serve five-(5) year terms, the following criteria must be met:

- I. The individual must be a qualified resident of Leeds City, Alabama;
- II. The individual shall not be employed by the Leeds City School System;
- III. The individual must be of good moral character;
- IV. The individual must have at least an elementary education;
- V. The individual must be known for his/her honesty, business ability, public spirit, and interest in the good of public education;
- VI. The individual must have no direct or indirect financial or contractual interest in Leeds City Board of Education business matters.

REFERENCE(S):

CODE OF ALABAMA
16-8-1 to -2, 16-8-6, 16-11-9 to -9, 36-25-1 to -14
ALABAMA CONSTITUTION OF 1901 ARTICLE VII, 173-175

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD ORIENTATION, TRAINING AND EVALUATION

2.12

Leeds City Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include at a minimum the requirements of the Alabama School Board Governance Act of 2012:

- a. Orientation for newly elected or appointed Board members;
- b. Training or consulting workshop for the local Board as a whole;
- c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
- d. Beginning July 1, 2013, members must complete six (6) hours of annual training between July 1 and June 30, two hours of which must be interactive training and encompass the entire Board of Education.

The Board recommends beginning in July after a member's initial appointment to the Board of Education, that he/she has twelve (12) months to complete the Alabama Association of School Board's two segments of orientation. Orientation is required once, but refresher training is encouraged.

As soon as possible after the appointment of a new Leeds City 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.

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 Leeds City Board of Education in order for a member to receive reimbursement.

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

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

REFERENCE(S):

CODE OF ALABAMA

16-1-6, 16-11-9

LEGISLATIVE ACTS 2009-229 and 2009-297

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: MAY 23, 2003

REVISED: MARCH 14, 2006; OCTOBER 12, 2010; NOVEMBER 18, 2013

FORMERLY: 2.50

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

TERMS OF BOARD MEMBERS

2.13

Members of the Leeds City Board of Education shall be appointed for five (5) year terms. Members of the Board shall hold office until their successors have been appointed and installed. Before exercising any authority or performing any duties as a member of the Leeds City Board of Education, each member thereof shall qualify by taking and subscribing to the oath of office prescribed by Article XVI of the Alabama Constitution, the certificate whereof shall be filed in the office of the Judge of Probate.

Vacancies of Leeds City 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 Leeds City Board of Education, the vacancy shall be filled by the Leeds City Council 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 Leeds City 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. Leeds City 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 Leeds City Board of Education as far in advance of the effective date of resignation as possible.
 - C. Board members shall be qualified electors of the City of Leeds and shall serve in accordance with the laws of the State of Alabama and local ordinances promulgated by the Leeds City Council.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

III. Removal from Office

- A. Members of the Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9 to -9, 16-8-6, 16-8-2, 41-16-60, 36-9-1, 36-25-1 to -14
LEGISLATIVE ACT 2001-507
ALABAMA CONSTITUTION OF 1901, VII, 173-175

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: APRIL 21, 2016
FORMERLY: NEW

The Leeds City Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the Board adopts this Code of Conduct.

Conduct of Individuals

1. Attends and participates in regularly scheduled and called board meetings.
2. Reads and prepares in advance to discuss issues to be considered on the board agenda.
3. Recognizes that the authority of the board rests only with the board as a whole and not with individual board members.
4. Upholds and enforces applicable laws, rules and regulations of the local board, and the Alabama State Board of Education, and court orders pertaining specifically to the school system.
5. Renders all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
6. Works with other board members and the Superintendent to establish effective policies to further the educational goals of the school system.
7. Makes decisions on policy matters only after full consideration at public board meetings.
8. Complies with the requirements of the *Alabama School Board Governance Improvement Act of 2012*.
9. Communicates in a respectful, professional manner with and about fellow board members and the Superintendent.
10. Takes no action that will compromise the board or school system administration.
11. Refrains from using the position of school board member for personal or partisan gain or to benefit any person or entity over the interests of the school system.
12. Informs the Superintendent and fellow board members of business relationships or family members or close associates or private interests.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

13. Abstains from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
14. Communicates to the board and the Superintendent public reaction to board policies and school programs.
15. Advocates for the needs, resources, and interests of the public school students and the school system.
16. Safeguards the confidentiality of nonpublic information.
17. Shows respect and courtesy to staff members.

Conduct of Individuals at Board Meetings

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

Conduct of the Board as a Whole

1. Recognize that the Superintendent serves as the chief executive officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

2. Honor the Superintendent's authority for the day-to-day administration of the school system.
3. In concert with the Superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
4. Review and evaluate the effectiveness of policies and programs to improve system performance.
5. Develop, in concert with the Superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provide opportunities for all members to express opinions prior to board action.

REFERENCE(S):

CODE OF ALABAMA

16-1-14.1

ALABAMA OPEN MEETINGS ACT

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: NOV 18, 2013

REVISED: _____

FORMERLY: NEW

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD RESPONSIBILITIES, AUTHORITY AND ETHICS

2.20

- I. The Leeds City 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 Leeds City 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 Leeds City 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 Leeds City 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 Leeds City Board of Education.

- II. The specific duties of the Board shall include, but not be limited to the following:

- III. The specific duties of the Board shall include, but not be limited to the following:
 - A. Work with the Superintendent to establish a vision for the school system by adopting goals that address student needs, advance student performance, and review data to monitor implementation of policies and programs.

 - B. Adopt policies and programs to meet the adopted goals and respond to system needs recommended by the Superintendent.

 - C. Address personnel recommendations submitted by the Superintendent in a timely manner and take personnel actions based on student needs and system finances without regard to personal preferences or political interests.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- D. Approve operating budgets aligned with the adopted goals as recommended by the Superintendent.
 - E. Advocate for the needs, resources, and interests of students and allow the Superintendent to address constituent issues.
- IV. The duties and obligations of an individual Leeds City 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 Leeds City 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 Leeds City Board of Education in such a way as to promote public interest in and support for Board-related activities;

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- 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 Leeds City 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 Leeds City Board of Education.

REFERENCE(S):

CODE OF ALABAMA

16-8-1 to -12.1, 16-11-9 to -10, 36-25-1,

36-25A-1 to -11, 41-16-50, 41-16-57

ALABAMA OPEN MEETINGS ACT (LEGISLATIVE ACT 2005-40

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: MAY 23, 2003

REVISED: OCTOBER 12, 2010; NOV 18, 2013

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

FORMERLY: 2.20

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The Leeds City Board of Education shall elect, at its annual meeting in May of each year, one of its members as President and one as Vice-President. The President shall serve one (1) term of one (1) year and can directly succeed himself/herself for one (1) succeeding term. The effective date of the term of office of President shall begin on the first regular meeting of the Board in June at which time officers are elected.
- 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 Leeds City School System. The President and Vice-President shall be bonded in the manner prescribed by the Alabama State Board of Education regulations.
- III. The President shall preside at all School Board meetings 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 ranking member present in terms of continuous service on the Leeds City Board of Education shall preside.
- V. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board.

REFERENCE(S):

CODE OF ALABAMA
16-8-1, 16-8-6, 16-8-7, 16-9-1, 16-11-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: MAY 11, 2004; MARCH 14, 2006; OCTOBER 12, 2010
FORMERLY: 2.21

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All Leeds City 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 Leeds City Board of Education may take no official action at any time other than an official meeting.

- I. Regular Leeds City Board of Education meetings shall be established at the organizational meeting held in May. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
- II. Regular, special, and emergency meetings of the Leeds City 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 second (2nd) Tuesday of each month at 6:00 pm at Leeds Middle School.

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

- III. Notice and a preliminary agenda for all meetings of the Leeds City Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:
 - Regular meeting – seven (7) days' notice
 - Special meeting – one (1) day notice
 - Emergency meeting – one (1) hour notice

The notice shall include the time, date, and place of the meeting. If a preliminary agenda is not created, a general description of the nature and purpose of the meeting shall be stated.

- IV. Members of the Leeds City Board of Education shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the school system's business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material.
- V. Any item to be placed on the agenda of a regular Leeds City Board of Education meeting shall be submitted in writing to the Superintendent's office no later than 4:00 p.m. five (5) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the Leeds City Board of Education; however, except for good cause as provided herein, the Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. An individual or representative of a delegation addressing the Board must adhere to a time allotment as specified by the Board President. Copies of the tentative agenda for regular meetings shall be made available at least three (3) calendar days prior to the scheduled meeting date to the public or other parties who have expressed a

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desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared.

Any person or group desiring to be placed on the agenda shall file a request with the Superintendent, by 4:00 p.m. at least five (5) working days prior to the meeting. Such request shall contain the following information:

1. The name and address of the person making the request;
2. The organization or group, if any, represented;
3. Content of the information to be presented (if written material is to be distributed, a copy of such material shall accompany the request);
4. An estimate of the time necessary for such a discussion; and,
5. Specific action desired of the Board.

A majority vote of the Board shall be required to place an item on the agenda that has not been previously submitted in writing. However, substantive action on such a matter shall not be taken until sufficient consideration and/or investigation by the Board has been accomplished.

- VI. All Leeds City Board of Education meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*, with the exception that the President may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require three (3) votes of the total membership.
- VI. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described in section V. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:
 - A. Teacher
 - B. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
 - C. Principal
 - D. Designated Central Office Staff Member, as determined by the Superintendent
 - E. Superintendent
 - F. Board of Education

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

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- VII. A majority shall constitute a quorum for any Leeds City Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VIII. The official minutes of the Leeds City 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.

- IX. The Leeds City 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 as provided by law. Executive sessions shall be attended only by members of the Leeds City 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.
- X. There shall be no representation by proxy of any Leeds City Board of Education member.

REFERENCE(S):

CODE OF ALABAMA
16-8-7 to -9, 36-12-2, 36-12-40, 16-8-4
ALABAMA OPEN MEETINGS ACT 36-25A-1 TO -11

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: MARCH 14, 2006; OCTOBER 12, 2010
FORMERLY: 2.22

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD POLICY

2.23

- I. The Leeds City Board of Education shall formulate policies by which its schools shall be managed.
- II. No Leeds City 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 Leeds City Board of Education.
- IV. Policy Dissemination
 - A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Leeds City 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 Leeds City Board of Education shall be furnished to the affected persons employed by the Board within twenty (20) days after adoption.
- V. Policy Suspension

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

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions

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shall be subject to review of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-8-1, 16-8-7 to -10, AAC §290-3-1-.02

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 2.23

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER COMPENSATION

2.24

Leeds City Board of Education shall serve without compensation.

Board members may be reimbursed for actual travel expenses and other necessary, sensible expenses incurred in attending meetings and transacting business of the Board.

REFERENCE(S):

**CODE OF ALABAMA
16-1-26
ALABAMA CONSTITUTION ARTICLE IV, SECTION 68
LEGISLATIVE ACT 2000-123**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 2.24**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

The Leeds City 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 to 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.

Each system school shall develop and present to the Superintendent or his/her designee, by the date set by the Superintendent, an individual Continuous Improvement Plan for consideration by the Leeds City Board of Education. The approved plan shall be implemented the next school year.

- I. 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.
- II. The plan shall address school progress, goals, and indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Plans shall also address professional development, school culture and climate improvement strategies, and may include school safety, attendance, and/or discipline goals.
- III. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
- IV. The plan shall be developed by Leeds City Board of Education employees in each school in conjunction with an advisory council.
- V. The system process for initial approval and subsequent annual approval of Leeds City School System Continuous Improvement Plans shall provide for each Continuous Improvement Plan to be reviewed and approved or disapproved by the Board.
- VI. The plan shall include a communication program to inform the public about student performance and educational programs using School System and local school reports.
- VII. The plan shall include budgets to indicate plans for the expenditure of funds to develop and implement the continuous improvement plans.

REFERENCE(S):

CODE OF ALABAMA
16-6B-3, 16-6B-7, 16-11-9, AAC §290-4-1-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 2.25

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

- I. No standing committees of the Leeds City Board of Education shall be authorized.
- II. Special committees may be appointed by the Leeds City 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 Leeds City 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. The Board may disband a committee at its discretion. The Board President and Superintendent of Education shall be ex-officio members of all committees.
- III. Special committees or individuals who serve on special committees shall take no action which is binding upon the Leeds City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-8-6, 16-8-7, 16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 2.26

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL COUNSEL – BOARD

2.30

The Leeds City Board of Education attorney, obtained from outside the Board's membership, shall act as legal advisor to the Leeds City Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter. The services of legal counsel may be secured at Board expense without competitive bid. The Board shall establish terms of such service.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 41-16-51(a)(3)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 2.30

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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

The Leeds City Board of Education is the policy-forming body of the Leeds City School System. The Board shall approve all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions. The Superintendent shall prepare and submit for Board approval an organizational chart which shall serve as a guide for organizing administrative responsibilities within the School System.

The Superintendent shall have the responsibility to enforce the policies of the Board and interpret, with assistance of Board counsel as needed, all legal issues which pertain to the operation of the school system. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel, and planning and development of the physical plants.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be responsible directly to the Leeds City Board of Education. The Superintendent shall be authorized to delegate certain responsibilities for the operation of the school system to respected designees as needed for the efficient and effective operation of the school system. The Superintendent, however, shall be directly accountable to the Board for all results produced at operational levels.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-7, 16-11-9, 16-12-3, 16-9-23

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.10

CHAPTER 3.00 –SCHOOL ADMINISTRATION

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

The Leeds City Board of Education shall set the opening of school according to state law and Alabama State Department of Education regulations and shall direct the Superintendent to prepare a yearly calendar for the School System. The School System calendar shall include a yearly schedule of school holidays for students and selected personnel of the School System.

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

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

The scholastic, or school, year shall begin on July 1 and end on June 30 of the following year. The daily schedule for beginning and closing times may vary from school to school but must meet the minimum instructional day requirements. The school principal shall ensure that the school's schedule shall reflect at least six (6) hours (360 minutes) of instructional time as specified herein.

The Superintendent shall establish a school year calendar committee composed of school administrators, teachers, parents, and students. The committee shall prepare a proposed school calendar and submit it to the Superintendent for approval and recommendation to the Board. The approved school calendar for the upcoming school year shall be announced from the Superintendent's office prior to the closing date of the current school year.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-8-30, AAC §290-3-1-.02(2)(a)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.11

CHAPTER 3.00 - SCHOOL ADMINISTRATION

QUALIFICATIONS OF SUPERINTENDENT

3.20

In selecting a Superintendent for the School System, the Board shall consider candidates from diverse backgrounds but shall give emphasis to those possessing the following minimum qualifications:

1. Holds a degree from a recognized four-year college or university;
2. Has three (3) years of successful educational experience as a teacher, principal, supervisor, superintendent, or educational administrator during the ten (10) years immediately preceding his/her selection;
3. Has five (5) years administrative experience, preferably a broad range of elementary and secondary experience;
4. Demonstrates ability in group dynamics and in working with people with varying backgrounds and interests;
5. Has the ability to view all aspects of issues and deals fairly when views differ from his/her own;
6. Demonstrates knowledge of school finance;
7. Demonstrates knowledge of educational research and methods of research;
8. Has the ability to delegate authority;
9. Possesses good character, high moral standing and integrity;
10. Meets all the requirements of Alabama law;
11. Holds an Alabama certificate in administration and supervision certificate; and
12. Meets any other qualifications that the Board deems necessary and proper.

Any candidate selected must satisfactorily complete the State Department of Education's training on school finance, education law and curriculum/instruction and/or other required instruction or training as prescribed by the ALSDE.

REFERENCE(S):

CODE OF ALABAMA
16-1-38, 16-8-7
LEGISLATIVE ACT 1969-1039

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.20

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CONTRACT OF SUPERINTENDENT

3.21

I. The Leeds City Board of Education shall contract with the duly appointed Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.

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

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

III. The Superintendent shall be reimbursed travel costs for travel directly related to the performance of responsibilities for the Leeds City School System.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-9-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.21

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DUTIES OF THE SUPERINTENDENT

3.22

The Superintendent shall act as the chief executive officer of the Leeds City Board of Education. He/She shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system.

The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him/her by the Board, as he/she may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his/her responsibility for the total operation of the schools.

The general scope of duties of the Superintendent shall include, but not be limited to, the following:

1. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the district.
2. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
3. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.
4. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
5. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the Superintendent.
6. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
7. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
8. Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.
9. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
10. Represent the school system in community affairs.

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11. Perform such official duties as may be prescribed by law or the Board.
12. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.

The Superintendent shall have the authority to issue such directives and to prescribe such procedures as may be necessary to carry out the purposes of the Leeds City Board of Education rules and the provisions of state law and Alabama State Board of Education rules. The Superintendent may issue such administrative manuals or booklets of instruction as may be necessary for the effective administration of the School System and distribute them to employees directly concerned. Insofar as the provisions of such manuals and directives are consistent with School System policies, state statutes, or State Board of Education rules, the provisions therefore shall be binding upon employees.

REFERENCE(S):

CODE OF ALABAMA
16-9-13 TO -16, 16-9-23

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.22, 3.23

CHAPTER 3.00 - SCHOOL ADMINISTRATION

OPENING AND CLOSING OF SCHOOL OFFICES

3.24

The time set for the official opening and closing of the school offices of the Leeds City School System are at least fifteen (15) minutes prior to the time students are to report to homeroom/first class and at least fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, School System personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parent/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via School System-owned buses.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9
AAC §290-030-010-06

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.24

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CARE OF STUDENTS BEFORE AND AFTER SCHOOL

3.24.1

Parents' Responsibilities

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

Students Not Picked Up Promptly After School

Due to the necessity of having to supervise students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

Before and After-School Supervision Plan

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

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

Notification

School principals are hereby directed to give notice to the parents/guardians of all students in their respective school of the content and intent of this policy. The notification shall be given in written form (newsletters, student handbooks, newspaper articles, etc.) at the beginning of each school year. Further, the Board directs that the content and intent of this policy be made a part of the Leeds City School System's newspaper advertisement at the beginning of each school year.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

Care of Students after School-Sponsored Events

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

Limits of Care: School System's Responsibility

The Board expects that school administrators will assign sponsor and personnel to supervise and monitor before, during, and for up to thirty (30) minutes after all extra-curricular events sponsored by the schools of the School System in order to ensure the safety and well-being of students who must remain on school premises until picked up by their parents/guardians. Further, the Board expects that school administrators will announce to parents/guardians that they are expected to pick up their child(ren) promptly after such events in order to permit school personnel to return to their homes at reasonable hours.

Students Not Picked Up Promptly After School-Sponsored Events

In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
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 Leeds City 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.
- IV. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 36-19-10, 16-6B-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.24

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

3.30

The principal is assigned, under supervision of the Superintendent, 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, Leeds City 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 personnel appointment, assignment, evaluation, promotion, transfer and cancellation of contracts.

The principal is the educational leader of the school. He/she should be alert to opportunities to improve the instructional programs, to foster professional growth among the faculty and staff, to work for the best interest of students and faculty, and to maintain good relations with the community.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-24B-4

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.30

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

- I. The Leeds City 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 Leeds City Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than Leeds City 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 Leeds City school campus or school grounds.
 - C. Any person on a Leeds City 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 Leeds City School System property, a Leeds City 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 Leeds City School System schools or school activities.
- III. Emergency Plans
 - A. The Superintendent shall develop and present to the Leeds City Board of Education for review and approval, appropriate school emergency management and preparedness plans.
 - B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.
 - C. Each Leeds City 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.

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IV. Safety Procedures

- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- B. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Leeds City 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. Violence Prevention

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

VI. Security

- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- B. Each Leeds City school's emergency plan shall include security provisions including emergency lockdown procedures.
- C. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- D. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-6B-5 TO -6, 16-11-9,
36-19-10, 36-19-11

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.40

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF HARASSMENT

3.43

- I. The Leeds City 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 Leeds City 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 Leeds City 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 Leeds City Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
 - A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

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- 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 counselor(s) or Superintendent' designee. 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; should state the act or acts, date(s), and names of witnesses; and should be signed by the complainant.
 - 1. The right to confidentiality, both of the complainant and of the accused will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 - 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
 - D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 - 1. Verbal harassment or abuse of a sexual nature;
 - 2. Subtle pressure for sexual activity;
 - 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;

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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.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Leeds City 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 administration 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

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believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

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

- I. Penalties – 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.

REFERENCE(S):

**CODE OF ALABAMA 16-9-23
TITLE IX OF EDUCATION AMENDMENTS OF 1972
PUBLIC LAW 100-960, PUBLIC LAW 102-143**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.43**

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 Leeds City Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make 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 Leeds City School System employees, applicants for employment, and other affected groups.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-11-9, AMERICANS WITH DISABILITIES
ACT OF 1990, TITLE IX OF EDUCATION AMENDMENTS OF 1972,
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,
SECTION 504 OF REHABILITATION ACT OF 1973

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.44

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TOBACCO USE IN SYSTEM FACILITIES

3.45

The Leeds City 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 Leeds City Board of Education. This includes a public school building, Leeds City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Leeds City 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 Leeds City 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 Leeds City School System property designating the school property as a tobacco free facility.

Leeds City 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. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.45

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION AND RECORDS

3.50

- I. All public records pursuant to Alabama statutes shall be available for inspection or copying at reasonable times during normal office hours of the Leeds City School System office or other offices in which records are maintained.
- II. Records exempt from public inspection and maintained by the School System include the following:
 - A. Personally identifiable records of students pursuant to Alabama statutes and the Federal Family Educational Rights and Privacy Act (FERPA);
 - B. Portions of personnel records pursuant to Alabama statutes;
 - C. All work products developed in preparation for collective bargaining pursuant to Alabama statutes;
 - D. Appraisals, offers, and counter offers relating to purchase of real property pursuant to Alabama statutes;
 - E. Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Alabama statutes, and litigation files regarding employees while the case is active;
 - F. Data processing software obtained under a licensing agreement that prevents its disclosure and data processing software designated by the Board as "sensitive" pursuant to Alabama statutes;
 - G. Sealed responses to request for bids or proposals, until such time as they are publicly opened pursuant to Alabama statutes; and,
 - H. Employee and student health and medical records as prescribed by Alabama statutes.
- III. The Superintendent shall:
 - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Leeds City School System.
 - B. Seek input from community members.
 - C. Encourage Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 36-12-40, 41-13-1, AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.50

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51

Copies of Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-1-30

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.51

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL CEREMONIES AND OBSERVANCES

3.61

Flag Display

The Leeds City Board of Education requires that all school display both the flags of the United States and the State of Alabama at some suitable place each and every day school is in session.

Pledge of Allegiance

All students must have the opportunity to recite on a voluntary basis the Pledge of Allegiance to the United States flag each day.

Moment of Quiet Reflection

Leeds City School System teachers shall provide students a moment of quiet reflection for one (1) minute every school day.

REFERENCE(S):

CODE OF ALABAMA
16-1-20.4, 16-43-1, 16-43-5
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS

3.70

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

The school principal or designee must conduct an orientation for all school volunteers.

Any volunteer (i.e., a person performing non-paid services) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

The principal or designee must provide orientation training for all volunteers. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties consistent with Alabama statutes, State Board of Education rules, and School System policies.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.60

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COMMUNICABLE DISEASES AND CONDITIONS

3.80

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

Communicable/Infectious Diseases or Conditions

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

The Superintendent shall have the authority to exclude a student and/or an employee from attendance when reliable evidence confirms he/she has a communicable disease or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance.

Due process will be followed when reliable evidence or information from a qualified source confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV/AIDS, Hepatitis B, etc.).

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.

Exposure Control Plan and Staff Development

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

Certificate of Immunization

A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in the Leeds City

CHAPTER 3.00 - SCHOOL ADMINISTRATION

School System. If this requirement can not be met according to federal law, the student will be allowed to enroll and all efforts will be made by school employees (including but not limited to the principal, teacher, and school nurse) to help the student meet this requirement.

Confidentiality of Medical Information

All persons privileged with any medical information that pertains to students or employees shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a "need-to-know" review shall be made. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-29-1 TO -6, AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.51

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10

- I. The Leeds City School System curriculum shall be determined by
 - A. Alabama State Department of Education Courses of Study;
 - B. Students' needs and interests;
 - C. Regular evaluation of curriculum effectiveness; and
 - D. Alabama statutes, State Board of Education rules, and policies of the Leeds City 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 a program of instruction for all grade levels to be developed and regularly updated.
- 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 systems, and methods 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.
- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-8-28, 16-9-21, 16-35-4, 16-35-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.10

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL EDUCATION

4.11

Upon recommendation of the Superintendent, the Board shall implement a plan for the provision of education programs for all Leeds City School System students with disabilities and for gifted students.

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.

The Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-13-231, 16-39-3
AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.11

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**AT-RISK, ALTERNATIVE EDUCATION AND
DROP OUT PROGRAMS**

4.12

The Superintendent or designee shall develop, for the Leeds City Board of Education's approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include but are not limited to High Hopes grants/programs, Childrens' First, Title I, Title VI, Title IV Safe and Drug Free Schools programs, and other state, federal, or local initiatives.

The Board shall also maintain an alternative education program for students who, because of disciplinary problems, cannot be appropriately educated in the regular school environment or who, because of academic difficulty, have been identified as at-risk of academic failure.

The Leeds City Board of Education maintains a comprehensive career awareness program in middle schools to help students appreciate the value of a high school education and understand the consequences of not acquiring a high school diploma. The Board places strong emphasis on the utilization of school counselors for early identification of and intervention for students deemed to be at-risk.

REFERENCE(S):

CODE OF ALABAMA
16-1-13, 16-1-16, 16-13-231, AAC §290-1-4-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.12

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEWORK

4.13

The Leeds City Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing homework assignments. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching.

Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.13

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SUMMER PROGRAMS

4.14

The Leeds City Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).

Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Leeds City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC§290-030-010-(9)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.14

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT FEES, FINES AND CHARGES

4.16

- I. The Leeds City 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. No fees shall be charged for student in grades K – 6.
- III. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.
- IV. The Leeds City Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.
- V. Concession sales at school activities may be operated by student groups or parent groups as approved by the principal.
- VI. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.
- VII. Where school funds are not otherwise available to meet the instructional needs of students for consumable instructional supplies and personal items, donations may be solicited from students, parents, community members, and other agencies with prior approval of the principal. Communications requesting donations must clearly indicate that the response to such solicitations on the part of any student or parents/guardians shall be entirely voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student for failure or refusal to make a donation. Donated funds shall be spent in accordance with rules for expenditures of school funds as approved by the principal.

REFERENCE(S):

CODE OF ALABAMA
16-8-7 TO -9, 16-10-6, 16-13-13
LEGISLATIVE ACT 98-230

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.15, 4.16

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DUAL ENROLLMENT

4.17

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

REFERENCE(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02(10)

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDY/WORK RELEASE PROGRAMS

4.18

For School Approved Programs

The Board has authorized cooperative education/special education transition programs in those areas of the curriculum which have gained approval from the State Department of Education (e.g. marketing education, business education, trade and industrial education, etc.) and which conform to the guidelines for such programs. Carnegie units shall be awarded according to the State Department of Education regulations. Release of students to participate in cooperative education /special education transition programs is permissible, provided:

1. Employment is approved and supervised by the appropriate cooperative education/special education transition coordinator.
2. Employment is approved in writing by the student's parent/guardian.
3. Employment does not conflict with student's other schoolwork.
4. Employment is an extension of course work.
5. The student is legally eligible for employment.
6. The student follows all guidelines of the cooperative education/special education transition program while in the program.

The primary objective of student employment should be to contribute to his/her educational development and should in no way limit his/her performance in the regular school program. Employment shall be in accordance with the Child Labor Law.

Employment After School Hours

No child under nineteen (19) 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.

REFERENCE(S):

CODE OF ALABAMA
16-3-18, 16-37-4, 28-8-33 thru -35, 25-8-37
LEGISLATIVE ACT 87-675

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

Per Alabama Act No. 2015-89, each local board of education is to adopt a policy that provides a virtual school or program option for eligible students in grades 9-12. In addition, such policy shall offer students an online pathway for earning a high school diploma. Thus, the Leeds City Board of Education will provide a virtual school program option for eligible students in grades 9-12 with course opportunities that are consistent with the instructional goals of the school district and aligned with Alabama's academic standards, curriculum frameworks, and assessments.

Scope and Delivery

The Leeds City Schools will offer a virtual school program option that includes, but is not limited to, all courses that are needed to obtain a high school diploma. These courses will be delivered through the Alabama State Department of Education's ACCESS Virtual Learning program and/or other locally approved online instructional program (e.g. Compass Learning).

Student Eligibility Criteria

Students who meet the following requirements are eligible to participate in the virtual school program option:

- 1) Meet all enrollment guidelines for attending the Leeds City Schools;
- 2) Be proficient in reading, writing, mathematics, and general computer skills;
- 3) Have consistent and daily access to a computer or other device as well as access to the Internet outside of school;
- 4) Have and maintain an overall GPA of 3.5 or higher; only with extenuating and extreme circumstances, and with approval by the school principal, will a student with a lower GPA be allowed to enroll in the virtual school program option;
- 5) Maintain appropriate course progression as determined by the school principal;
- 6) Remain a student in good standing of the Leeds City Schools;
- 7) Have and maintain acceptable and daily attendance at school as determined by the school principal or other attendance alternatives as determined by the school principal; and
- 8) Other alternative criteria as determined by the school principal.

Monitoring Performance and Testing Requirements

Individual student performance will be monitored pursuant to the school system's

traditional academic requirements and grading scale. In addition, students enrolled as full time virtual program students will be subject to all state testing and accountability requirements as traditional students. Thus, the school system reserves the right to require students utilizing the virtual school program option to participate in required state testing and accountability requirements on campus at a date and time selected by the school system.

Attendance

In addition to having and maintaining acceptable attendance at school, students participating in the virtual school program option are subject to the following additional attendance requirements which may involve reporting to the school campus:

- 1) Virtual school program option orientation;
- 2) Guidance, counseling, and/or advising sessions;
- 3) Conferences with teachers, counselors, and/or school administrators regarding academic issues and course progression or the delivery of services in compliance with EL, 504, or IEP requirements;
- 4) Tests, quizzes, or assessments as required by teachers, the school, state, or federal agencies; and
- 5) Meeting and maintaining all practice, rehearsal, participation, and eligibility requirements of the Alabama High School Athletic Association (AHSAA) and/or other activities and clubs in order to maintain membership and/or eligibility in that extracurricular activity.

REFERENCE(S):

**ALABAMA LEGISLATIVE
ACT 2015-89**

HISTORY:

**ADOPTED: APRIL 21, 2016
REVISED: _____
FORMERLY: NEW**

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 Leeds City 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 state or federal 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 Leeds City 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 system or state.

REFERENCE(S):

CODE OF ALABAMA
16-1-8.1, 16-13-231, 16-6B-10,
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.20

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT

4.21

The Board shall approve all textbooks used in the Leeds City School System. Local textbook committees shall be appointed by the Leeds City 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 Leeds City School System and the Central Office personnel designated by the Superintendent shall endeavor to ensure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Fees for damage or loss of textbooks may be collected and shall be communicated to students and parents/guardians in School System publications.

REFERENCE(S):

**CODE OF ALABAMA
16-36-60 to -70
LEGISLATIVE ACT 98-320**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.20, 4.21.1**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY MEDIA CENTERS

4.22

The Leeds City 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 Leeds City 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.

Individual schools' library media programs may vary based on different school characteristics, the school's goals, and student needs. 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 Leeds City School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-21-1 TO -3**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT MATERIALS SELECTION

4.23

I. Objectives of Selection

The primary objective of the Leeds City School System library 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. Materials placed in media collections shall meet the criteria set forth in the Leeds City School System Media Handbook available at each media center.

C. Media, *e.g.*, films, videos, DVDs, 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. A media specialist should be consulted in budgeting all library enhancement funds.

REFERENCE(S):

**CODE OF ALABAMA
16-21-1 TO -3**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.23**

Section 1. Alabama Released Time Credit Act

Pursuant to the Alabama Released Time Credit Act, school districts may offer released time classes and, in grades where credit is earned, award students elective credit for classes taken during the school day in released time programs.

“Released time” is defined by the Act as a period of time during the school day when a student is allowed to participate in an elective course in religious instruction, conducted off school district property, by a private entity.

Section 2. Student Participation and Earned Credits

(a) A student may participate in released time elective courses if all requirements of the LEA’s Released Time Program and all the following are satisfied:

- 1) The parent or guardian of the student gives written consent.
- 2) The sponsoring entity maintains attendance records and makes them available to the public school the student attends.
- 3) The sponsoring entity makes provisions for an assumes liability for the student who is excused for released time.
- 4) No public funds are expended other than de minimis administrative costs.
- 5) No public school personnel are involved in providing the religious instruction.

(b) Elective course credit may be earned if the course content and curriculum are approved by the local board in accordance with the Alabama Administrative Code and other ALSDE guidelines.

Section 3. Attendance

- (a) No student may be released from a required core curriculum class to attend released time.
- (b) No student may be released more than six (6) hours per week to attend released time.
- (c) Student attendance in released time shall be calculated as part of the school day and subject to all normal attendance rules.

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Section 4. Transportation

Transportation to and from the place of released time, including transportation for any student with disabilities, is the complete responsibility of the sponsoring private entity, parent, guardian, or student and may not be arranged, coordinated, or provided for by public school personnel.

REFERENCE(S):

**ALABAMA RELEASED TIME CREDIT ACT
ACT 2019 - 281**

HISTORY:

ADOPTED: SEPTEMBER 10, 2019

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 Leeds City 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 necessarily be removed immediately; however, challenged materials shall not be available to students while a final decision is pending.
 - 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 within fifteen (15) working days concerning the committee's recommendations.
- 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.
 - 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.

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- 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.30

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CONTROVERSIAL ISSUES

4.31

The Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-8-28

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

ANIMALS ON SCHOOL PREMISES

4.33

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

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify the instructional purpose or social/emotional objective of the presentation/event. 2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis. 3. Obtain principal's/designee's approval to proceed. 4. Notify parents of upcoming presentation. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal's final approval in writing.
Cold Blooded Animals Not Handled by Children (for 1 semester, renewable) and/or Classroom Animals (for 1 semester, renewable)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify instructional purpose or social/emotional objective. 2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency. 3. Obtain principal's signature of approval to proceed to next steps. 4. Notify parents of proposed presence of animal. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal's final signature of approval. • Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.

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Animals Excluded from School or Classroom Use	<ul style="list-style-type: none"> • Poisonous, venomous animals. • Family pets unless all policy requirements are met.
Animals Exempt from Compliance With Policy	<ul style="list-style-type: none"> • Trained and certified service animals supporting individuals with disabilities. • Animals used in K-8 Science Curriculum. • Invertebrates used in Grades 9-12 Science Curriculum.

Conditions requiring removal of an animal from school premises:

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

No school group may make a public appearance without the principal's approval.

- I. Requests for any Leeds City School System group or organization to make a public appearance on behalf of agencies or entities other than the Leeds City School System shall be directed to the principal for approval.
- II. School groups may participate in or perform for a political function by parading or playing instruments provided it is a common rally.
- III. School groups may appear for school activities, civic programs, and community benefit programs; however, they shall not promote or advertise for profit organizations or businesses.
- IV. School groups shall not perform where alcoholic beverages are being served.
- V. The parent/guardian shall be notified prior to any such public appearance of the school group on behalf of agencies or entities other than the Leeds City School System. 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 Leeds City Board of Education employee in charge of the public appearance.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.42

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

FIELD TRIPS

4.43

Only trips 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 Leeds City School System. A field trip will be approved 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.

1. A field trip for one (1) calendar day shall be limited to a radius of 150 miles from the school unless otherwise approved by the Board.
2. All out-of-state field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.
3. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.
4. Leeds City School System medication administration procedures and policies shall be followed for students participating in field trips.

Field Trip Transportation Using School System or Common Carriers

1. In order to reduce the costs of field trips for students, Leeds City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:
2. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.
3. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
4. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.

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5. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

Field Trip Transportation Using Private Vehicles

The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost-effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:

1. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.
2. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.
3. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved adult member of the community.
4. The trip is covered by the Board's liability insurance or other approved liability insurance.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.43, 4.43.1

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SCHOOL FUNCTIONS

4.44

All Leeds City 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 Leeds City Board of Education employee who is currently certified by the State Department of Education. Chaperones are adult volunteers approved by the principal.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.44

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All Leeds City 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 Leeds City Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. A Leeds City School System faculty sponsor/designated employee 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, Leeds City 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.

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REFERENCE(S):

CODE OF ALABAMA
16-1-23, 16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.50

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT PUBLICATIONS

4.51

Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.51

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ASSESSMENT PROGRAM AND TEST RESULTS

4.60

- I. The Leeds City 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 Leeds City 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. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.
- IV. School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-9,
FAMILY EDUCATION RIGHTS AND PRIVACY ACT,
NO CHILD LEFT BEHIND ACT OF 2001
PUBLIC LAW 103-227

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.60

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. Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-4-2-.04

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.61

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPORT CARDS

4.71

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.71

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

TRANSFERS FROM NON-ACCREDITED 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 state-required examinations and meet all other requirements for graduation.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-3-1-.05(2) C 7 and 290-3-1-.06 (10) c

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER/TECHNICAL COOPERATIVE EDUCATION

4.81

The Leeds City 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 Leeds City School System course catalog.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-37-1, 16-37-4
ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.75

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SAFETY IN CAREER/TECHNICAL CLASSES

4.82

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

Leeds City 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.

REFERENCE(S):

**CODE OF ALABAMA
16-37-1, AAC § 290-6-1-.04(6)**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER/TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL 4.83

Leeds City 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 Leeds City School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

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

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

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

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

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC § 290-6-1-.10(1-3)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.73

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

4.84

The Leeds City 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 Leeds City 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 Leeds City Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects.

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC§290-6-1-.04(5)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 4.74

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES

4.85

Each Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC 290-6-1-.06(2)

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

TITLE I PROGRAM

4.87

Title I services will be offered in schools within the School System that qualify according to state and federal guidelines and legislation. Eligible students are those whom the school identifies as failing or most at risk of failing to meet the state's challenging student performance standards and having greatest academic need for special assistance. The Board requires that the following criteria be met for all qualified Title I programs (Schoolwide or Targeted Assistance) within the School System:

- Improve teaching so that Title I students will meet challenging state content performance standards.
- Implement effective instructional strategies that increase the amount and quality of learning time for at-risk students and that deliver an enriched and accelerated curricula.
- Ensure that school-based planning take place.
- Promote effective parent participation.

Title I Schoolwide programs use their funds to upgrade the entire program of the school. Schools are encouraged to use research-based school reform strategies that provide an accelerated and enriched curriculum and increase the amount and quality of learning time. The programs must be integrated with other resources and initiatives. The intent is still to assist disadvantaged children, but this goal will be achieved by upgrading the entire education environment.

Title I Targeted assistance programs will target only individually identified students and must use their funds only for programs that provide services for those identified as in greatest need of assistance. However, these targeted assistance programs must meet the same requirements of schoolwide programs such as emphasizing accelerated curricula and extended learning times; coordinating their activities with other school reform activities; and providing adequate professional development for teachers and others serving Title I students.

Title I Teachers

Teachers paid from Title I funds are employees of the Board and are subject to the same regulations as other teachers.

REFERENCE(S):

IMPROVING AMERICA'S SCHOOLS ACT OF 1994
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEBOUND INSTRUCTION

4.89

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

Procedures, forms, and regulations for implementing the homebound instruction program of the Leeds City School system shall be developed at the direction of the Superintendent by designated personnel and shall be disseminated to appropriate employees, parents, students, and agencies as needed.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9
AAC §290-060-010 (15) (k)**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPRODUCTION OF COPYRIGHTED MATERIALS

4.90

The following guidelines shall govern the reproduction of copyrighted materials in the Leeds City School System:

1. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.
2. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.
3. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.
4. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, TITLE 17 US CODE 106

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PROGRAM FOR LIMITED ENGLISH PROFICIENT STUDENTS

4.93

Leeds City School District within thirty (30) days of the beginning of the school year will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

1. The reason for the identification of the student as limited English proficient and the need for placement in language instruction.
2. The child's level of English proficiency and the method used for assessment as well as the status of the child's academic achievement.
3. The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class
4. The way the program will meet the education needs of the child and build on strengths.
5. The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.
6. Specific exit requirements from the program and transition back into the regular English class.
7. Services for a child with disabilities to meet objectives of the individualized education program.
8. The right of parents to have their child removed from a special language program.
9. Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand. The system will implement a parenting program that helps parents understand how they can be involved in their child's education and be active participants in assisting their children to obtain English proficiency. The parenting program will also inform parents of the state's challenging standards and the opportunity to meet regularly to make their recommendations for assisting students.

REFERENCE(S):

NO CHILD LEFT BEHIND ACT OF 2001, SECTION 112

HISTORY:

ADOPTED: OCTOBER 12, 2010

REVISED: _____

FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I. Students may be enrolled in a Leeds City school by a parent or legal guardian who resides within the city limits of Leeds. Legal guardianship must be established according to Alabama law. Any student who enrolls in the Leeds City School System shall be required to present the following documents:
 - A. An official birth certificate;
 - B. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
 - C. Three proofs of residency in the name and address of the parent(s), legal custodian(s), or legal guardian(s): A mortgage statement (or alternatively a deed or tax bill) or lease agreement, and two current utility bills (water, sewer, gas, power);
 - D. Proof of guardianship or custody when warranted.

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 Leeds City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records (See Policy 4.80).
- III. A student may enroll in kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year. A student may enroll in first grade if he/she has attained the age of six (6) years on or before September 1 of the school year. 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 birthday falls on September 2 is entitled to attend public school at the opening of school for that year (kindergarten for those age five, and first grade for those age 6). A kindergarten or first grade child who transfers from a public school in another state shall be admitted under the same age requirements as established in the state where he/she previously attended school.
- IV. Admission may be denied a resident student who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have a current IEP or 504 plan.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Leeds City school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.

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- V. Non-resident students may be enrolled in the School System upon approval of a hardship transfer application made to the Superintendent.
- VI. Resident students are defined as those students whose parents or legal or legal guardians live within the jurisdiction of the Leeds City School System. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Leeds City Schools. In addition, children of employees of the Leeds City Board of Education shall be allowed admission as resident students as long as their parents remain employed by the Leeds City Board of Education.
- VI. 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.

Students who live in the attendance areas of Leeds City 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
- VII. If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act , the homeless student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.
 - VIII. The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or, (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any

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placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

- IX. A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
 - That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA section 1111(g)(1)(E)(i)-(iii)).
- XII. Resolution of Disputes: Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the Leeds City Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:

Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review.

The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department.

A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days.

Contact Edmond Moore Alabama State Department of Education 50 North Ripley Street Montgomery, Alabama 36104

A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent's designee.

In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by the Alabama

CHAPTER 5.00 – STUDENTS

Department of Education.

The homeless liaison for the Leeds City Schools, upon request by the parent, guardian, or unaccompanied youth, may assist in submitting the request for review to the Alabama State Department of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-28-4, 16-30-1 TO -4,
NO CHILD LEFT BEHIND ACT OF 2001,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
MAY 9, 2017**

FORMERLY: 5.10, 5.11, 5.12

CHAPTER 5.00 – STUDENTS

LEGAL NAME OF STUDENT

5.11

When a parent or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or legal guardian shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a final court order verifies a legal name change.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.14

CHAPTER 5.00 – STUDENTS

FOREIGN EXCHANGE STUDENTS

5.13

Any student from a foreign country sponsored by a foreign exchange visitor program, who fulfills eligibility requirements, including the written approval of the principal, is entitled to attend Leeds City High School.

To enroll, the foreign exchange student must:

1. Be at least fifteen (15) but not more than seventeen (17) year of age on the date of enrollment;
2. Have sufficient knowledge of the English language to participate in high school classes;
3. Have appropriate medical insurance coverage; and,
4. Obtain written approval of the principal for enrollment up to a maximum of one (1) year.

The sponsoring organization must apply for admission of the student at least four (4) weeks prior to the student's enrollment date. The application shall include the student's school transcript in English, evidence of English competency, pertinent information about the student, the student's health record, and assurance of appropriate medical insurance coverage. Written approval or denial will be given to the sponsoring organization by the principal.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.13

CHAPTER 5.00 - STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

5.17

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

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

REFERENCE(S):

CODE OF ALABAMA
16-28A-3
TITLE IX, SECTION 504, OF THE REHABILITATION ACT

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 - CURRICULUM AND INSTRUCTION

GRADUATION REQUIREMENTS

5.20

Effective with the ninth grade class of 2009-2010, the Alabama High School Diploma with Advanced Academic Endorsement becomes the default diploma for high school students. Also effective for students entering the ninth grade in the 2009-2010 school year, students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPs) shall be allowed.

The Leeds City Board of Education shall direct the Superintendent to produce a widely-disseminated, board-approved publication which describes requirements for all diplomas and certificates awarded by the Leeds City Board of Education. Publications describing graduation requirements for Leeds City students shall describe types of diplomas and endorsements, core course requirements, elective course requirements, and the process for earning weighted credit.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-030-010-.06(11)(k)1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

PARTICIPATION IN GRADUATION CEREMONIES

5.21

The Leeds City Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. Students who have met the requirements for any Alabama High School Diploma and have passed all required areas of the Alabama High School Graduation Examination are eligible to participate in the graduation ceremony (marching). Special Education students who have met the requirements for an Alabama Occupational Diploma are eligible to participate in the graduation ceremony (marching). Students who entered the ninth grade prior to 2011 who complete all courses required for graduation but who have not passed required sections of the AHSGE may participate in graduation ceremonies (march) and receive an attendance certificate.
2. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
3. Beginning with ninth graders entering in fall 2011 (Class of 2015), non-special education students must be eligible to receive a diploma in order to participate in graduation ceremonies (march).

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CLASS RANKINGS AND WEIGHTED CREDIT**5.22**

Class rankings (GPA) for students shall be computed using a four (4) point scale as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Weighted credit (A=5 points; B=4 points; and C=3 points) shall be awarded in courses with Honors or AP (Advanced Placement) distinction. Weighted credit (A= 4.5 points; B=3.5 points; C=2.5 points) shall be awarded in courses with PreAP distinction.

Class rankings shall be calculated at the end of the senior year. Calculations will be carried out four decimal places with no "rounding".

REFERENCE(S):**CODE OF ALABAMA****16-11-9****HISTORY:****ADOPTED: JUNE 18, 2015****REVISED: APRIL 10, 2018****FORMERLY: NEW**

VALEDICTORIAN, SALUTATORIAN, and TOP TEN**5.23**

Ten (10) senior honor students shall be designated from among those students who are candidates for the Advanced Academic Endorsement. Determinations of senior award winners shall be made at the conclusion of the 4th term. In the case of a tie, the students shall share the honor/title of the award.

Calculations for top ten, valedictorian, and salutatorian shall be the student's earned grade point average (GPA) in 16 academic core courses and 2 foreign language courses in grades 9 through 12 carried out to the fourth (4th) decimal place. The student with the highest core GPA shall be declared valedictorian, and the student with the second highest core GPA shall be declared salutatorian. Should there be a tie for valedictorian and/or salutatorian when GPA is calculated, tied candidates shall serve as co-valedictorians or co-salutatorians. Candidates for these two awards/honors shall have attended Leeds High school for two (2) consecutive years (grades 11 and 12) and shall not have been found guilty of a Class III conduct violation by the Hearing Officer or the Board of Education in grades 9 through 12.

Students maintaining a cumulative GPA of 4.0 or higher will be noted as Honor Graduates and will be recognized at the graduation ceremony with honor cords.

Students receiving an Advanced Endorsement on their diploma will be recognized with a graphic representation added to their diploma and also noted on the graduation program.

REFERENCE(S):**CODE OF ALABAMA
16-11-9****HISTORY:****ADOPTED: OCTOBER 12, 2010
REVISED: APRIL 10, 2018
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

STUDENT PROMOTION AND RETENTION 5.26

All students must comply with the Leeds City School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school's problem solving team. Any teacher recommending retention must document using intervention strategies and their results. Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

The promotion determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

Grades 1-5

To be promoted to the next grade, a student in grades one (1) through four (4) should be proficient in reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress.

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

Grades 6-8

Students enrolled in grades six (6) through eight (8) must pass English (or the combined average of separate language and literature classes), math, science, and social studies in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program. Only one core subject may be attempted in summer school.

Placement

If a student is retained twice in any grade or is two (2) or more years older than typical grade level peers, he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. A possible referral for evaluation for special education services for such a student is recommended.

CHAPTER 5.00 - STUDENTS

Grades 9-12

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

Tenth Grade – students who have earned six (6) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned twelve (12) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned twenty (20) Carnegie units will be classified as twelfth graders.

Summer School Options

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

Special Education Students

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

REFERENCE(S): CODE OF ALABAMA

16-8-35

HISTORY: ADOPTED: MAY 23, 2003

REVISED: FEBRUARY 18, 2016

FORMERLY: 4.72

Section 1. Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

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

Section 2. Jurisdiction.

The conduct prohibited by this policy shall be conduct that takes place in the following locations:

- On school property;
- On a school bus;
- At a school-sponsored function, whether on or off-campus; or
- Electronically or online, whether on or off-campus, if the conduct has the effect of substantially interfering with the educational environment or with the educational performance, opportunities, or benefits of a student.

Section 3. Definitions.

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

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term "hostile environment" as used in this policy means the perception by an affected student or victim that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) 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.
- (d) The term "threat" as used in this policy means a statement of an intention to inflict pain, injury, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) 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.
- (f) 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.
- (g) The term "student" as used in this policy means a student who is enrolled in the Leeds City School System.

Section 4. Description of Behavior Expected of Students.

- (a) Students are expected to [treat] other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or

threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

- (b) Bullying, intimidation violence, or threats of violence 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 victims 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.

Section 5. Consequences for Violations.

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

Section 6. Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy may be made on a Board approved complaint form available at the central office, the school's office, or may be a written report of the instances. The complaint must be 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, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely

accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

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

Section 7. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the Web site of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, LEGISLATIVE ACT 2009-571
ACT 2018-472**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: JUNE 12, 2012 and August 14, 2018
FORMERLY: NEW**

**LEEDS CITY BOARD OF EDUCATION
REPORT OF VIOLENCE, THREAT OF VIOLENCE, HARASSMENT (All Forms
Including Sexual), BULLYING, CYBERBULLYING, OR INTIMIDATION**

School Name: _____ Student Name: _____

Grade: _____

INCIDENT REPORTED BY: STUDENT _____ PARENT/GUARDIAN _____

Date of Incident: _____

Specific Location of Incident: _____ Time: _____

DESCRIPTION OF CONDUCT/CIRCUMSTANCES LEADING TO COMPLAINT/REPORT:

(Attach Additional Sheets if Necessary)
REQUESTED RESOLUTION/RELIEF:

(Attach Additional Sheets If Necessary)
OTHER INFORMATION:

I believe the incident in question was motivated by the following characteristic(s) (Check all that apply):

- _____ Race
- _____ Disability
- _____ National Orientation
- _____ Religion
- _____ Gender

The incident resulted in a threat of suicide by the victim:

- _____ Yes
- _____ No

Student: _____ Signature _____ Date: _____

OR

Parent/Guardian: _____ Signature _____ Date: _____

**DELIVER OR MAIL TO THE PRINCIPAL'S OFFICE
P.O. BOX 1029
LEEDS AL 35094**

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DUE PROCESS

5.29

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

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board policy.
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his/her constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Authority exercised by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

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

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

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

1. The student shall be given oral or written notice of the charges against him;

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2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right to an administrative hearing;
2. The right to be represented by an attorney and to present evidence on his/her behalf;
3. The opportunity to question witnesses;
4. A written record at the hearing and a written record of the decision; and,
5. The right of appeal to the Leeds City Board of Education.

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

REFERENCE(S):

CODE OF ALABAMA
16-28A-1, 16-28A-3

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

STUDENT CONDUCT AND SUPERVISION

5.30

All students enrolled in the Leeds City School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Leeds City 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 Leeds City 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 Leeds City 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 Leeds City Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Leeds City 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 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.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-14, 16-1-24.1, 16-6B-5, 16-28-2, 16-28-12, 16-28A-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.30

CHAPTER 5.00 - STUDENTS

CORPORAL PUNISHMENT

5.30.1

In order to establish and maintain an educational climate conducive to learning, the Leeds City Board of Education permits reasonable corporal punishment (paddling) of students in the schools of the School System. Corporal punishment shall be administered on a limited basis and only after other forms of punishment have been implemented and proven to be ineffective. If such punishment is required, it shall be administered with care, tact, and caution by the principal or assistant principal.

In all cases corporal punishment shall be administered in accordance with the following guidelines:

Corporal punishment shall not be administered until an adequate statement of the reasons and supporting evidence is given orally with an opportunity for the student to respond in the presence of a witness. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.

The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. Teachers should be prepared to provide information concerning alternative corrective measures used.

A principal or assistant principal may administer corporal punishment online in the presence of a teacher or administrator (preferably the same gender as the offender), who shall be informed before hand of the reasons for the punishment.

The instrument used in corporal punishment should be wisely selected.

Corporal punishment should not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted.

No student shall be corporally punished more than once in any one (1) day.

Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by the person administering the punishment and the witness.

School principal or assistant principals who have administered corporal punishment shall provide the parents or guardians, upon request, a written explanation of the reason(s) for the punishment and the name of the witness.

The principal shall, at the beginning of each school year, check for pre-existing conditions which would prevent corporal punishment. The parents/guardians shall be responsible to provide written documentation to the principal regarding such pre-existing conditions.

The principal shall, at the beginning of each school year, provide the opportunity for the parent/guardian to refuse the administering of corporal punishment. If the parent/guardian does not provide written documentation refusing corporal punishment, the school shall be empowered to administer corporal punishment.

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Corporal punishment shall be administered in the office of the principal or in such a place or places as may be designated by the principal. Corporal punishment shall not be administered in the visual present of other students.

Principals or assistant principals administering corporal punishment shall consider the age, size, gender, and overall physical condition of the student being punished.

Corporal punishment shall not be administered in anger or with malice.

Prior to administering corporal punishment to a special education student or a student with a 504 plan, the students IEP and/or 504 plan shall be reviewed to determine if corporal punishment is appropriate based on the student's discipline plan and to determine if the student's behavior warranting corporal punishment is related to his/her disability. The student's current IEP/504 plan/discipline plan shall be followed.

REFERENCE(S):

CODE OF ALABAMA
16-1-14

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.30.1

CHAPTER 5.00 - STUDENTS

PHYSICAL RESTRAINT AND SECLUSION

5.30.2

A. Policy Purpose

1. The Leeds City School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The Leeds City School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to both students and program staff, as well as the care, safety, and welfare of our students.

B. Definitions

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

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

3. **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.

5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

 - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.

- (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
- (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

C. Prohibitions

1. The use of physical restraint is prohibited in the Leeds City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.
2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Leeds City School System and its educational programs.
3. The use of chemical restraint is prohibited in the Leeds City School System and its educational programs.
4. The use of mechanical restraint is prohibited in the Leeds City School System and its educational programs.
5. The use of seclusion is prohibited in the Leeds City School System and its educational programs.

D. Requirements

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

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

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

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

physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

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

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

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

As a part of the policies and procedures of the Leeds City School System, the use of physical restraint is prohibited in the Leeds City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Leeds City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or

emergency medical personnel which could result in a removal of the student by such personnel.

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

E. Clarifications

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)

HISTORY:

ADOPTED: November 13, 2012
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

INTERROGATIONS AND SEARCHES

5.31

I. Search of Property

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

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through the Leeds City School System.

Desks, lockers and other equipment at school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Vehicles driven by students and parked on school property are subject to search with or without the consent of students. Students shall not be allowed to park automobiles on campus until such time that the "*Acknowledgement Concerning Use of Student Parking Lots*" form has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

Any items which are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following:

1. Any weapons;
2. Drugs of any sort;
3. Alcoholic beverages;
4. Pornographic or otherwise obscene material; or
5. Any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

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

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II. Search of a Student's Person

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

- Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
- Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s);
- Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee.

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

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

III. Detection of Illegal Drugs

The Board authorizes law enforcement agencies to make periodic, unannounced visits to any of its schools for the purpose of detecting the presence of illegal drugs. Such visits are unannounced to any one except the Superintendent and building Principal.

IV. Interrogation

A student enrolled in the Leeds City School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.

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- He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in every case to notify the parent/guardian. In those instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. Other non-school persons, with the exception of parent/guardian, shall not interview students during school hours.

No student shall be removed from the school without a warrant or petition being officially served.

REFERENCE(S):

CODE OF ALABAMA
16-1-14, AAC 290-030-010-06

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.31

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 Leeds City 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 Leeds City 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-1-24.1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

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 Leeds City 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 or licensed law enforcement officers.
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).

REFERENCE(S):

CODE OF ALABAMA
16-1-24.1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

UNANNOUNCED VISITS BY LAW ENFORCEMENT

5.31.3

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-24.1, AAC §290-030-010-.06

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

USE OF CANINE LAW ENFORCEMENT

5.31.4

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Leeds City 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, these 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 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-14

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

DEADLY WEAPONS

5.32

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

The Leeds City 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 Leeds City 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:

- The name of the school concerned.
- The number of students expelled.
- 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 Leeds City 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.

If pursuant to a Leeds City 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.

CHAPTER 5.00 – STUDENTS

REFERENCE(S):

CODE OF ALABAMA
16-1-24.3, 16-28-6, 16-28-40
LEGISLATIVE ACTS 94-820 and 94-817

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.40.2

CHAPTER 5.00 – STUDENTS

EXPULSION

5.33

The Leeds City Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. If a student is suspended and recommended for expulsion, the local school principal shall:

1. Notify, in writing, with a copy to the Superintendent, the student and parent/legal guardian of the action taken and the additional disciplinary action recommended and the cause or causes for such action and recommendation.
2. Furnish (within three days) to the student written notice of the due process hearing at the Central Office. The notice shall contain:
 - a. Date, time and place of hearing;
 - b. A statement of facts alleged against the student and proposed disciplinary action;
 - c. The student's right to be represented by an advocate of his/her choice, including legal counsel; and
 - d. The student's right to present evidence, call witnesses and cross-examine adverse witnesses.
3. Prior to expulsion, the Board will consider whether the affected student is an appropriate candidate for assignment to the Board's Alternative Education Program.

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

The Board hearing relative to expulsion, as well as preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria. The Superintendent shall notify, in writing, the parent or legal guardian of action taken by the Board.

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 Leeds City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

REFERENCE(S):

CODE OF ALABAMA
16-1-14

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.33

CHAPTER 5.00 – STUDENTS

STUDENT GRIEVANCES

5.33.1

Whenever a Leeds City School System student 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, students can resort to the more formal procedures as provided herein.

I. Definitions

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

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

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

IV. Complaint Procedure

- A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the 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.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within five (5) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within five (5) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

CHAPTER 5.00 – STUDENTS

- C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within five (5) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within five (5) days.
- D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Leeds City Board of Education, provided request for placement on Board agenda is filed within five (5) days.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCE(S):

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

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

STUDENT CHECK-OUT

5.34

- I. No student shall be permitted to leave the Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-28-12 TO -28

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.34

STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to fines and imprisonment under state law.

Regarding absences, a parent, guardian, or other person having charge of any child officially enrolled in an Alabama public school shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the child's return to school. 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 on the current State Department of Education attendance manual.

A. Excused (Permissible) Absences

Absences are excused for the following reasons:

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

B. Unexcused Absences/Truancy

Unexcused absences are those for which no acceptable written explanation is provided by the parent, guardian, or person having control of the child, or for other reasons other than those noted above in "Excused (Permissible) Absences" section or those after ten (10) days per school year for which no physician or court documentation is provided.

If any student fails to attend school without an approved excuse for more than five (5) days, the student and his or her legal guardian shall be referred to an early warning meeting with the LCS Hearing Officer. Ten (10) unexcused absences within a school year will result in a student being considered truant for the purpose of filing a petition against the legal guardian to appear in municipal court with the City of Leeds.

C. Excessive Absences

Excessive absences are defined as any absence above ten (10) days for a student per school year. Days of absences beyond ten (10) days must be documented by a physician's statement or by a court order to be considered excused. A parent/guardian note of explanation is not acceptable for absences after the tenth (10th). Absences without

a physician's statement or court documentation beyond these numbers shall be considered unexcused absences.

D. Early Warning/Truancy Intervention Program

State law requires parent/guardians who enroll a student in school to be responsible for the child's regular attendance and proper conduct. The Leeds City Board of Education, The Leeds City District Attorney's Office, and the Leeds City Juvenile Probation Office, adheres to procedures published annually in the Code of Student Conduct to reduce truancy and to promote school attendance. In addition, the Leeds City School System actively participates in the Jefferson County Early Warning Program.

E. Make-Up Work

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have two (2) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

F. Credit Not Awarded for Excessive Absences

Any student who accumulates excessive absences in any course may not receive credit or Carnegie units in that particular course. In a traditional period schedule, a student may not exceed more than nine (9) absences per class per semester. In accordance with a student's Individualized Education Plan, 504 Plan, Problem Solving Team Recommendation, or with Permission from the Principal, credit or Carnegie units may be allowed for a student who has more than nine (9) absences per class per semester. The principal may stipulate that the absences be certified in writing from the court or a physician. Furthermore, the principal may require the student to attend additional educational instruction through a Board recognized program to receive Carnegie units or credits.

REFERENCE(S):

**CODE OF ALABAMA
16-28-2.2, 16-28-12 TO -15,
LEGISLATIVE ACT 2009-564**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: MAY 9, 2016
FORMERLY: 5.40**

CHAPTER 5.00 – STUDENTS

COMPULSORY SCHOOL ATTENDANCE AGE 5.41

Every student residing in the area served by the Leeds City School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

A. ENTRANCE

1. ADMISSION

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. *Authority: Ala. Code §16-28-3(1975)*

2. ATTENDANCE ZONES/DISTRICTS

The county or city superintendent shall recommend a plan for identifying local attendance districts and shall submit this plan for approval and adoption by the county or city board of education. Students shall be assigned to the schools within the attendance district according to local board policies, court order or applicable state laws, and/or State Board of Education mandates. *Authority: Ala. Code §§16-9-17(1975), 16-28-19(1975), 16-8-34(1975)*

B. AGE

1. 1. REQUIRED TO ATTEND

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor. Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age. *Authority: Ala. Code §16-28-1, §16-28-3 and §16-28-7(1975)as amended by Alabama Act No: 2014-245*

2. MINIMUM AGE FOR ADMISSION

a. A child who is 6 years of age on or before September 1(2)* or the date on which school begins in the enrolling school system shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter. *Authority: Ala. Code §16-28-4(1975) *Report of Attorney General of Alabama, October-December 1963, Volume 113, page 20*

*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 attained the day before the birthday anniversary.

b. A child whose sixth birthday falls on or before February 2, with the approval of the local board of education, be admitted at the beginning of the second semester in school systems having semiannual promotions of pupils. *Authority: Ala. Code §16-28-4(1975)*

c. A child whose fifth birthday falls on or before September 1 (2)* or the date on which school begins in the enrolling district is entitled to admission to the Kindergarten program at the beginning of the school year or as soon as practicable thereafter. *Authority: Ala. Code §16-28-4(1975) Interpretation based on *Report of Attorney General of Alabama October-December 1963, Volume 113, page 20*

d. Kindergarten or Grade 1 students who were enrolled in an Alabama private school, church school, or were being tutored in accordance with the *Ala. Code (1975)* and who seek admission to Kindergarten or Grade 1 in the public schools must meet the age requirements for admittance. *Authority: Ala. Code §16-28-4(1975)*

*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 attained the day before the birthday anniversary.

3. AGE REQUIREMENTS-KINDERGARTEN AND GRADE 1 OUT-OF-STATE TRANSFERS

a. An underage child who transfers from the first grade of a school in another state may be admitted, but must have the approval of the local board of education. *Authority: Ala. Code §16-28-4(1975)*

b. An underage child who has moved into this state and has completed a mandated kindergarten program in another state shall be entitled to admission to the public elementary school regardless of age. *Authority: Ala. Code §16-28-4(1975)*

c. An underage child who transfers to Alabama from the public school Kindergarten in another state may be admitted, but must have prior approval of the local board of education. *Authority: Ala. Code §16-28-4(1975)*

d. The age requirements apply to the provision of special education and related services for preschool children with disabilities by the child's third birth date. Public agencies may not use school admission cutoff dates to deny special education services for eligible preschool children. However, these children may not attend the regular kindergarten program, unless they meet the age requirements. *Authority: Alabama Administrative Code: 290-8-9-.04(3(a))*

REFERENCE(S): CODE OF ALABAMA
16-28-2.2, 16-28-12, 16-28-3, 16-28-4,

HISTORY: ADOPTED: OCTOBER 12, 2010
REVISED: FEBRUARY 18, 2016 FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT 5.42

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student between the ages of seventeen (17) and nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Leeds City Board of Education will verify the enrollment status of a student upon request.

The Leeds City Board of Education will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term.

A student may appeal the Board's determination of his enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

REFERENCE(S):

CODE OF ALABAMA
16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

TRUANCY

5.43

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the child's return to school. 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 on the current State Department of Education attendance manual.

State law requires parent/guardians who enroll a student in school to be responsible for the child's regular attendance and proper conduct. The Leeds City Board of Education, in cooperation with the Pell City School System, The Leeds City District Attorney's Office, and the Leeds City Juvenile Probation Office, adheres to procedures published annually in the Code of Student Conduct to reduce truancy and to promote school attendance. In addition, the Leeds City School System actively participates in the Early Warning Program.

The Early Warning Program consists of the following:

- Notification sent to parents/guardians concerning student absences and/or misconduct
- Student and parent/guardian conferences with an administrator and/or counselor when warranted
- Referral to Early Warning for a Juvenile Court Officer and/or District Attorney to discuss with parents/guardians and the student the importance of appropriate conduct and school attendance
- In-school conferences with a court representative, parents/guardians, administrator, counselor, student and other(s) as identified by the principal
- Issuance of CHINS (Child in Need of Supervision) petition and/or warrant for the parents/guardians

A student receives a referral to the Early Warning Program under these conditions:

- Upon three (3) unexcused absences (No note was received or the absence was unexcused.)
- Upon exceeding ten (10) absences with parent excuses for grades K-8 (The parents/guardians have sent a written explanation of the absence; notes were not provided by a physician, attorney, or other official.)
- Upon exceeding five (5) absences with parent excuses for grades 9-12 (The parents/guardians have sent a written explanation of the absence; notes were not provided by a physician, attorney, or other official.)

Excessive absences as described in the Leeds City Code of Student Conduct may result in a loss of academic credit and/or retention for the succeeding school year.

REFERENCE(S):

CODE OF ALABAMA
16-28-14, 16-28-15, 16-28-17

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.40

CHAPTER 5.00 - STUDENTS

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

5.45

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

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

The appropriate law enforcement agency must also be notified. Also, the school principal or authorized official of the school shall automatically suspend any student who is caught selling alcohol and/or harmful drugs to others.

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

The principal shall immediately notify the parent/guardian of the student by telephone. If the parent/guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four hours. Care shall be given to afford due process to all students.

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

REFERENCE(s):

CODE OF ALABAMA
16-1-2, 16-1-10, 16-1-14

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 3.42

CHAPTER 5.00 - STUDENTS

STUDENT PARKING PRIVILEGES, DRUG TESTING

5.46

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

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

The Board may require the passing of a drug test as a condition to granting student driving and/or parking privileges. It may conduct random unannounced drug screening tests for student taking advantage of student parking privileges, and maintains the right to conduct specific drug screening of student whenever a school official observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the School System's substance abuse policies as described in the Code of Student Conduct.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state and federal laws. All procedures prepared to effectuate this policy shall be approved by the Leeds City Board of Education and shall be distributed in publications of the School System.

REFERENCE(s):

CODE OF ALABAMA
16-9-13, 16-11-9, 16-12-3

HISTORY:

ADOPTED: MARCH 14, 2006
REVISED: OCTOBER 12, 2010
FORMERLY: 5.36

CHAPTER 5.00 – STUDENTS

STUDENT INJURY

5.60

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-9-13

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.61

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

5.62

- I. Each Leeds City School System school principal shall designate a staff member(s) to administer prescribed medications. The staff member(s) shall be trained annually by a licensed nurse or licensed physician.
- 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.
- III. All medications shall be delivered to the office/clinic by a parent/guardian with the following information on the label:
 - A. Student's name;
 - B. Name of the medication;
 - C. Date of prescription and dispensing pharmacy;
 - D. Specific instructions for the administration of the medication;
 - E. Approximate duration of medication.
- IV. A permission form shall be required and signed by the student's parent(s) or legal guardian(s). The physician's signature on the permission form is required. The permission form shall be updated at least once a year. A two- (2) day grace period will be extended to parent(s)/guardian(s) for renewal of authorization of medication.
- V. Prescription medication which is kept at school shall be counted and shall be stored in its original container, in a secure location under lock and key as designated by the school principal. Only trained staff designated by the principal shall have access to the medication.
- VI. 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.
- VII. Non-prescription medications are not administered during school hours unless prescribed by a physician. Non-prescription medication ordered by a physician will be administered in accordance with the policies and procedures required for administration of prescription medication described in sections I through VI above.
- VIII. No student may carry medication in his/her pocket, purse, or on his/her person during school hours; however the principal may authorize a student to carry an allergic reactions kit or asthma inhaler when a permission form has been signed by the parent or legal guardian and the student's physician has signed the permission form confirming that, because of the student's medical condition, it is necessary that the student retain the allergic reaction kit or asthma inhaler in his/her possession during school hours.
- IX. Self-administration of medications by a student for chronic conditions may be permitted when conducted in compliance with the State Department of Education and State Board

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of Nursing Medication Curriculum, as may be amended from time to time by the department and board. Approved medications may be self-administered if the /parent or legal guardian of the student provides all the information outlined in the Medication Curriculum including, but not limited to, the following:

- A. Written and signed authorization for the self-administration to the principal of the school.
- B. Written and signed acknowledgement that the school shall incur no liability and that the parent or legal guardian shall indemnify and hold harmless the school and the employees and agents of the school against any claims that may arise relating to the self-administration of approved medications.
- C. Written medical authorization that includes all of the following:
 1. The signature of the attending physician, or his or her authorized agent.
 2. Confirmation that the student has been instructed in the proper self-administration of the approved medication.
 3. The name, purpose, and prescribed dosage of the medications to be self-administered.
 4. The frequency with which the prescribed medications are to be administered.
 5. Any special instructions or circumstances under which the medications should be administered.
 6. The length of time for which the medications are prescribed.
- D. All documents provided to a school pursuant to a student's self-administration of medication shall be kept on file in the office of the school nurse or principal.
- E. The Board of Education shall incur no liability and is immune from any liability exposure created by a student's self-administration of medication.
- F. Permission for the self-administration of approved medications shall only be effective for the school year in which permission is granted.
- G. Upon obtaining permission to self-administer approved medications pursuant to this policy, a student shall be permitted to possess and self-administer approved medications, according to the orders of the prescriber, at any time while on school property or while attend a school-sponsored event.
- H. Nothing in this section shall be interpreted as permitting a student to possess a controlled substance, as defined in the Medication Curriculum, on school property.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-1-39, ALABAMA BOARD OF NURSES GUIDELINES**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.62**

CHAPTER 5.00 – STUDENTS

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 Leeds City Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.
- 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-7, 16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.64

CHAPTER 5.00 – STUDENTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

5.68

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.

- I. An AED will be maintained on the premises of each school in the Leeds City School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.
- II. Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR-trained staff members.
- III. School system office personnel are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency.
- IV. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually and first aid training every three (3) years. Training records will be kept by the lead school nurse.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, LEGISLATIVE ACT 2009-754

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

STUDENT RECORDS

5.70

Leeds City 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 IDEA, Family Educational Rights and Privacy Act (FERPA) 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.

REFERENCE(S):

AAC 290-030-010-.5(5)
PUBLIC LAW 93.380
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.70

CHAPTER 5.00 – STUDENTS

PARENTAL NOTIFICATION

5.72

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualification of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. For that information, send written requests to the school principal or the system Human Resource Coordinator.

REFERENCE(S):

CODE OF ALABAMA
16-11-9,
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 STUDENTS

PARENT INVOLVEMENT

5.73

The Leeds City School System recognizes the value of parental involvement and acknowledges the powerful influence of parents in their child's school success. Parental participation is encouraged and supported in the learning process and educational experience of all students. Studies demonstrate that when parents are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced.

Although parents and families are diverse in culture, language and needs, they share the school's commitment to the educational success of their children. The Leeds City School System, in collaboration with parents, will work towards establishing programs and practices that enhance parental and family involvement and reflect specific needs of the students and their families.

Professional development opportunities for teachers, administrators, and other school employees shall be offered to enhance the ability of schools to effectively serve all students, parents, and families. Administrative leadership is recognized as important in setting expectations and creating a climate conducive to parental participation.

To this end, the Leeds City School System supports working towards the development, implementation and regular evaluation of parental involvement programs and policies, which will involve parents and families in the decisions and practices for all grade levels in a variety of roles. The parental involvement programs to be developed shall be comprehensive and coordinated.

The parental involvement policy of the Leeds City School System embodies the following beliefs:

- Parents play an integral role in their child's learning.
- Communication between home and school is regular, two-way, varied, and meaningful.
- Parents are partners in the decisions that affect children and families. Parents are encouraged to serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
- School shall assist parents in helping their child meet challenging state and local student content and achievement standards.
- Schools are inviting and actively seek support and assistance for school programs.
- Positive parenting is promoted and supported through programs and practices designed to strengthen parenting

Parents shall be notified of this policy and parent involvement activities in the Leeds City School System. It shall be reviewed periodically with the participation of parents in the evaluation of its effectiveness and shall be revised and/or amended as needed to improve parent involvement and student achievement.

REFERENCE(S):

CODE OF ALABAMA
16-11-9
NO CHILD LEFT BEHIND ACT of 2001

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.11

CHAPTER 5.00 - STUDENTS

CO- CURRICULAR AND EXTRACURRICULAR ACTIVITIES

5.80

The Leeds City Board of Education requires that all co-curricular and extra-curricular activities within a school be teacher and school sponsored. A special effort should be made to provide each student the opportunity to participate in worthwhile co-curricular and extra-curricular activities. Each staff member is expected to assume a reasonable share of the various responsibilities pertaining to the sponsorship of co-curricular and extra-curricular activities.

All school sponsored activities such as clubs, newspaper and annual staffs, student councils, bands, cheerleading squads, and athletic teams are classified as extracurricular and subject to the requirements of this policy.

Eligibility

1. To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the "Academics First" policy as set forth in the *Administrative Code of the State Board of Education*. Students ineligible for extracurricular or co-curricular activities according to the "Academic First" requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.
2. A student suspended from school for violation of the *Leeds City Code of Student Conduct* is also suspended from all school sponsored extra-curricular activities and out-of-school practice sessions until that suspension has been lifted.
3. Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Leeds City School System.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC290-3-1-.02(17)

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

ATHLETICS

5.81

- I. All Leeds City 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 Leeds City 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. Academic performance of athletes shall be checked every four and one-half (4 ½) weeks by the respective coach. If a student does not comply with the academic performance standards in two (2) classes, he/she shall be placed on probation for two (2) weeks. The respective coach shall assist with the academic remediation of the student. If at least one (1) grade does not comply with the academic performance standard at the conclusion of the probationary period, the athlete shall be ineligible for game competition until at least one (1) grade improves to meet the participation standard. The student shall be permitted to participate in practice during the two (2) week probationary period and shall be permitted to participate in practice if declared ineligible for game competition.
- VI. All students shall be subject to all Leeds City Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

CHAPTER 5.00 – STUDENTS

REFERENCE(S):

**CODE OF ALABAMA
16-11-9
ALABAMA HIGH SCHOOL ATHLETICS ASSOCIATION GUIDELINES**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: MARCH 14, 2006; OCTOBER 12, 2010
FORMERLY: 5.80, 5.81, 5.82, 5.83**

CHAPTER 5.00 - STUDENTS

STUDENT DRUG TESTING PROGRAM

5.83

It is the responsibility of the Leeds City Board of Education to safeguard the health, character, citizenship and personality development of the pupils in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board recognizes that the misuse of drugs, alcohol or steroids threatens the positive development of pupils and the welfare of the entire school community. The Leeds City Board of Education is committed to the prevention of drug, alcohol and steroid abuse and the rehabilitation of identified abusers.

The Leeds City Board of Education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The System's commitment to maintaining athletics and competitive extracurricular programs in a safe, healthy and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use by pupils drive vehicles to school and who are involved in athletics and competitive extracurricular activities.

The Leeds City Board of Education directs the Superintendent and other appropriate school personnel to develop, implement and conduct a program of pre-participation and random drug and alcohol testing of pupils in the athletics and competitive extracurricular activities and as a condition for students who drive vehicles to school. Eligibility shall apply until graduation or until withdrawal. The principal or his/her designee at each school shall oversee the implementation of this policy and its implementation procedures as published in School System handbooks and publications.

Primary emphasis in administering this program is directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Consequences for a pupil who tests positive for illegal drugs or their metabolites will be followed according to Board regulation. This policy is not intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to loss of instructional time.

This policy and its implementing regulations will comply with the confidentiality requirements established in federal regulation 42 CFR Part II. The policy and its implementing regulations will be made available to all staff, School System personnel, pupils and parents/guardians on an annual basis.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 5.82, 5.83, 5.36

DATA GOVERNANCE POLICY

5.88

I. POLICY

These procedures are authorized by the following Leeds City Schools policy:

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

II. SCOPE

These procedures apply to all data that is stored electronically by the Leeds City school system. These procedures are intended to protect information that is deemed confidential by law from unauthorized modification, destruction, or disclosure throughout its life cycle and to protect the integrity of the school system's equipment and software, including providing an appropriate level of security over the equipment and software used to process, store and transmit such information.

The procedures outlined herein apply to all and employees of the district, contractual third parties and agents of the district who have access to data stored electronically by the school system. This includes all forms of records either stored electronically or derived from electronic records that are deemed confidential by law, including but not limited to:

- Speech, spoken face to face, or communicated by phone or radio,
- Hard copy data printed or written on paper,
- Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.,
- Data stored and processed by servers, PCs, laptops, tablets, mobile devices, etc.,
- Data Stored on any type of removable media or cloud based services

The intent of these procedures is to implement the laws governing the confidentiality of

the school system's records. Nothing in these procedures is intended to create or expand any entitlement to confidentiality of records beyond that which is established by law. Furthermore, nothing herein should be deemed to create or expand any entitlement to copies of such records beyond what is established by law. In general, Leeds City Schools reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply its policies and procedures according to its assessment of the needs and interests of the school system; subject only to such limitations on the exercise of such prerogatives as may be imposed by law.

The data governance policies and procedures will be reviewed annually by the data governance committee.

III. REGULATORY COMPLIANCE

Leeds City Schools will abide by any law, statutory, regulatory, or contractual obligations affecting its information systems. The District's data governance policy and procedures are informed by the following laws, rules, and standards, among others:

FERPA

The Family Educational Rights and Privacy Act, applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students specific rights with respect to their data.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ALABAMA RECORDS DISPOSITION AUTHORITY

Alabama Law Section 41-13-23 authorized the Alabama Department of Archives and History to publish rules for Local Government Records Destruction. For more information: <http://www.archives.alabama.gov/officials/localrda.html>.

COPPA

The Children's Online Privacy Protection Act, regulates organizations that collect or store information about children under age 13. Parental permission is required to gather certain information; see www.coppa.org for details.

Payment Card Industry Data Security Standard (PCI DSS)

This standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. See www.PCIsecuritystandards.org for more information.

- ISO Standards (<http://www.iso.org/iso/home/standards.html>)*
- ISO 17799:2000 – Information technology – Code of practice for information security management
 - ISO 27001:2013 – Information technology – Security techniques – Information security management systems – Requirements
 - ISO 27002L2013 - Information technology – Security techniques – Code of practice for information security control

IV. RISK MANAGEMENT

A. A thorough analysis of all Leeds City Schools information networks and systems will be conducted on a periodic basis to document the threats and vulnerabilities to stored and transmitted information. The analysis will examine the types of threats – internal or external, natural or man-made, electronic and non-electronic – that affect the ability to manage the school system’s information resources. The analysis will also document the existing vulnerabilities within each component of the information network and systems that could potentially expose school system data to threats.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity and availability of the information will be determined. The frequency of the risk analysis will be determined at the discretion of the person responsible for the component of the information network and systems in question.

B. The Superintendent or designee will administer periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures will be implemented that reduce the impact of the threats by reducing the amount and scope of the vulnerabilities.

*Appendix A (Information Security Definitions)

*Appendix B (Information Security Responsibilities)

V. DATA CLASSIFICATION

Classification is used to promote proper controls for safeguarding the confidentiality of information. Regardless of classification the integrity and accuracy of all classifications of information must be protected. The classification assigned and the related controls applied are dependent on the sensitivity of the information. Information must be classified according to the most sensitive detail it includes. Information recorded in several formats (e.g., source document, electronic record, report) must have the same classification regardless of format.

*Appendix C (Data Classification Levels)

VI. SYSTEMS AND INFORMATION CONTROL

All computers, laptop, mobile devices, printing and/or scanning devices, network appliances/equipment, AV equipment, servers, internal or external storage, communication devices or any other current or future electronic or technological devices may be referred to as “systems” for purposes of these procedures.

All involved systems and information are assets of Leeds City Schools and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

*Appendix D (Acquisition Of Hardware)

- A. **Ownership of Software:** All computer software developed by Leeds City Schools employees or contract personnel on behalf of Leeds City Schools or licensed for Leeds City Schools use is the property of Leeds City Schools and must not be copied for use at home or any other location, unless otherwise specified by the license agreement.
- B. **Installed Software:** All software packages that reside on computers and networks within Leeds City Schools must comply with applicable licensing agreements and restrictions and must comply with Leeds City Schools acquisition of software policies.

*Appendix E (Acquisition of Software)

C. **Virus Protection, Malware, Spyware, and Spam Protection:** Virus checking systems approved by the Information Security Officer and Information Services must be deployed using a multi-layered approach (desktops, servers, gateways, etc.) that ensures all electronic files are appropriately scanned for viruses. Users are not authorized to turn off or disable any security checking systems.

D. **Access Controls:** Physical and electronic access to information systems that contain PII, Confidential and Internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures will be instituted as recommended by the data governance committee and approved by Leeds City Schools. In particular, the data governance committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential and Internal information include (but are not limited to) the following methods:

1. **Authorization:** Access will be granted on a “need to know” basis and must be authorized by the immediate supervisor and application owner with the assistance of the ISO. Any of the following methods are acceptable for providing access under this policy:

- a. *Context-based access:* Access control based on the context of a

transaction (as opposed to being based on attributes of the initiator or target). The “external” factors might include time of day, location of the user, strength of user authentication, etc.

b. *Role-based access*: An alternative to traditional access control models (e.g., discretionary or non-discretionary access control policies) that permits the specification and enforcement of enterprise-specific security policies in a way that maps more naturally to an organization’s structure and business activities. Each user is assigned to one or more predefined roles, each of which has been assigned the various privileges needed to perform that role.

c. *User-based access*: A security mechanism used to grant users of a system access based upon the identity of the user.

2. Identification/Authentication: Unique user identification (user id) and authentication is required for all systems that maintain or access PII, Confidential and/or Internal Information. Users will be held accountable for all actions performed on the system with their user id.

a. At least one of the following authentication methods must be implemented:

1. strictly controlled passwords
2. biometric identification, and/or
3. tokens in conjunction with a PIN.

b. The user must secure his/her authentication control (e.g. password, token) such that it is known only to that user and possibly a designated security manager.

c. The user must log off or secure the system when leaving it.

3. Data Integrity: Leeds City Schools must be able to provide corroboration that PII, Confidential, and Internal Information has not been altered or destroyed in an unauthorized manner. Listed below are some methods that support data integrity:

- transaction audit
- disk redundancy (RAID)
- ECC (Error Correcting Memory)
- checksums (file integrity)
- encryption of data in storage
 - digital signatures
 - data wipes

4. Transmission Security: Technical security mechanisms must be put in

place to guard against unauthorized access to data that is transmitted over a communications network, including wireless networks. The following features must be implemented:

- a. integrity controls and
- b. encryption, where deemed appropriate

5. Remote Access: Access into Leeds City Schools network from outside will be granted using Leeds City Schools approved devices and pathways on an individual user and application basis. All other network access options are strictly prohibited. Further, PII, Confidential and/or Internal Information that is stored or accessed remotely must maintain the same level of protections as information stored and accessed within the Leeds City Schools network.

6. Physical Access: Access to areas in which information processing is carried out should be restricted to only appropriately authorized individuals.

The following physical controls must be in place:

a. Computer systems should be installed in an access-controlled area. The area in and around the computer facility must afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.

b. File servers containing PII, Confidential and/or Internal Information must be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.

c. Workstations or personal computers (PC) must be secured against use by unauthorized individuals. Local procedures and standards must be developed on secure and appropriate workstation use and physical safeguards.

d. Facility access controls must be implemented to limit physical access to electronic information systems and the facilities in which they are housed, while ensuring that properly authorized access is allowed. Local policies and procedures must be developed to address the following facility access control requirements:

- Contingency Operations – Documented procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.
- Facility Security Plan – Documented policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft.
- Access Control and Validation – Documented procedures to control and validate a person's access to facilities based on their role or function, including visitor control, and control of access to software programs for testing and revision.

- Maintenance records – Documented policies and procedures to document repairs and modifications to the physical components of the facility which are related to security (for example, hardware, walls, doors, and locks).

*Appendix F (Security Procedures)

*Appendix G (Password Control Standards)

*Appendix H (Purchasing and Disposal Procedures)

*Appendix I (Data Access Roles)

E. Data Transfer/Exchange/Printing:

1. Electronic Mass Data Transfers: Downloading, uploading or transferring PII, Confidential, and Internal Information via a mass data transfer between systems must be strictly controlled.

A. Internal Requests: Any internal request from within the school system for a mass download of data that includes PII for research or any other purposes must be in accordance with this policy and be approved by the data governance committee.

B. External Requests: Any external request from outside the school system for a mass download of the school system's electronic records must be approved by the Application Owner and include only the minimum amount of information necessary to fulfill the request. A memorandum of Agreements (MOA) or contract must be in place when transferring PII to external entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc. unless an exception is approved by the data governance committee. The contents of the MOA or contract will vary depending on the reason for the transfer and how the data will be used.

The school system may also release de-identified records and information for purposes such as research, provided that all personally identifiable information is removed and a reasonable determination is made that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. Such releases should be approved by approved by the data governance committee.

*Appendix J (Sample MOA)

2. Other Electronic Data Transfers and Printing: PII, Confidential and Internal Information must be stored in a manner inaccessible to unauthorized individuals. PII and Confidential information must not be downloaded, copied or printed indiscriminately or left unattended and open to compromise.
- F. Oral Communications: Leeds City Schools staff should be aware of their surroundings when discussing PII and Confidential Information that is protected from disclosure by law. This includes the use of cellular telephones in public areas. Leeds City Schools staff should not discuss PII or Confidential Information in public areas if the information can be overheard. Caution should be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.
 - G. Audit Controls: Hardware, software, and/or procedural mechanisms that record and examine activity in information systems that contain or use PII must be implemented. Further, procedures must be implemented to regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports.
 - H. Evaluation: Leeds City Schools requires that periodic technical and non-technical evaluations be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.
- I. IT Disaster Recovery: Controls must ensure that Leeds City Schools can recover from any damage to critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems immediately to the Superintendent, Risk Management Officer, Technology Director and/or ISO for response to. The IT Disaster Plan includes the following:
1. A prioritized list of critical services, data, and contacts.
 2. A process enabling Leeds City Schools to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.
 3. A process enabling Leeds City Schools to continue to operate in the event of fire, vandalism, natural disaster, or system failure.
 4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

VII. Compliance

A. The Data Governance and Use Procedures apply to all users of Leeds City Schools information including: employees, staff, volunteers and outside affiliates. Failure to comply with Information Security Policies and Standards by employees, staff, volunteers and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Leeds City Schools procedures, or, in the case of outside affiliates, termination of the affiliation.

Leeds City Schools will conduct training on its data governance policy for employees, staff, volunteers and outside affiliates that have responsibilities that include creating, using, or maintaining data as necessary and will maintain documentation of such training.

B. Possible disciplinary/corrective action may be instituted for violations of Leeds City Schools data governance policy and procedures, including, but is not limited to, the following:

1. Unauthorized disclosure of PII or Confidential Information as specified in Confidentiality Statement.
2. Unauthorized disclosure of a log in code (user id) or password.
3. Attempting to obtain a log in code or password that belongs to another person.
4. Using or attempting to use another person's sign-on code or password.
5. Unauthorized use of an authorized password to examine records or information for which there for which the user has no legitimate interest.
6. Installing or using unlicensed software on Leeds City Schools computers.
7. The intentional unauthorized destruction of Leeds City Schools information.
8. Attempting to get access to sign-on codes for purposes other than official business, including completing fraudulent documentation to gain access.

Appendix A

INFORMATION SECURITY DEFINITIONS

Availability: Data or information is accessible and usable upon demand by an authorized person.

Confidentiality: Data or information is not made available or disclosed to unauthorized persons or processes.

Integrity: Data or information has not been altered or destroyed in an unauthorized manner.

Involved Persons: Every worker at Leeds City Schools -- no matter what their status. This includes, , students, employees, contractors, consultants, temporaries, volunteers, interns, etc.

Involved Systems: All computer equipment and network systems that are operated within the Leeds City Schools environment. This includes all platforms (operating systems), all computer sizes (personal digital assistants, desktops, mainframes, etc.), and all applications and data (whether developed in-house or licensed from third parties) contained on those systems.

Personally Identifiable Information (PII): PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

Appendix B

INFORMATION SECURITY RESPONSIBILITIES

A. **Information Security Officer: (CTO)**The Information Security Officer (ISO) for each district is responsible for working with user management, owners, custodians, and users to develop and implement prudent security policies, procedures, and controls, subject to the approval of Leeds City Schools. Specific responsibilities include:

- Ensuring security policies, procedures, and standards are in place and adhered to by entity.
- Providing basic security support for all systems and users.
- Advising owners in the identification and classification of computer resources. See Section VI Information Classification.
- Advising systems development and application owners in the implementation of security controls for information on systems, from the point of system design, through testing and production implementation.
- Educating custodian and user management with comprehensive information about security controls affecting system users and application systems.
- Providing on-going employee security education.

- Performing security audits.
- Reporting regularly to the Leeds City Schools Data Governance Committee on entity's status with regard to information security.

B. Information Owner:(Database Administrator) The owner of a collection of information is usually the manager responsible for the creation of that information or the primary user of that information. This role often corresponds with the management of an organizational unit. In this context, ownership does not signify proprietary interest, and ownership may be shared. The owner may delegate ownership responsibilities to another individual by completing the Leeds City Schools Information Owner Delegation Form. The owner of information has the responsibility for:

- Knowing the information for which she/he is responsible.
- Determining a data retention period for the information, relying on advice from the Legal Department.
- Ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the information used or created within the unit.
- Authorizing access and assigning custodianship.
- Specifying controls and communicating the control requirements to the custodian and users of the information.
- Reporting promptly to the ISO the loss or misuse of Leeds City Schools information.
- Initiating corrective actions when problems are identified.
- Promoting employee education and awareness by utilizing programs approved by the ISO, where appropriate.
- Following existing approval processes within the respective organizational unit for the selection, budgeting, purchase, and implementation of any computer system/software to manage information.

C. Custodian:(Network Administrator) The custodian of information is generally responsible for the processing and storage of the information. The custodian is responsible for the administration of controls as specified by the owner. Responsibilities may include:

- Providing and/or recommending physical safeguards.
- Providing and/or recommending procedural safeguards.
- Administering access to information. Releasing information as authorized by the Information Owner and/or the Information Privacy/ Security Officer for use and disclosure using procedures that protect the privacy of the information.
- Evaluating the cost effectiveness of controls.
- Maintaining information security policies, procedures and standards as appropriate and in consultation with the ISO.
- Promoting employee education and awareness by utilizing programs approved by the ISO, where appropriate.
- Reporting promptly to the ISO the loss or misuse of Leeds City Schools information.

- Identifying and responding to security incidents and initiating appropriate actions when problems are identified.
- D. User Management:(Network Administrator) Leeds City Schools management who supervise users as defined below. User management is responsible for overseeing their employees' use of information, including:
- Reviewing and approving all requests for their employee's access.
 - Initiating security change requests to keep employees' security record current with their positions and job functions.
 - Promptly informing appropriate parties of employee terminations and transfers, in accordance with local entity termination procedures.
 - Revoking physical access to terminated employees, i.e., confiscating keys, changing combination locks, etc.
 - Providing employees with the opportunity for training needed to properly use the computer systems.
 - Reporting promptly to the ISO the loss or misuse of Leeds City Schools information.
 - Initiating corrective actions when problems are identified.
 - Following existing approval processes within their respective organization for the selection, budgeting, purchase, and implementation of any computer system/software to manage information.
- E. User: The user is any person that has access to electronically stored records. A user of information is expected to:
- Access information only in support of their authorized job responsibilities.
 - Comply with Information Security Policies and Standards and with all controls established by the owner and custodian.
 - Keep personal authentication devices (e.g. passwords, SecureCards, PINs, etc.) confidential.
 - Report promptly to the ISO the loss or misuse of Leeds City Schools information.
 - Initiate corrective actions when problems are identified.

Appendix C

Data Classification Levels

Personally Identifiable Information (PII)

PII is any information about an individual maintained by an agency:

- that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and
- any other information that is linked or linkable to an

individual, such as medical, educational, financial, and employment information.

Any disclosure of these records must be in accordance with applicable law.

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII, but that must be protected from disclosure in order to maintain the security of the school system's electronic records. This information must be restricted to those with a legitimate business need for access.

Examples of Confidential Information may include: key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys.

Decisions about the provision of access to this information must always be cleared through the Chief Technology Officer or his designee.

Internal Information

Internal Information is intended for unrestricted use within Leeds City Schools, and in some cases within affiliated organizations such as Leeds City Schools business partners. This type of information is already widely-distributed within Leeds City Schools, or it could be so distributed within the organization without advance permission from the information owner.

Examples of Internal Information may include: personnel directories and internal policies and procedures, and system wide communications such as newsletters and announcements.

Any information not classified as PII, Confidential or Public will, by default, be classified as Internal Information. Unauthorized disclosure of this information to outsiders may not be appropriate due to legal or contractual provisions.

Public Information

Public Information has been specifically approved for public release by a designated authority within each entity of Leeds City Schools. Examples of Public Information may include marketing brochures and material posted to any Leeds City Schools-related internet presence.

This information may be disclosed outside of Leeds City Schools.

Appendix D

Acquisition of Hardware

It is the position of Leeds City Schools' IT department to ensure technology equipment being purchased is compatible with existing district equipment and is purchased/ deployed in an acceptable timeframe. The equipment must be purchased from a reputable manufacturer, have a warranty, and fit within the Leeds City Schools IT department framework.

All purchases of computer hardware or software will be coordinated with the IT department. You should expect at least a two week turnaround on these proposals. That gives the IT department time to evaluate and advise.

Hardware or software that is not purchased within these guidelines will not be supported by Leeds City Schools' resources.

Equipment Guidelines

Laptops/Desktops purchased without Information Technology assistance:

- Information Technology will provide assistance for connecting the device to wireless guest networks
- Laptop/Desktop will not be part of the Information Technology replacement cycle
- Information Technology will not load software licensed by the district
- Information Technology will not provide hardware support or warranty services
- Information Technology will not provide virus/spyware removal assistance

Printers purchased without Information Technology assistance:

- Information Technology will not support this printer
- Information Technology will not network this printer

Appendix E

Acquisition of Software Procedures

The purpose of the Acquisition of Software Procedures is to:

- Ensure proper management of the legality of information systems,
- Allow all academic disciplines, administrative functions, and athletic activities the ability to utilize proper software tools,
- Minimize licensing costs,
- Increase data integration capability and efficiency of Leeds City Schools as a whole, and
- Minimize the malicious code that can be inadvertently downloaded.

A. Software Licensing:

1. All district software licenses owned by LCS will be:

kept on file at the central office,
accurate, up to date, and adequate, and
in compliance with all copyright laws and regulations

2. All other software licenses owned by departments or local schools will be: kept on file with the department or local school technology office, accurate, up to date, and adequate, and in compliance with all copyright laws and regulations

3. Software installed on LCS technological systems and other electronic devices: will have proper licensing on record, will be properly licensed or removed from the system or device, and will be the responsibility of each LCS employee purchasing and installing to ensure proper licensing

4. Purchased software accessed from and storing data in a cloud environment will have a Memorandum of Agreement (MOA) or contract on file that states or confirms at a minimum that:

LCS student and/or staff data will not be used for any purpose beyond the specific services requested by LCS and will not be shared with a third party unless specifically approved by LCS.

LCS student and/or staff data will not be sold or mined with or by a third party,

LCS student and/or staff data will not be stored on servers outside the US unless otherwise approved by Leeds City Schools' Data Governance Committee,

the company will comply with Leeds City School's guidelines for data transfer or destruction when contractual agreement is terminated, and

No API will be implemented without full consent of Leeds City Schools and the ALSDE.

5. Software with or without physical media (e.g. downloaded from the Internet, apps, or online) must still be properly evaluated and licensed if necessary and is applicable to this procedure. It is the responsibility of staff to ensure that all electronic resources are age appropriate, FERPA compliant, and are in compliance with software agreements before requesting use. Staff members are responsible for ensuring that parents have given permission for staff to act as their agent when creating student accounts for online resources when such permission is required by law.

B. Supported Software:

In an attempt to prevent software containing malware, viruses, or other security risk, software is categorized as Supported and Not Supported Software. For software to be classified as Supported Software downloads and/or purchases must be approved by the district technology director or designee such as a local school technology instructional coach or member of the technical staff.

- A list of supported software will be maintained on the Leeds City School's District Technology site.
- It is the responsibility of the LCS Technology Team members to keep the list current and for staff to submit apps or other software to the Technology Team.
- Unsupported software is considered New Software and must be approved or it will not be allowed on LCS owned devices.
- When staff recommends apps for the LCS Mobile Device Management Apps Catalog, Google Apps store or software for installation, it is assumed that the staff has properly vetted the app or software and that it is instructional sound, is in line with curriculum or behavioral standards, and is age appropriate.
- Software that accompanies adopted instructional materials will be vetted by the Curriculum and

Instruction Director and the Technology Integration Coordinator and is therefore supported.

C. New Software:

In the Evaluate and Test Software Packages phase, the software will be evaluated against current standards and viability of implementation into the Leeds City Schools technology environment and the functionality of the software for the specific discipline or service it will perform.

1. Evaluation may include but is not limited to the following:

- Conducting beta testing.
- Determining how the software will impact the LCS technology environment such as storage, bandwidth, etc.
- Determining hardware requirements.
- Determining what additional hardware is required to support a particular software package.
- Outlining the license requirements/structure, number of licenses needed, and renewals.

2. Determining any Maintenance Agreements including cost.

- Determining how the software is updated and maintained by the vendor.
- Determining funding for the initial purchase and continued licenses and maintenance.

3. When staff recommends apps for the LCS Mobile Device Management Apps Catalog, Google Apps Store or software for purchase and/or testing, it is the responsibility of the appropriate staff to properly vet the app or software to ensure that is instructionally sound, is in line with curriculum or behavioral standards, and is age appropriate.

Appendix F

Security Procedures

Physical Security

Controls are implemented to protect information system resources, the facility housing those resources, and the facilities used to support their operation. To protect against loss of control over system integrity and system availability, organizations need to address physical access controls, environmental controls, fire safety, and protect systems and data storage media from theft.

OBJECTIVE:

This procedure communicates the essential aspects of physical security of computing equipment and data storage media that must be practiced by all information technology organizations to safeguard the integrity and availability of State information system resources and data.

RESPONSIBILITIES:

Agency Management, Information Technology Organization:

Ensure computer systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.

Control access to areas containing servers, data stores, and communications equipment. Access to secured areas shall be controlled by the use of access card keys, access code keypads, or key locks with limited key distribution. A record shall be maintained of all personnel who have authorized access.

Closely control keys (where utilized). If a key is reported as missing, change or re-key the corresponding lock(s).

Change access codes, where utilized, at least every 90 days or immediately upon removing someone from the authorized access list.

Maintain a digital log of all visitors granted entry into secured areas or areas containing sensitive or confidential data (e.g., data storage facilities).

Ensure visitors are escorted by a person with authorized access to the secured area.

Ensure each facility containing computer and communications equipment has an appropriate fire suppression system and/or a class C fire extinguisher readily available and in working order.

Store equipment above the floor, in racks whenever feasible, or on a raised floor to prevent damage from dampness or flooding. Use of water/moisture sensors is recommended.

Monitor and maintain data center temperature and humidity levels. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends an inlet temperature range of 68 to 77 degrees and relative humidity of 40% to 55%.

Store electronic media in secured and environmentally controlled areas, in fire safe containers whenever feasible. Backup/archive media shall, whenever feasible, be stored in a secure off-site storage facility.

Monitor and control the delivery and removal of all asset-tagged and/or data-storing IT equipment. Maintain a record of all such items entering or exiting their assigned location.

Ensure that equipment being removed for transfer to another organization or being designated as surplus property is appropriately sanitized in accordance with applicable policies and procedures.

Emergency Access:

Each entity is required to establish a mechanism to provide emergency access to systems and applications in the event that the assigned custodian or owner is unavailable during an emergency.

Procedures must be documented to address:

1. Authorization,
2. Implementation, and
3. Revocation

Appendix G Passwords

Password Control Standards

The Leeds City Schools Data Governance and Use Policy requires the use of strictly controlled passwords for accessing Personally Identifiable Information (PII), Confidential Information (CI) and Internal Information (II).

Listed below are the minimum standards that must be implemented in order to ensure the effectiveness of password controls.

Standards for accessing PII, CI, II:

Users are responsible for complying with the following password standards:

1. Passwords must never be shared with another person, unless the person is a designated security manager.
2. Every password must, where possible, be changed regularly – (between 90 and 180 days depending on the sensitivity of the information being accessed)
3. Passwords must, where possible, have a minimum length of six characters.
4. Passwords must never be saved when prompted by any application with the exception of central single sign-on (SSO) systems as approved by the ISO. This feature should be disabled in all applicable systems.
5. Passwords must not be programmed into a PC or recorded anywhere that someone may easily find and use them.
6. When creating a password, it is important not to use words that can be found in dictionaries or words that are easily guessed due to their association with the user (i.e. children's names, pets' names, birthdays, etc...). A combination of alpha and numeric characters are more difficult to guess.

Where possible, system software must enforce the following password standards:

1. Passwords routed over a network must be encrypted.

2. Passwords must be entered in a non-display field.
3. System software must enforce the changing of passwords and the minimum length.

Appendix H

Purchasing

This procedure is intended to provide for the proper purchasing and disposal of technological devices only. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems in this document. For further clarification of the term technological systems contact the Leeds City School's Chief Technology Officer.

All involved systems and information are assets of Leeds City Schools and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

A. Purchasing Guidelines

All systems that will be used in conjunction with Leeds City Schools' technology resources or purchased, regardless of funding, should be purchased from an approved list or be approved by a local school Technology Coach and/or the district Chief Technology Officer. Failure to have the purchase approved may result in lack of technical support, request for removal from premises, or denial of access to other technology resources.

B. Alabama Competitive Bid Laws

Most electronic equipment is subject to Alabama competitive bid laws. There are several purchasing coops that have been approved for use by the Alabama State Examiners office: <http://www.examiners.state.al.us/purchcoop.aspx>. Generally for technological devices and services, Leeds City Schools purchase from the Alabama Joint Purchasing Agreement

(ALJP): [https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20\(Alabama%20K-12%20\(IT\)%20Joint%20Purchasing\)Home.aspx](https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20(Alabama%20K-12%20(IT)%20Joint%20Purchasing)Home.aspx). In the event that a desired product is not included in one of these agreements, Leeds City Schools bids the item or items using the district's competitive bid process. Most technological systems, services, etc. over \$15,000 purchased with public funds are subject to Alabama's competitive bid laws.

C. Inventory

All technological devices or systems over \$500 are inventoried by the Technology Department in accordance with the Leeds City Schools Finance Department using the Destiney inventory system. There are some exceptions under \$500, including, but not limited to, companion devices or peripherals that are inventoried. The district technology staff is responsible for ensuring that any network equipment, file servers, or district systems, etc. are inventoried.

D. Disposal Guidelines

Equipment should be considered for disposal for the following reasons:

1. End of useful life,
2. Lack of continued need,
3. Obsolescence,
4. Wear, damage, or deterioration,
5. Excessive cost of maintenance or repair.

The local school principal, Chief Technology Officer, and the Chief Financial Officer must approve school disposals by discard or donation. Written documentation in the form of a spreadsheet including but not limited to the following must be provided.

1. Fixed asset tag (FAT) number,
2. Location,
3. Description,
4. Serial number, and
5. Original cost and account code if available.

E. Methods of Disposal

Once equipment has been designated and approved for disposal, it should be handled according to one of the following methods. It is the responsibility of the local school to modify the inventory entry to reflect any in-school transfers, in-district transfers, donations, or discards for technological systems. The district technology staff is responsible for modifying the inventory records to reflect any transfers within the central offices, transfers of central office electronic equipment to local schools, central office donations, or central office discards.

1. Transfer/Redistribution

If the equipment has not reached the end of its estimated life, an effort should be made to redistribute the equipment to locations where it can be of use, first within an individual school or office, and then within the district. Service requests may be entered to have the equipment moved, reinstalled and, in the case of computers, laptops, or companion devices, have it wiped and reimaged or configured.

1. Discard

All electronic equipment in the Leeds City Schools district must be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. Systems must be wiped clean of this information prior to leaving the school district.

A district-approved vendor must be contracted for the disposal of all technological systems/equipment. The vendor must provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data.

Under no circumstances should any technological systems/equipment be placed in the trash.

2. Donation

If the equipment is in good working order, but no longer meets the requirements of the site where it is located, and cannot be put into use in another part of a school or system, it may be donated upon the written request of the receiving public school system's superintendent or non-profit organization's director.

It should be made clear to any school or organization receiving donated equipment that Leeds City Schools is not agreeing to and is not required to support or repair any donated equipment. It is donated AS IS.

HCS staff should make every effort before offering donated equipment, to make sure that it is in good condition and can be re-used. Microsoft licenses or any other software licenses are not transferred outside the Leeds City School system.

Donations are prohibited to individuals outside of the school system or to current faculty, staff, or students of Leeds City Schools.

F. Required Documentation and Procedures

1. For purchases, transfers and redistribution, donations, and disposal of technology-related equipment, it is the responsibility of the appropriate technology team member to create/update the inventory to include previous location, new school and/or room location, and to note the transfer or disposal information. When discarding equipment, the fixed asset tag is removed from the equipment and turned in with other documentation to the local school bookkeeper. The CTO in turns submits to the CFO for approval and to the Superintendent's Office for Board approval.

2. When equipment is donated, a copy of the letter requesting the equipment must be on-file with the district technology office prior to the donation. Equipment is donated in order of request.

3. Any equipment donated should be completely wiped of all data. This step will not only ensure that no confidential information is released, but also will ensure that no software licensing violations will inadvertently occur. For non-sensitive machines, all hard drives should be fully wiped using a wiping program approved by the district technology office, followed by a manual scan of the drive to verify that zeros were written.

4. Any re-usable hardware that is not essential to the function of the equipment that can be used as spare parts should be removed: special adapter cards, memory, hard drives, zip drives, CD drives, etc.

5. A district-approved vendor MUST handle all disposals that are not redistributions, transfers, or donations. Equipment should be stored in a central location prior to pick-up. Summary forms must be turned into district technology office and approved by the CFO prior to the scheduled "pick up" day. Mice, keyboards, and other small peripherals may be boxed together and should not be listed on summary forms.

Appendix I

Access Roles and Permissions

I. Student Information Applications

a. Any software system owned and/or managed by the District which is used to store, process, or analyze student educational records as defined by FERPA shall be subject to strict security measures.

InformationNow

SetsWeb

Infocus

Home Portal

b. Only Supervisory District Administrators will have responsibilities over the District Student Information Systems, which will determine appropriate roles and access to the data and will enforce compliance with these roles and permissions.

II. InformationNow Access

1. InformationNow enables authorized users to access the application from any device with internet access.

2. Only authorized users of INOW will be allowed access, no one is allowed to give out user name/password or allow someone to utilize the program while logged in. All personnel will log out of INOW when not in use or when leaving the room. No one will misuse any information or share any personal student information. Violation of our policy, misuse of data, or FERPA violation can have serious consequences, including loss of Federal funding and internal discipline.

3. The technology department will monitor all use of INOW.

4. Confidentiality: Employees are provided the rights to utilize only the portions of INOW that the employee needs to perform their job duties and to prevent unauthorized personnel from seeing data that they are not approved to see or utilize. Strict measures are in place to oversee no one is given rights without district approval. Once a person is approved through the school board and documentation is submitted to human resources, they are input into INOW. Then one person in the district authorizes rights that reflect the requisition that is submitted.

5. Once the person is no longer employed, they are removed from Active directory, unable to log in. The rights are quickly removed from the database, allowing no further access.

6. Types of Users:

a. Personnel: In order to allow access to the correct personnel, InformationNow is integrated with Active Directory, which has a strong password requirement. All personnel must agree to the personnel acceptable use policy. Only long term subs that have been approved per the board and have signed the acceptable use

policy will have access to INOW.

b. Students: Students are allowed to see their secure data through the Home Portal that includes attendance and grades under individual log in rights that are reset every year and that has strong requirements for user names and passwords. They must agree to the acceptable use policy to access their data.

c. Parents/Guardians: The parents/guardians of secondary students have access to their student's grades and attendance through the Home Portal. They must provide proper documentation to prove to the local schools that they are the student's parent or guardian before access is granted. They must agree to the acceptable use policy to access data.

d. Volunteers: Due to FERPA and other confidentiality expectation, volunteers are granted VERY limited view only access to INOW. They must sign a confidentiality agreement at the local school before accessing any data.

(Form Attached)

7. Types of rights

Administrators: this is only for the default Administrator that has full rights.

Staff Affected: District Database Administrator

Rights: All rights

Admin1

Staff Affected: Superintendent, Assistant Superintendent, Chief Technology Officer, Network Administrator

Rights: limited full access to district except deleting, clearing, closing Academic sessions

Admin Grades

Staff Affected: one person at each school per the administrator

Rights: able to fix grades issues when teacher is not available but has approved.

Athletic Group

Staff Affected: one person at each secondary school athletic department

Rights: allows staff member to check Is Athlete for the C2C software

Attendance Group

Staff Affected: school staff members that are responsible for attendance and district student services department

Rights: Able to take attendance in the student maintenance area of INOW, can only put in check in, check outs, daily attendance, and other attendance – not related to attendance in classroom module. Able to search and find students as needed.

Bookkeepers

Staff affected: district and school bookkeepers

Rights: Allows for them to see students to pay fees appropriately.

Certification

Staff Affected: District person that checks certification of teachers

Rights: access to staff and what classes they teach for verification

College and Career

Staff Affected: one person assigned at each high school

Rights: able to check and select appropriate college and career readiness items from custom

Counselor

Staff Affected: all secondary counselors

Rights: able to assign appropriate schedules and look at transcripts and grades to make sure they are on the right track. They have access to the counseling area. Able to search and find students as needed.

Direct Lunch

Staff Affected: District CNP director

Rights: Can run district Lunch information, reports, and import

Discipline

Staff Affected: Only district assistant superintendent and school administrators

Rights: able to view, edit, and create discipline records

Discipline Read Only

Staff Affected: Chief Technology officer, one registrar from each high school and the district special ed coordinator

Rights: view only of discipline

District Enroll

Staff Affected: District Student services personnel

Rights: enroll at district level

District Personnel Administrator

Staff Affected: Central Office staff

Rights: View rights only of specific data needed for their department.

District Registrar

Staff Affected: district registrar

Rights: full editing rights and view of all schools to enroll and clean up data

Elementary Counselor

Staff Affected: Elementary counselors

Rights: view student basic information and contacts

ELL

Staff Affected: ELL teachers

Rights: able to edit ELL information

Enrichment

Staff Affected: Enrichment teachers

Rights: able to check the enrichment box under custom

Enrollment Clerk

Staff Affected: enrollment personnel at each school (registrars)

Rights: able to enroll student and input any data need for the student to enroll

General School

Staff Affected: staff members that needed to view all students (special ed, enrichment, front office staff)

Rights: able to view basic information of students – very limited, only to find student, view health conditions, view special instructions, contacts, lockers, and basic schedule

Grade Setup

Staff Affected: Registrars

Rights: set up basic grade information like posting grading periods and added announcements to report cards. Cannot change major parts of grading or grades themselves

Groups

Staff Affected: athletic secretaries

Rights: to put students in athletic programs that will upload to schoolmessenger

Human Resource

Staff Affected: human resources dept

Rights: add staff member – cannot give rights can only add the staff member's name and information

Infocus

Staff Affected: district or school administration

Rights: access to reports in Infocus

iPads and Email

Staff Affected: project specialist and secretary

Rights: able to check the iPad ELI agreement box and send emails, able to see general student info and contact info

Lunch codes

Staff Affected: Lunchroom managers and District CNP Director

Rights: lunch codes for students

Nurse

Staff Affected: nurses and approved subs

Rights: Medical information for students

Paid Sub

Staff Affected: subs and approved volunteers

Rights: LIMITED view only rights to find student

Past Academic Session

Staff Affected: Registrars and administrator

Rights: view previous years data for reporting purposes

PE Teachers

Staff Affected: PE staff

Rights: able to do fitness screening

Phone numbers

Staff Affected: transportation department

Rights: able to view phone numbers for students in case of emergency

Query

Staff Affected: authorized office staff

Rights: able to run queries for reports

Schedule Group

Staff Affected: one administrator for each secondary and one registrar for each elementary

Rights: set up master schedule and assign students, cannot add anything to valid courses, only district database administrator adds courses to the valid course area

School tab

Staff Affected: front desk personnel

Rights: needs access to bus and locker information

SchoolEdit Group

Staff Affected: approved office staff

Rights: able to edit general information on student like

School Personnel Administrator

Staff Affected: school administrators and registrars

Rights: general view rights of all students in local school and editing rights of general information

SETS Staff

Staff Affected: special ed teacher units

Rights: able to access their students from SetsWeb and create and edit special ed folders for students under their care

SRO Officers

Staff Affected: SRO officers

Rights: general view only rights to directory information.

SS number access

Staff Affected: selected (approved) office personnel

Rights: rights to see social security numbers for students due to paperwork or reports they are responsible for.

Staff Change

Staff Affected: Secretary to superintendent and certification specialist

Rights: able to change any information on a staff member that is incorrect

Staff Social

Staff Affected: Administrators and approved per admin secretaries

Rights: able to see staff social security numbers for legal purposes, paperwork, or reports that are needed

Student filter

Staff Affected: office staff and administrators

Rights: able to change and add student filters for reports

Transcript Area Maintain

Staff Affected: person at each high school that is approved

Rights: for adding transcript information for transfer students and any manual entry due to credit recovery or summer school

Transcript Clerk

Staff Affected: transcript clerk and athletic secretary

Rights: print only rights for transcripts

BGIS Teachers

Staff Affected: brocks gap teachers

Rights: rights for classroom grades, attendance, and email

Teacher

Staff Affected: Teachers

Rights: rights for classroom grades, attendance, and email, cannot change options (set to category points)

Teacher Middle

Staff Affected: middle school teachers

Rights: rights for classroom grades, attendance, and email – cannot change categories or options (set to category points)

Tech

Staff Affected: technology dept

Rights: general view rights for log ins

REFERENCE(S):

HISTORY:

ADOPTED: MAY 9, 2016

REVISED: _____

FORMERLY: NEW

**TECHNOLOGY ACCEPTABLE USE AGREEMENT – STUDENTS
5.89**

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Leeds City Schools. *Use of any and all resources should be considered a privilege and not a right.*

Introduction:

- User will include anyone, including employees, students and guests using any of HCS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- Network is both the wired and wireless networks including our Wide Area Network.
- Equipment includes, smart phones, cellular phones, ios devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Leeds City Schools to provide all students and employees with access to a variety of technology resources. All Leeds students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Leeds City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any LCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs or similar online storage.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not

limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

I. ACCESS:

A. The use of all Leeds City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Leeds City Schools' technology must be aware that Leeds City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

C. Individuals identified as a real or suspected security risk can be denied access.

D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.

E. Personal technology-related devices (if connected to the LCS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.

II. PRIVACY:

A. To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the LCS network). Users should be aware that activities might be monitored at any time, without notice.

B. Users should not have any expectation that their use of technology resources, including files stored by them on the Leeds City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Leeds

City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc.

C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

III. DATA SECURITY:

A. Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.

B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.

C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Leeds City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.

D. District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity.

The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT:

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist.

A. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.

B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

V. EMAIL:

Leeds City Schools provide access to email accounts for all employees, long-term substitutes, and, on a limited basis, for students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Leeds City Schools make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 14 days. Technical support is provided for Leeds City Schools email accounts used to conduct educational and/or instructional business.

A. Personal use of email is permitted as long as it does not violate this Leeds City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.

B. Use of Leeds City Schools' email accounts for harassing or threatening is strictly prohibited.

C. Leeds City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

E.SPAM- Leeds City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Leeds City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

F. Leeds City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

G. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

H. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.

I. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Leeds City Schools cannot assume any liability for such breaches of the filter.

J. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

VI. INTERNET USE:

The intent of the Leeds City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information

that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

A. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents via this Leeds City Schools Acceptable Use Agreement. The acceptable use agreement is not transferable, and therefore, may not be shared. Existing acceptable use agreements are valid until new forms are received. Students are required to have new forms signed when changing schools or enrolling as a new student.

B. Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.

Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

VII. WEB PUBLISHING:

The Leeds City Schools' web site is limited to usage associated with activities of Leeds City Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

A. Links from pages housed on the Leeds City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

B. Student pictures or other personally identifiable information can be used in accordance with the signed "Leeds City Schools Acceptable Use Agreement" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the Leeds City Schools' website or linking to personal information from the Leeds City Schools' website is prohibited. Personally identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

F. Individual students may be identified by first name and first letter of last name.

G. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students.

VIII. SOCIAL MEDIA RECOMMENDATIONS

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook or Twitter, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.

Leeds City Schools has created and hosts several options for teachers to safely use social media for instructional purposes including, but not limited to, Edmodo and Moodle. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites are hosted by Leeds City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Leeds City Schools.

District sponsored and approved teacher websites, including email and SchoolMessenger along with the iNOW parent portal should be the primary means for electronic parent communication.

- A. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts and pictures are presented in a professional role or manner.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Leeds City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home

- directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive
 - F. Harassing, insulting, embarrassing, or attacking others via technology resources
 - G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
 - H. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
 - I. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked.
 - J. Sending, displaying, or downloading offensive messages or pictures
 - K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
 - L. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
 - M. Editing or modifying digital pictures with the intent to embarrass, harass or bully
 - N. Posting any false or damaging information about other people, the school system, or other organizations
 - O. Using images or text from an online source without appropriate reference (i.e. plagiarism)
 - P. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-13-231
CHILDREN'S INTERNET
PROTECTION ACT
(Public Law 106-554)**

HISTORY:

**ADOPTED: MAY 9, 2016
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

TECHNOLOGY ACCEPTABLE USE AGREEMENT – EMPLOYEES 5.90

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of Leeds City Schools. *Use of any and all resources should be considered a privilege and not a right.*

Introduction:

- User will include anyone, including employees, students and guests using any of LCS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- Network is both the wired and wireless networks including our Wide Area Network.
- Equipment includes, smart phones, cellular phones, ios devices, desktop computers, tablets, laptops, netbooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of the Leeds City Schools to provide all students and employees with access to a variety of technology resources. All Leeds students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Leeds City Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on any LCS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs or similar online storage.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not

limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Chief Technology Officer should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

I. ACCESS:

A. The use of all Leeds City Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of Leeds City Schools' technology must be aware that Leeds City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Chief Technology Officer, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff.

C. Individuals identified as a real or suspected security risk can be denied access.

D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement.

E. Personal technology-related devices (if connected to the LCS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this Agreement and other applicable published guidelines.

II. PRIVACY:

A. To maintain network integrity and to insure that the network is being used responsibly, local school Technology Coaches, Technicians and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the LCS network). Users should be aware that activities might be monitored at any time, without notice.

B. Users should not have any expectation that their use of technology resources, including files stored by them on the Leeds City Schools' network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. Leeds

City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email correspondence, telephone, etc.

C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the district and/or school.

III. DATA SECURITY:

A. Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.

B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.

C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "Leeds City Schools Acceptable Use Agreement" and in accordance with FERPA guidelines.

D. District or school data, such as but not limited to Inow information, accessed through school system technology resources may not be used for any private business activity.

The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT:

Any questions about copyright provisions should be directed to the district Chief Technology Officer, local school Technology Coach, or local school media specialist.

A. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coach and/or district Chief Technology Officer.

B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

C. A backup copy of all purchased software programs should be made and, thus, become the working copy. All original copies of software programs, including those purchased with departmental funds will be stored in a secure place. For security and insurance purposes, the local school Technology Coordinators, technology aides, and/or the district level technology staff will be the only people with access to original software disks at a given school location, with the exception of CD-ROMs required when accessing the program. System-wide software originals will be housed at the district Chief Technology Officer's office.

In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," is NOT allowed. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Chief Technology Officer and/or local Technology Coach and the person requesting the software will be responsible for determining how many copies should be purchased.

Either the district Chief Technology Officer or the local school Technology Coach is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the district Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.

V. EMAIL:

Leeds City Schools provide access to email accounts for all employees, long-term substitutes, and, on a limited basis, for students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. Leeds City Schools make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 14 days. Technical support is provided for Leeds City Schools email accounts used to conduct educational and/or instructional business.

A. Personal use of email is permitted as long as it does not violate this Leeds City Schools' Acceptable Use Agreement and/or adversely affect others or the speed of the network.

B. Use of Leeds City Schools' email accounts for harassing or threatening is strictly prohibited.

C. Leeds City Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

D. When using email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.

E.SPAM- Leeds City Schools' email accounts may not be used for attempting to send or sending anonymous messages. Leeds City Schools' email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

F. Leeds City Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

G. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

H. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.

I. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Leeds City Schools cannot assume any liability for such breaches of the filter.

J. Email accounts will automatically expire on the last full day of employment.

K. At the discretion of the Chief Technology Officer, email accounts may be locked without notice.

VI. INTERNET USE:

The intent of the Leeds City Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

A. Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Chief Technology Officer and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs.

Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

VII. WEB PUBLISHING:

The Leeds City Schools' web site is limited to usage associated with activities of Leeds City Schools. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

A. All pages posted on the Leeds City Schools' web site must be designed/written with approved software. This includes LCS hosted websites, SharePoint, School In Sites, Edmodo or any.

B. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Leeds City Schools' website.

C. A staff member's primary web page should be housed on the Leeds City Schools' web site hosted by School in Sites.

D. Links from pages housed on the Leeds City Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

E. Student pictures or other personally identifiable information can be used in accordance with the signed "Leeds City Schools Acceptable Use Agreement" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the Leeds City Schools' website or linking to personal information from the Leeds City Schools' website is prohibited. Personally identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

F. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Media Release form. Full names, for secondary students only, may be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.

G. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. Photographs of individual secondary students, with full names, may be used to recognize student achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.

H. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.) Permission for publishing employee photographs on the Leeds City Schools' website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.

VIII. SOCIAL MEDIA RECOMMENDATIONS

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook, Twitter, Instagram and Vine, the guidelines and cautions apply to all social networking venues.

It is strongly recommended that teachers do not “friend” current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not “friend” students, and they assume personal responsibility if they choose to do so.

Any Social Media Page Titled Leeds City Schools whether it is for athletics, counseling, classroom accounts or otherwise must have written permission from the CTO to be created. This includes Leeds Athletics, Leeds Football, Leeds Middle School Consolers, Leeds Elementary Jumprope team or any other page ran by a LCS employee.

Leeds City Schools has created and hosts several options for teachers to safely use social media for instructional purposes including, but not limited to, Edmodo, Remind 101 and Google Classroom. District technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites are hosted by Leeds City Schools. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by Leeds City Schools.

District sponsored and approved teacher websites, including email and SchoolMessenger along with the iNOW parent portal should be the primary means for electronic parent communication.

- A. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts and pictures are presented in a professional role or manner.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any Leeds City Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Harassing, insulting, embarrassing, or attacking others via technology resources
- E. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- F. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- G. Accessing inappropriate material from websites or attempting to bypass the Internet filter to access web sites that have been blocked.
- H. Sending, displaying, or downloading offensive messages or pictures
- I. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- J. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- K. Editing or modifying digital pictures with the intent to embarrass, harass or bully
- L. Posting any false or damaging information about other people, the school system, or other organizations
- M. Using images or text from an online source without appropriate reference (i.e. plagiarism)
- N. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-13-231
CHILDREN'S INTERNET
PROTECTION ACT
(Public Law 106-554)**

HISTORY:

**ADOPTED: MAY 9, 2016
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

CELL PHONE USE

5.91

The Leeds City 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 pocket 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 Leeds City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-1-27; LEGISLATIVE ACT 89-953;
P.1880, §1, LEGISLATIVE ACT 2006-530, §1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

EQUAL OPPORTUNITY FOR EMPLOYMENT

6.10

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

REFERENCE(S):

CODE OF ALABAMA
16-8-23, 16-9-23, 16-9-24
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS;
SECTION 504 OF THE REHABILITATION ACT OF 1973,
AMERICANS WITH DISABILITIES ACT OF 1993,
TITLE IX OF EDUCATION AMENDMENTS OF 1971

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.10

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT STATUS AND TIME SCHEDULES

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 Leeds City 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 Leeds City 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 work any number of hours up to 40 hours per week.
- IV. Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour work day, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.
- V. Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 36-25-1, 36-26-100
FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.11

CHAPTER 6.00 – HUMAN RESOURCES

POSTING VACANT POSITIONS and RECRUITMENT

6.12

- I. The Leeds City Board of Education shall post a notice of vacancy for each vacant personnel position. 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. All vacancies will be posted consistent with Alabama Code §16-22-15 and as amended.
- IV. Nothing in this policy shall prohibit the immediate employment or transfer of Leeds City School System personnel needed to ensure the welfare and safety of students, personnel or others on a temporary emergency basis as provided by law.
- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.
- VI. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Leeds City School System. The recruitment program may include, but shall not be limited to, the following:
 - A. Interview prospective employees prior to graduation at area colleges;
 - B. Advertise and/or disseminate information about job vacancies; and,
 - C. Review files obtained by college placement bureaus and the Alabama State Department of Education.

CHAPTER 6.00 – HUMAN RESOURCES

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-9-23, 16-9-24, 16-23-6, 16-24B-7, 16-22-15
LEGISLATIVE ACT 98-147, 2018-260

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010, AUGUST 14, 2018
FORMERLY: 6.12

CHAPTER 6.00 – HUMAN RESOURCES

JOB DESCRIPTIONS

6.13

- I. The Leeds City 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 Leeds City School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

REFERENCE(S):

CODE OF ALABAMA
16-11-9 TO -10, 16-9-23, 16-9-24

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.13

CHAPTER 6.00 – HUMAN RESOURCES

CONFLICTS OF INTEREST

6.14

The Leeds City 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 Leeds City School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics.

The Leeds City 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.

Leeds City School System employees acting as individuals 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 without the written approval of the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-9-13, 36-25-1, 36-25-2, 36-25-5, 36-25-8

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.14

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. Leeds City 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. Leeds City 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.
- IV. Staff members may present gifts to or accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.
- V. Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good judgment and adhere to the code of professional ethics when accepting gifts from students. In no case shall a staff member accept a gift from a student group, school organization, etc. in excess of a nominal value. In no case shall school funds be used to purchase said gifts.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 36-25-1

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.14.1

CHAPTER 6.00 – HUMAN RESOURCES

USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS

6.14.2

All equipment and materials owned by or purchased in the name of the Leeds City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away From School Work Sites/Classrooms

The use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment

Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

Non-Fixed Asset Equipment and Certain Electronic Equipment

Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

Use of School System-Owned Equipment for Personal Gain

Under no circumstances shall an employee lend, rent, or lease School System-owned equipment or system-owned vehicle to a non-employee or use such equipment or vehicle for personal gain.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 36-25-5

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

TUTORING FOR PAY BY CERTIFIED PERSONNEL

6.14.3

Leeds City School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught the students during the regular school day. However, certified personnel may engage in out-of school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the School System or other state-accredited educational institutions. Tutoring for any form of remuneration shall not be done during the regular school hours.

Use of School System Facilities, Equipment, Materials, or Supplies for Tutoring

Certified personnel shall not under any circumstances use School System consumable materials or supplies for private tutoring for personal gain. Use of facilities, materials, or supplies must be approved by the principal.

REFERENCE(S):

CODE OF ALABAMA
36-25-5

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

NEPOTISM

6.15

- I. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- II. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same. This includes any other individual who by marriage assumes one of the relationships listed herein, such as step-father, step-mother, step-child, etc.
- III. All personnel employed as of the adoption date of this policy who are in violation of this provision are exempted from this policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 41-1-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.15

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment shall file a completed application in the manner directed by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character;
 - B. Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent.
- 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 Leeds City 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. 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. All potential employees of the School System shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the School System's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

CHAPTER 6.00 – HUMAN RESOURCES

- V. The Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-22A-5, 16-22A-6, 16-23-1
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.16

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 Leeds City 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.

Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state health department requirements to prevent the spread of communicable conditions.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-11-9, 16-22-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.16.1

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. 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.
- V. 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-23-2,
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

EXTRA DUTIES AND STAFF MEETINGS

6.18

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Leeds City School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc.).

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

SUBSTITUTE TEACHERS

6.20

- I. An approved list of Leeds City School System substitute teachers shall be provided to the schools. The principal or his/her designee shall secure all substitute teachers from this approved list.
- 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 unless otherwise approved by the Superintendent;
 - B. Hold a valid teacher's certificate or valid substitute teacher's license;
 - C. Attend required substitute teacher training.
- III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Leeds City Board of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-23-2, 16-25-26, 16-11-9**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.20**

NON-PROBATIONARY STATUS/TENURE

6.21

- I. Teaching Personnel – Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Leeds City School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment.
- II. Non-certified Personnel – Classified employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Leeds City School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment.
- III. Employees of the Leeds City Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or projects.

REFERENCE(S):

LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: MAY 23, 2003

REVISED: OCTOBER 12, 2010; NOVEMBER 8, 2011

FORMERLY: 6.21

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE CODE OF CONDUCT

6.29

Leeds City School System personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. In order to provide effective educational programs and safe, learning-centered school environments in the respective schools of the School System, all employees of the board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, and (4) all local Board policies; and to follow ethical and professional codes of conduct that reflect favorably upon the School System. Failure to comply with the above-noted expectations may result in disciplinary actions.

REFERENCE(S):

**CODE OF ALABAMA
16-8-10, 16-9-15,
LEGISLATIVE ACTS 2012-264, 2010-129, AND 2010-762**

HISTORY:

ADOPTED: OCTOBER 17, 2012
REVISED: _____
FORMERLY: **NEW**

CHAPTER 6.00 – HUMAN RESOURCES

VIOLATION OF LAW

6.30

- I. Anyone known to be violating a local, state, and/or federal law on Leeds City 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 Leeds City Board of Education rules.
- II. Leeds City School System employees in violation of this policy may be subject to termination or other disciplinary action.

REFERENCE(S):

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

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.30

CHAPTER 6.00: HUMAN RESOURCES

POSSESSION OF DEADLY WEAPONS

6.30.1

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

The Leeds City 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 Leeds City 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.

Parents/guardians and other persons are hereby notified that they are prohibited from bringing firearms or other weapons on school system property at any time.

Resource police officers and/or regular law enforcement members employed by the City or County by joint arrangement with the Leeds City Board of Education or retained for services under contract exclusively by the Board are excluded from provisions of this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-1-24.1**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

POLITICAL ACTIVITIES

6.32

- I. Leeds City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.
- II. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.
- III. A Leeds City 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 Leeds City 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
17-17-4 and -5, 36-26-38, 16-11-9 TO -9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.32

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL ORGANIZATIONS

6.33

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

REFERENCE(S):

CODE OF ALABAMA
36-26-100 to -108

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE GRIEVANCES

6.41

The Leeds City 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.

Whenever a Leeds City 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.

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 Leeds City 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.
- VI. Complaint – The term *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,

CHAPTER 6.00 – HUMAN RESOURCES

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.

- VII. Complainant – The term *complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- VIII. Employer – The term *employer* shall mean the Leeds City Board of Education or its representatives.
- IX. Day – *The term day* shall mean a working day.
- X. 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.
- XI. 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.
- XII. 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 Federal Programs Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
 - B. Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall, within ten (10) days communicate his/her answer in writing to the complainant. Class complaints involving more than one 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, within fifteen (15) days 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 Leeds City Board of Education, provided request for placement on Board agenda is filed within ten (10) days. The Board shall provide a response to the complainant during or within ten (10) days after the next regularly scheduled Board meeting.

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- XIII. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

REFERENCE(S):

CODE OF ALABAMA
16-11-9 TO -9, 16-9-23, 16-23-1,
TITLE VII OF CIVIL RIGHTS ACT OF 1964, TITLE IX OF
EDUCATION AMENDMENTS OF 1972

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.41

CHAPTER 6.00 – HUMAN RESOURCES

DUAL EMPLOYMENT

6.43

It shall be the policy of the Leeds City Board of Education to hire support employees in only one full time support position. This includes bus driver positions. Notwithstanding, the support employees who currently hold two jobs shall not be affected by this policy.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

SALARY SUPPLEMENTS

6.45

Pursuant to the Alabama Ethics Law, certificated personnel are permitted to receive salary supplements from local booster clubs or other approved organizations but only in accordance with the following guidelines:

Teachers, coaches, band directors and other employees of the Leeds City Schools may receive a salary supplement paid by a booster club or other organization only if the employee has first entered an employment contract with the Board that expressly authorizes receipt of such supplements. Only officially recognized, school-affiliated booster clubs, or similar organizations as approved by the Superintendent, may provide salary supplements to employees of Leeds City Schools under this policy.

At least thirty (30) days prior to the payment of any supplement, an organization must submit notice to the Superintendent of the organization's intent to pay a supplement and the amount of the proposed supplement. All supplements are subject to the Superintendent's approval based upon the criteria stated in this policy. For the supplement to be approved, the following determinations must be made: (1) that the organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision; (2) that the employee is employed under a contract authorizing receipt of such supplements; (3) that the supplement does not exceed the limits set forth below; and (4) that the supplement is otherwise consistent with the law and Board policy and practice. Upon approval by the Superintendent, the supplement shall be forwarded to the central office for payment to the employee.

All supplements under this policy are subject to the following limitations. No school employee may receive supplement(s) from a booster club or other organization that, when added to the salary and other compensation paid to the employee by the Leeds City Board of Education, would cause the employee to receive an amount equal to or in excess of the compensation received by the school principal for the contract year. Stated differently, total supplements received by a school employee during a contract year from booster clubs and/or other approved organizations shall be less than the difference between the total compensation paid to the school principal and the compensation paid to the employee by the Leeds City Board of Education.

Neither this policy nor the employment contract permitting the employee to receive a supplement from a booster club or other organization should be construed as an agreement, promise, commitment, or guarantee by the Board regarding the payment of any such supplement. Salary supplements by booster clubs and other groups are paid from the funds of the organization(s) and solely at the discretion of the organization(s).

The Leeds City Board of Education and its schools are in no way responsible, obligated, or liable for any such supplemental payment(s) to school employees.

Supplements paid hereunder shall not be construed as earnable compensation for purposes of determining contributions to the retirement system and shall not be counted in determining the average annual compensation of an employee for retirement purposes or for otherwise determining the retirement benefits to which an employee is entitled.

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REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-13A-1, 36-25-1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

SUSPENSION, TERMINATION, SEPARATION

6.50

- I. The Leeds City 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 (for contract principals, decrease must be due to decreased enrollment or funding); and
 - G. Other good and just cause.

- II. Contract principals also may be terminated for
 - A. Conviction of a felony or a crime involving moral turpitude;
 - B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
 - C. Failure to maintain his/her certificate in a current status; and,
 - D. Willful failure to comply with Leeds City Board of Education policy.

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- III. Notification to the Leeds City School System employee of a proposed termination and his/her hearing rights will be governed by applicable state law.

- IV. An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of up to twenty (20) work days without pay may not be appealed by the employee. Suspensions of more than twenty (20) work days may be appealed by the employee in the same manner as an appeal of termination. Adequate notice of the reason or reasons for the proposed suspension will be provided to the employee; the employee will be given an opportunity to respond.

- V. The Leeds City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

- VI. The Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA

16-24-8, 16-24-12, 16-24-14; LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: MAY 23, 2003

REVISED: OCTOBER 12, 2010; NOVEMBER 8, 2011

FORMERLY: 6.50

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PERFORMANCE ASSESSMENT

6.60

- I. The Leeds City Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.
- II. The Board will use the state-approved 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 Leeds City School System personnel serving as evaluators will undergo the required state training and be certified under the program.
 - B. Evaluation results shall be used to develop system and individual employee professional development plans.
- III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 16-9-31, 36-26-101

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.60

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NOTIFICATION OF ABSENCE

6.70

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
- II. A Leeds City 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 Leeds City School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-1-30

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.1

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ANNUAL LEAVE OF ABSENCE

6.70.1

- I. A leave of absence is permission granted by the Leeds City 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 Leeds City 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 Leeds City 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. 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 Leeds City 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 Leeds City School System.
- VII. A leave of absence is limited to one (1) year.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-8-25, 16-24-13

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70

CHAPTER 6.00 – HUMAN RESOURCES

INTERMITTENT LEAVE

6.70.10

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees (those whose principal responsibility is to teach or instruct students).

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least twenty (20) percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation. If an employee requests partial days for intermittent leave, the Board may require that the leave increment be held to the smallest increment payroll recognizes.

Notification

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least thirty (30) days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make a reasonable effort to schedule treatment – including intermittent and reduced hour leave – so as not to disrupt unduly the operations of the Leeds City School System.

Certification

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state:

- A. The date the serious health condition began
- B. The probable duration of the condition
- C. The necessity for the employee's leave
- D. That the employee is unable to perform the employee's job functions

The Board reserves the right, at its own expense, to designate a second health care provider (other than a Leeds City School System employee), to provide a second opinion. If the first and second opinion conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.

Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefit during the leave period.

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Restoration

Upon return, the employee is entitled to restoration to an equivalent position, with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest ten percent of the employees employed by the Board if such denial is necessary to prevent substantial and grievous economic injury to the Board's operations.

Because the end of the semester is a critical time for both teachers and students, the following conditions apply to requests from instructional employees seeking to return from leave within the last three weeks of the semester:

- A. If the employee begins any category of Family and Medical Leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, the Leeds City Board of Education may require the employee seeking to return within the last three weeks to wait until the next semester.
- B. If the employee begins any category of Family and Medical Leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the Leeds City Board of Education may require the employee seeking to return within the last two weeks to wait until the next semester.
- C. If the employee begins any category of Family and Medical Leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the Leeds City Board of Education may require the employee to wait until the next semester.

When an instructional employee's leave falls within one of the three categories above, the required additional leave (for example, the last two weeks of the semester in Category A) is considered part of the available twelve-week unpaid leave period per year.

Return to Work

Prior to returning to work following medical leave, an employee should submit a statement from his/her health care provider to the Superintendent certifying that he/she is able to perform the essential functions of his/her job without restrictions. A position description containing the essential functions can be obtained from the immediate supervisor or the personnel office. The health care provider should review the essential functions of the job and certify a release to return to work. An employee that is unable to return to work following leave due to medical limitations should discuss those limitations with the Superintendent and the employee's Supervisor as soon as possible.

REFERENCE(S):

CODE OF ALABAMA
16-24-13

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

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VACATION LEAVE

6.70.2

Twelve month full-time employees who have been employed for less than fifteen (15) years are entitled to ten (10) days vacation. These employees earn vacation at the rate of 0.83 days per month and accrue on a monthly basis.

Twelve month full-time employees who have been employed for fifteen (15) years or more are entitled to fifteen (15) days vacation. These employees earn vacation at the rate of 1.25 days per month and accrue on a monthly basis.

Vacation leave may be taken in increments no less than one-half (1/2) day. All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent or designee. Vacation leave shall be scheduled with minimal disruption for the School System.

Vacation days shall be accrued from July 1 through June 30 of the following year. Vacation days accrued in a year may be taken during the current year or may be carried over for one (1) additional year. Employees with fifteen (15) or more years of service may accumulate up to thirty (30) days of vacation leave in one (1) year, but may not take more than ten (10) days of vacation leave during any one (1) month. Exceptions to the monthly limits may be approved by the Superintendent in emergency situations. Vacation leave days not taken within the prescribed carry-over time limits shall be forfeited.

Vacation days may not be used before they are earned. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-9-23

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.2

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FAMILY AND MEDICAL LEAVE

6.70.3

- I. An eligible employee of the Leeds City Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:
 - A. for the birth and care of the newborn child of the employee;
 - B. for placement with the employee of a son or daughter for adoption or foster care;
 - C. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
 - D. to take medical leave when the employee is unable to work because of a serious health condition.
- II. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- III. Spouses employed by the Leeds City Board of Education are jointly entitled to a **combined** total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.
- IV. If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the Board's approval. Leave for birth and care or placement for adoption or foster care must conclude within 12 months of the birth or placement.
- V. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.
- VI. "**Serious health condition**" means an illness, injury, impairment or physical or mental condition that involves either:
 - A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes
 - a. treatment two or more times by or under the supervision of a health care provider; or
 - b. one treatment by a health care provider with a continuing regimen of treatment.
 2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

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3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

VII. "Health care provider" means:

- A. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- B. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- C. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- D. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- E. Any health care provider recognized by the employer or the employer's group health plan benefits manager.

VIII. Job Restoration

- A. Upon return from FMLA leave, an employee shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.
- B. In addition, an employee's use of FMLA shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.
- C. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the board may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the board must:
 1. Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
 2. Notify the employee as soon as the board decides it will deny job restoration, and explain the reasons for this decision;
 3. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 4. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.
- D. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees of the board.

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- IX. Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.
- X. Employees shall be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the employer's expense) and periodic recertification; and periodic reports during FLMA leave may be required regarding the employee's status and intent to return to work.
- XI. The Board will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee has continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

REFERENCE(S):

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

HISTORY:

ADOPTED: MAR 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.3

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MILITARY FAMILY AND MEDICAL LEAVE

6.70.3.1

I. Military Caregiver Leave

- A. An eligible employee of the Leeds City Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.
- B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Leeds City Board of Education for other types of FMLA leave.
- F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

- A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Leeds City Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.
- B. Qualifying exigencies include:
 - Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and

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informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;

- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
 - Making or updating financial and legal arrangements to address a covered military member's absence;
 - Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
 - Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
 - Any other event that the employee and employer agree is a qualifying exigency.
- III. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
- IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.
- V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

REFERENCE(S):

**NATIONAL DEFENSE AUTHORIZATION ACT 2008,
PUBLIC LAW 110-181 AS AMENDED
FAMILY AND MEDICAL LEAVE ACT OF 1993**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

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ON-THE-JOB INJURY

6.70.4

- I. Any full time employee or adult bus driver of the Leeds City School System shall be entitled to on-the-job injury leave.
- II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.
- III. To be considered for on-the-job injury leave, the following conditions shall be met:
 - A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).
 - B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.
 - C. The Leeds City Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury.
 - D. The Superintendent may require a second opinion from another physician at the expense of the Board.
 - E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
- IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury.
- V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.
- VI. The employee may file for reimbursement with the Alabama Board of Adjustment for unreimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment's policies, rules and regulations.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.4

CHAPTER 6.00 – HUMAN RESOURCES

LEGAL SERVICE - JURY DUTY LEAVE

6.70.5

- I. An employee of the Leeds City 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 Leeds City School System employee is subpoenaed in the 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.

REFERENCE(S):

CODE OF ALABAMA
12-16-8, 16-1-18.1, 16-13-231
LEGISLATIVE ACT 1977-759

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.5

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MILITARY LEAVE

6.70.6

Military Leave shall be granted to employees of the Leeds City Board of Education in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

In compliance with Act 92-430 that deals with the activation of service members of the Alabama National Guard and other military reserve units, employees of the Leeds City Board of Education will be compensated for the difference in pay from active duty and their position with the system under Act 92-430 if the following occurs:

- 1) Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their Active duty determined by the Adjutant General.
- 2) Activated employees must provide the Superintendent of Education with a set of Mobilization / Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:
The Office of the Adjutant General
ATTN: ALSPDO
PO Box 3711
Montgomery, AL 36109-3711
- 3) The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Act 92-430.

REFERENCE(S):

CODE OF ALABAMA
16-24-13, 31-2-13, LEGISLATIVE ACT 92-430

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.6

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PERSONAL LEAVE

6.70.7

Employees shall be granted two (2) working days paid leave for personal reasons. Personal leave shall be non-cumulative. Definition of reasons for leave shall not be required. Any request for such leave shall be approved in advance by the principal or employee's immediate supervisor. Employees are encouraged to provide at least a 24-hour advance notice.

The principal and Superintendent may approve up to three (3) additional days of personal leave for an employee. For these days, the employee shall be charged the rate of a substitute teacher's salary. The request for these extra personal leave days shall be in writing at least 24 hours in advance. Approval must be given prior to the days being taken.

When the first two (2) personal leave days are not used during the school year, teachers may receive compensation at the daily substitute teacher salary rate or may have the days converted to sick leave days upon written authorization of the teacher. Failure to provide a written request for compensation for the two (2) unused personal leave days shall result in their conversion to sick leave days. The three (3) additional personal leave days, when not used, shall automatically convert to sick leave days.

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-18.1, 16-8-25 TO -26.1
LEGISLATIVE ACTS 85-644, 95-314, 97-444

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.7

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 Leeds City School System.
- II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-13-231, 16-24-13

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
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 supervisor a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.
- II. Leeds City 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. If an employee is on sick leave for five (5) or more consecutive days, the employee shall provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.
- V. See Policy 6.71 for Leeds City School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-8-25, 16-13-231, 16-22-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.70.9

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.71

- I. The Leeds City 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) Leeds City School System employees and one (1) representative of the Leeds City 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 committee.
- IV. All guidelines and procedures must be consistent with law.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-22-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: 6.84

CHAPTER 6.00 – HUMAN RESOURCES

DRUG-FREE WORKPLACE

6.72

It is the policy of the Leeds City Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

- I. The Board does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property will be subject to disciplinary action, including termination of employment.
- II. The term "controlled substance" means any drug listed in 21 U.S.C., 812 and other federal regulations. Generally, these are drugs which 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 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 where such violation occurred on School Board property. 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 an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.
- VI. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

REFERENCE(S):

CODE OF ALABAMA
16-3-11 to -12, 16-3-14, 16-26-1-3,
DRUG FREE WORKPLACE ACT OF 1988

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

DRUG AND ALCOHOL TESTING

6.80

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Leeds City School System owned vehicles on a regular basis are required to submit to drug and alcohol testing. The Board, in compliance with the Act, has adopted the following provisions:

- I. All employees of the School System, including substitutes, who are required to hold a Commercial Drivers License (CDL) as a precondition to employment or to continued employment and employees who drive System-owned vehicles, will be subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.
- II. The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician (or over-the-counter drugs) to notify the Board's Medical Review Officer (MRO), or the employee's supervisor where these drugs may affect their job performance, such as causing drowsiness.
- III. Employees who are required to hold a CDL as a precondition to employment or to continued employment, or who drive System-owned vehicles, who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.
- IV. Employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.
- V. Drug and alcohol testing will include the following categories:
 - A. Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the CDL.
 - B. Reasonable Cause Testing: Each employee that is required to hold the CDL as a precondition to employment or to continued employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.
 - C. Post Accident: Any employee who is required to hold the CDL as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.

CHAPTER 6.00 – HUMAN RESOURCES

- D. Random Testing: All employees required to hold a CDL as a precondition to employment or to continued employment will undergo testing on a random basis. Random testing will be administered in a number equal to or greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the CDL work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Employees refusing to be tested may be suspended pending a recommendation for termination.
- E. Return to Duty Testing: Any employee who is required to hold a CDL as a precondition to employment or to continued employment and tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.

- VI. The Medical Review Officer is designated by the Board.
- VII. Test results will not be released by the Board beyond the MRO without the individual's written authorization.
- VIII. Procedures for drug testing shall be distributed to all affected employees. Receipt of Leeds City School System Drug Free Workplace regulations and procedures shall be acknowledged by employees on signed acknowledgement forms as required for initial and continued employment.

REFERENCE(S): **CODE OF ALABAMA 16-1-18.1,
OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1993,
DRUG FREE WORKPLACE ACT OF 1988.**

HISTORY: **ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.80**

CHAPTER 6.00 – HUMAN RESOURCES

PERSONNEL RECORDS

6.82

The Leeds City Board of Education shall maintain personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama statutes.

- I. Each Leeds City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Leeds City 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. Copies 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 materials 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 materials 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 Leeds City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-23-1 TO -13, 16-9-27, 16-8-23

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.82

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 Leeds City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
 - A. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.
 - B. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule.

- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, 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.

Any Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-8-24, 16-23-1 TO -3
LEGISLATIVE ACT 90-235
FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.83

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE SALARY DEDUCTIONS

6.85

- I. The Leeds City 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.
- II. The Board may make certain other salary deductions when twenty (20%) of the employees properly request such deductions beginning January 1, 2011. 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.
 - A. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - B. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - C. New authorization for payroll deductions may be added during open enrollment for that specific deduction.
 - 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 Board, the Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-22-6

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Leeds City 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 Leeds City School System employee at the next regular pay period if the request is submitted prior to the deadline for the pay period.

REFERENCE(S):

CODE OF ALABAMA
16-22-6, LEGISLATIVE ACT 83-207,
FAIR LABOR STANDARDS ACT OF 1988 as amended

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

TRANSFERS

6.90

Leeds City School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

REFERENCE(S):

CODE OF ALABAMA

CHAPTER 6.00 – HUMAN RESOURCES

16-1-33

LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: MAY 23, 2003

REVISED: OCTOBER 12, 2010; NOVEMBER 8, 2011

FORMERLY: 6.92

REDUCTION IN FORCE

6.91

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Leeds City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Leeds City Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)
 - A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.
 - B. "Objective criteria" within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:
 - Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
 - Years of experience

CHAPTER 6.00 – HUMAN RESOURCES

- Degrees, certification, or licensure
 - Job classification
 - Status as probationary or non-probationary employee
- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
- A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

- IV. Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of re-employment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

REFERENCE(S):

LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: OCTOBER 12, 2010

REVISED: NOVEMBER 8, 2011

FORMERLY: 6.91, 6.91.1

CHAPTER 6.00 – HUMAN RESOURCES

RETIREMENT

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Leeds City Board of Education through the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-25-1

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 6.92

CHAPTER 6.00 – HUMAN RESOURCES

RESIGNATION	6.93
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A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate.

Employees other than tenured teachers may resign at any time by giving five (5) days' written notice to the Board of Education.

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 Leeds City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

REFERENCE(S): CODE OF ALABAMA
16-24-11, LEGISLATIVE ACT 2011-270

HISTORY: ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010; NOVEMBER 8, 2011
FORMERLY: 6.93

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE STUDENT RELATIONS

6.95

All certified and classified School System personnel are to maintain a professional, ethical relationship with students. Employees are to refrain from improper fraternization or undue familiarity with students. Dating between employees and students is strictly prohibited.

REFERENCE(S):

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

HISTORY:

**ADOPTED: SEPTEMBER 20, 2004
REVISED: OCTOBER 12, 2010
FORMERLY: 6.95**

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FISCAL YEAR	7.10
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The fiscal year for the Leeds City School System shall be October first through September 30th.

REFERENCE(S):

CODE OF ALABAMA
16-13-1, 16-1-1

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

BUDGET DEVELOPMENT

7.11

- I. The Leeds City 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. Budget development will incorporate a plan to maintain one month's operating cost as a reserve fund.
 - B. The budget shall be presented to the Leeds City Board of Education prior to the date set by the State Department of Education for budget submission.
- II. Public Hearings – The Leeds City 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 forms provided by the State Department of Education.
 - B. The Leeds City Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
 - C. Each 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, county courthouse and municipal buildings.
- III. Proposed Budget – The proposed budget shall:
 - A. Reflect the total amount of resources available to the Leeds City 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 which shall be available at the public hearings.
 - C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Leeds City school.
 - D. Clearly list the operating costs by category or function at each school.

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

- 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 Adoption Procedures

- A. After at least two public hearings have been held, the Leeds City Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
- B. The School System annual budget shall become official when it:
 - 1. Has been approved by the Board in accordance with requirements of section 16-13-140 of the Code of Alabama and other pertinent statutory requirements.
 - 2. Has been filed with and approved by the State Superintendent of Education.
- C. The Annual School Budget approved by the State Department of Education will be posted on the school systems website.

V. Periodic Budget Amendments

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

REFERENCE(S):

**CODE OF ALABAMA
16-13-140, LEGISLATIVE ACT 97-225**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.10**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACCOUNTING AND REPORTING

7.12

The Leeds City Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records 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, Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts. 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 or the State Examiners of Public Accounts.

The Superintendent shall develop specific procedures to assure that accounting practices throughout the School System are consistent with generally accepted accounting procedures.

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 Leeds City School System for the twelve-month period ending the preceding September 30. This report shall be published during the month of October. Such statements shall be drafted on the forms as required by the State Superintendent of Education.

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall place for public inspection said annual report in its entirety:

- One copy in the office of the Board or the Superintendent;
- One copy on reserve in the school library; and
- A minimum of one copy in the main public library within the city in which the Board is located.

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall provide written notice of the availability of said annual report to:

- 1) Each local parent group;
- 2) Each Chamber of Commerce in the geographic area served by the Board; and
- 3) Local News Media.

Annual Status Report

The Board shall provide information to the State Department of Education necessary for said Department to publish an annual status report. Within thirty (30) calendar days after receipt from the State Department of each Annual Status Report on the condition of education in the School System, the Board shall place for public inspection said annual report in its entirety as follows:

- 1) One copy in the office of the Board or Superintendent
- 2) One copy on reserve in the school library; and
- 3) A minimum of one copy in the main public library within the city in which the Board is located.

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

Within thirty (30) calendar days after the receipt of the Annual Status Report, the Board shall provide written notice of the arrival and availability of the Annual Status Report to:

- 1) Each local parent group;
- 2) Each Chamber of Commerce in the geographic area served by the Board; and
- 3) Local news media.

Inventories

The Board requires that all fixed assets of the Leeds City School system be inventoried and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be made annually and shall be comprehensive to assure that all fixed assets are properly accounted.

The Leeds City Board of Education directs that all assets or capital assets shall be inventoried annually. Inventory records of fixed capital assets shall be maintained in the school board's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Audits

The Leeds City Board of Education is audited as required by law.

Accountability Reports

The Board shall prepare an Annual Accountability Report for each of its schools. This report shall include but not be limited to the following:

- 1) A Funding and Expenditure Report which shall include annual budgets and financial statements and any other document which may be necessary to assess the financial stability of the Board;
- 2) A Student Achievement Report which shall include a comparison of the immediately previous school year with previous years regarding student performance on testing required by the State Board of Education, dropout rates, attendance rates, graduation rates, 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 school and any other data deemed necessary by the Board of Education to inform the public about safety and discipline in each school.

These reports shall be released to the media, presented to parent organizations, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education by December 31.

REFERENCE(S):

CODE OF ALABAMA

16-13A-6, 16-6B-7, 16-8-37, 16-9-28, 41-5-14

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.10

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

RECONCILIATIONS

7.13

All bank accounts of the Leeds City Board of Education and its local schools shall be reconciled to the financial records monthly. The Chief School Financial Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Submission of monthly local school accounting 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.

REFERENCE(S):

CODE OF ALABAMA
16-13A-6
FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: NOVEMBER 14, 2006
REVISED: OCTOBER 12, 2010
FORMERLY: 7.33

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

CHIEF SCHOOL FINANCIAL OFFICER

7.14

In consultation with the Superintendent, the Leeds City Board of Education shall appoint a chief school finance officer (CSFO) who shall be an employee of the Board. The Board shall have authority to remove the chief school finance officer as provided for by law.

The chief school finance officer shall meet the minimum job qualifications established by the Leeds City Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

The chief school financial officer shall work under the direct supervision of the local Superintendent of Education but shall have a fiduciary responsibility to the Leeds City Board of Education.

The chief school financial officer shall perform duties as specified by the Board as well as those duties specifically specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system.

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-13A-5

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

DEPOSITORY OF FUNDS

7.15

The Leeds City Board of Education requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depositories of School System funds. The Board shall designate said depositories for the term of the Chief School Financial Officer or when in the opinion of the Board the situation warrants a change.

Depositories shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All checks in the name of the Board or the local school shall be drawn upon such accounts. All financial transactions of the School System shall be paid by check or electronic funds transfer and no cash payments shall be made.

Principals shall notify the Board prior to changing their school's current depository of school funds.

Funds received for school purposes by School System employees shall be deposited within three (3) banking days in the proper bank account.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-6, 11-1-7
FISCAL ACCOUNTABILITY ACT 2006-196**

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: NOVEMBER 14, 2006; OCTOBER 12, 2010
FORMERLY: 7.30**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORIZED SIGNATURES

7.16

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Chief School Financial Officer and Superintendent or alternates as designated by the Leeds City Board of Education.

All checks used by the School System shall be pre-numbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-1, 16-13A-8**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LINE ITEM TRANSFER AUTHORITY

7.17

The Leeds City Board of Education shall retain control of the budget, once adopted, and all officials subject to the Board in the implementation of the budget shall adhere to Board policies.

Line items in the budget may be changed, with Board approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the State and Federal government.

The Superintendent shall keep the Board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action so requires.

REFERENCE(S):

**CODE OF ALABAMA
16-13-143, 16-13-144**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FEE/TUITION

7.21

- I. The Leeds City 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 Leeds City 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.
- III. The Leeds City Board of Education may assess a tuition fee for those students residing outside the territory over which the Board has jurisdiction.

REFERENCE(S):

CODE OF ALABAMA
16-10-6

HISTORY:

ADOPTED: MAY 22, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.21

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

SCHOOL STORES

7.22

- I. The Leeds City 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 Leeds City 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.

REFERENCE(S):

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

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.22

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

PAYROLL PROCEDURES

7.23

- I. Payroll Preparation
 - A. The Leeds City 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 business day of the month.
- II. Salary Deductions
 - A. The Leeds City 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. Beginning January 1, 2001, the Leeds City Board of Education will approve salary deductions in addition to those required in section A above when a minimum of 20% of employees request such deductions in writing. 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 Leeds City Board of Education, the Leeds City 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 deductions.
 - F. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.
 - G. 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.
 - H. The Board reserves the right to hold salary checks of employees who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

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REFERENCE(S):

CODE OF ALABAMA
16-22-6, 16-22-7, 16-9-32

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.23

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

7.24

Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Leeds City School Board of Education business may be reimbursed when authorized by the Superintendent or the Board.

The Leeds City Board of Education directs the Superintendent and the CSFO to develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel and Board members traveling on official school business.

Violations of policies and/or procedures for receiving travel reimbursement or falsification of required records related to travel reimbursement shall be grounds for disciplinary action including dismissal.

REFERENCE(S):

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

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.24

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PAYROLL DIRECT DEPOSIT

7.25

The Leeds City Board of Education encourages employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department.

Employees participating in direct deposit shall receive a statement showing gross pay, itemized deductions and net pay. Payments that are not directly deposited shall be mailed to the employee's home address of record or shall be delivered by other means as directed by the Superintendent.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-9-32**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

GOVERNMENTAL FUNDS

7.28

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

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

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

- A. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
- C. Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- D. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

- E. Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

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

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

REFERENCE(S):

GASB STATEMENT NO. 54

HISTORY:

ADOPTED: JANUARY 9, 2012
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FOOD SERVICE FUNDS

7.31

The Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.31

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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. Other investments may not be made unless specifically authorized.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-13A-1, 16-13-2

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.32

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

RESERVE FUNDS

7.33

The Leeds City 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 Leeds City 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.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-5, 16-13A-9
LEGISLATIVE ACT 2006-196**

HISTORY:

**ADOPTED: NOVEMBER 14, 2006
REVISED: OCTOBER 12, 2010
FORMERLY: 7.36**

CHAPTER 7.00 -FINANCE AND BUSINESS SERVICES

LOCAL TAX REVENUE

7.34

Alabama State law requires that school districts collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Foundation Program.

REFERENCE(S) :

CODE OF ALABAMA
16-13-231

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BONDED PERSONNEL

7.40

- I. The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be recorded by the Probate Judge in the Jefferson County Probate Office and 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 Leeds City School System who may be charged with the responsibility for handling public school funds.
- III. The Board shall be authorized to make payment from public funds for surety bonds.

REFERENCE(S):

CODE OF ALABAMA
11-1-7, 16-13A-12

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

INDEBTEDNESS

7.41

Any Leeds City school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Leeds City Board of Education unless authority exists under duly adopted policy of the Leeds City Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness

The Leeds City Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax, gross receipts, and/or other taxes pledged to retire such bonds.

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

Current Indebtedness

Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

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

REFERENCE(S):

CODE OF ALABAMA
16-13-70, 16-13-144, 16-13-145, 16-13-140

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.41

CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

RETURNED CHECKS

7.42

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal or other designated school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Such checks will be forwarded to the Board-designated agency for collection.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-13A-1

HISTORY:

ADOPTED: MAY 17, 2005
REVISED: AUGUST 9, 2005; OCTOBER 12, 2010
FORMERLY: 7.91

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASING AND BIDDING

7.61

Expenditures

Any and all funds of the Leeds City School System, whether received from federal, state, local or other sources, shall be disbursed on the written order of the Superintendent or designee.

Bidding

The Leeds City 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.

All purchases associated with public works contracts (building, construction, renovation, demolition, etc. of capital projects) in excess of the current amount set by the State Public Works Bid Law (currently \$50,000) shall be made by contractual agreement via free and open competitive bidding in compliance with the Code of Alabama, Title 39, Chapters 1, 2, 3 and 5.

Local Purchasing

The Board shall purchase locally provided products of equal quality 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. The Board shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the community or the state of Alabama do not meet the quality of competitive price of goods or services available from vendors outside the community or Alabama.

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.

Emergency Expenditures

The Leeds City Board of Education grants the Superintendent the authority to approve purchases over the current maximum amount set in the State Bid Law (currently \$15,000) for labor, services or work, materials, equipment, supplies, other personal property or contracted services in emergency situations. Such situations shall be critical to the continued and efficient operation of the school and of the system. In all cases, the Superintendent shall be required to apprise the Board at its next regular meeting of any such emergency purchases.

REFERENCE(S):

CODE OF ALABAMA
41-16-50, 41-16-51, 39-1-1, 39-2-2, 39-2-4, 39-2-5
LEGISLATIVE ACT 97-225

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.60

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PROPERTY SALE, TRANSFER, DISPOSAL

7.62

The Leeds City 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 Leeds City 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 Leeds City 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 Leeds City Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property.
- D. Upon receipt of the final bid, a recommendation shall be made by the Superintendent for Board action.

The Board may also sell surplus personal property for an adequate consideration when such action is in the best interest of the School System. Sale of personal property need not be by competitive bidding.

REFERENCE(S):

CODE OF ALABAMA
16-8-40, 41-5-14

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.62

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOST OR STOLEN PROPERTY

7.63

- I. The principal or designee shall notify the following individuals when any Leeds City 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 School System central 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-12-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.63

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Leeds City 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 Leeds City 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 Leeds City 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-2, 16-12-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: NOVEMBER 14, 2006; OCTOBER 12, 2010
FORMERLY: 7.64

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASE ORDERS

7.65

Purchase orders are required by the Leeds City Board of Education for all materials, equipment and supplies paid for from funds of the Leeds City Board of Education.

"Blanket" purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a school system fund or local school fund or account beyond the available resources of that fund or account.

REFERENCE(S):

CODE OF ALABAMA
16-13A-5, 16-13A-6, 41-16-50

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.67

- 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 Leeds City 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 Leeds City 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 section I, paragraph 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 Leeds City 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. Leeds City Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S):

**CODE OF ALABAMA
16-12-3, 16-8-40, 36-25-1,**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

VENDOR RELATIONS

7.69

The Leeds City School System shall promote good vendor-system relations through honest and fair business transactions. The Board and its employees shall seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board shall accept a thing of value from any person, agency, or company doing or desiring to do business with the Leeds City School System. A thing of value is defined by the Code of Alabama, §36-25-1(32) as any gift, benefit, favor, service, gratuity, tickets or passes offered only to public officials, unsecured loan not made in the ordinary course of business, reward, promise of future employment, or honoraria. The terms specifically exclude campaign contributions; insignificant seasonal gifts; hospitality on a social occasion of food, beverages, tickets, and lodging of three (3) consecutive days or less; reasonable transportation, food, beverages and lodging incident to educational or informational purposes; promotional items commonly distributed to the public; and food and beverages of nominal value.

REFERENCE(S):

CODE OF ALABAMA
36-25-1(32), 16-12-3, 36-25-5 TO -7

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

RISK MANAGEMENT INSURANCE

7.70

- I. No new policy or procedure will be adopted or approved by the Leeds City 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 Leeds City Board of Education shall insure for:
 - A. Full value of all property in use for which it has title, including but not necessarily limited to buildings and contents.
 - B. Legally-required coverage of surplus or un-used buildings.
 - C. Errors and omissions liability coverage to protect Board members, Board employees and the School System.

REFERENCE(S):

CODE OF ALABAMA
16-8-42

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 7.70

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FINANCIAL OPERATIONS OF SCHOOL-RELATED ORGANIZATIONS

7.80

The determination by the principal that a particular club or organization is a school activity shall be made on a case-by-case basis according to the actual facts and circumstances of the club's or organization's operations at a school. All organizations shall comply with the Guidelines for Financial Operation of School-Related Organizations. No later than July 1 of each year the principal shall notify the public of officially sanctioned school-related organizations by publishing the current list in the local newspaper and/or on the school's website.

Student Organizations

Student clubs and organizations shall be recognized as school activities. The school principal shall act in a fiduciary capacity over the organization's funds. The school's accounting records shall contain a separate account to record the financial operations of each student organization. Income from the student organization shall be recorded by receipts and deposited in the School System bank account. The school principal shall approve the purchase orders and maintain the supporting documents for expenditures.

Athletics

School athletics are extra-curricular activities which shall be under the control of the school principal. Coaches and other school employees shall not maintain a separate bank account which supports or benefits from a school-extra-curricular activity. Funds received from sponsors, vendors, or other sources to support an athletic activity at a school shall be included in the school's financial records under the fiduciary control of the school principal. Funds from gate receipts and other sources may be recorded in one (1) or more separate accounts for a particular sport in the school's financial records. A separate account for each sport shall not be required. When athletic events are held on locations other than school property, the school principal's control over the financial operations of the event, including ticket sales, concessions, and parking fees, shall be determined by agreement with the entity in control of the event location.

Parent Organizations

Parent and parent/teacher organizations provide a vital role in the education of students. PTA and PTO are the most common parent organizations. These groups' national organizations publish guidelines for the financial operations of local school affiliate groups. Each Leeds City School System parent organization shall have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. The parent organization shall become school activities if (a) both the school and the organization mutually assent to the fiduciary control of the principal, or, (b) a school employee leads fund-raising or maintains the accounting records for the organization.

Booster Organizations

All school sponsored extra-curricular activities shall be under the control of the principal. Activities of a booster organization may be intertwined with the extra-curricular activity which it supports. The organization's activities may be under the fiduciary control of the school principal while other functions of the same booster organization are not school activities. The determination by the principal that a particular booster organization is a school activity shall be

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made on a case-by-case basis according to the actual facts and circumstances of the organization's operation at a school. A booster organization shall have a separate employer identification number (EIN) and a separate mailing address in order to maintain its own records and accounts outside control of the school. The organization shall become a school activity if (a) the organization and school mutually assent to the fiduciary control of the principal, or (b) a school employee associated with the activity of the booster organization serves in or hold a leadership position in the organization, or (c) a school employee leads fund-raising or maintains the accounting records for the organization.

Specific activities of a booster organization shall come under the control of the principal if the organization (a) collects admission to the school function, (b) operates a concession operation on school property at the school function, (c) collects parking fees for the school function, (d) operates a training camp that includes students of the activity it supports, or (4) operates an exhibition or competition that includes students of the activity it supports.

Specific Requirements for Organizations Retaining Fiduciary Control Outside the School

Parent organizations and booster organizations that maintain financial operations outside the school could create a negative situation for the school by failing to maintain proper accounting controls. Accountability for the funds of these organizations shall include agreements that the organization (a) shall obtain an employer identification number (EIN) from the Internal Revenue Service; (b) shall provide a report of the annual audit of the organization to the school; (c) shall make its financial records available to the school's auditors and authorized school employees upon request; (d) shall provide required financial reports; (e) shall provide proof of a fidelity bond for the treasurer; and, (f) shall not provide any payment or benefit to the school employee (or family member of a school employee) in violation of the Alabama Ethics Law.

REFERENCE(S):

CODE OF ALABAMA
16-8-7, 16-12-3, 16-13A-1

HISTORY:

ADOPTED: MARCH 11, 2008
REVISED: OCTOBER 12, 2010
FORMERLY: 7.92

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL ACCOUNTING

7.81

I. General

- A. The principal shall be responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.
- B. All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, shall be accounted for through the school accounting system.
- C. The use of a change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds. However, lunchroom managers may refund student meals, only for the purpose of overpayment upon withdrawal of a student or at the end of the school year from their change cash fund, with proper documentation.
- D. Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)
- E. All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes that will benefit the student body.
- F. No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

II. Cash Receipts

- A. Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.
- B. All money received must be deposited in the designated checking account. This checking account is to be an interest bearing account established in a bank that is

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

- C. All money received by the school should be deposited as promptly as possible, daily if feasible.
- D. Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

III. Purchasing

- A. The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school's funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase.
- B. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment.
- C. An organization shall not be obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person.
- D. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.

IV. Cash Disbursements

- A. The principal must ensure that all disbursements from the schools' funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms.
- B. All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

V. Travel

- A. Only reimbursement for travel related to school business that has prior approval of the principal will be allowed.

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

B. Principals' travel reimbursements must have approval of the Superintendent.

VI. Reporting

- A. A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools shall be responsible for their financial obligations and shall operate within budget regulations and individual school allocations approved by the Superintendent and the Board.
- B. Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the School System's monthly annual financial reports.

REFERENCE(S):

CODE OF ALABAMA
16-13-32, 16-13A-1, 16-13-235

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

SHORT-TERM NOTES

7.91

In accordance with state law, the Leeds City 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.

REFERENCE(S):

**CODE OF ALABAMA
16-13-145**

HISTORY:

**ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

PRIZES AND AWARDS

7.92

In order to promote academic excellence and recognize significant contributions to education, the Leeds City Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize academic achievements (including athletics) by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

Non-public activities including parent organizations may give prizes and awards of nominal value to students and employees of the Board for any reason deemed appropriate and approved by the organization in documented minutes of the organization.

REFERENCE(S):

CODE OF ALABAMA
16-13A-8
LEGISLATIVE ACTS 95-313 AND 95-314

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORITY TO EXPEND FUNDS

7.93

The Leeds City Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. Any contract entered into by any employee of the Leeds City School System or any designee for duration of twelve (12) months or longer shall be approved by the Board.

The Leeds City Board of Education grants authority to the Superintendent to act on behalf of the Board in the following matters:

1. To apply for federal and/or other grants;
2. To enter into contracts and/or lease purchase plans; and
3. To serve as authorized representative for selection of surplus property.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-13-32, 16-13A-6, 16-13A-8
LEGISLATIVE ACT 2006-196

HISTORY:

ADOPTED: NOVEMBER 14, 2006
REVISED: OCTOBER 12, 2010
FORMERLY: 7.35

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10

The Superintendent shall develop a safety program for Leeds City 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 and local safety agency officials in providing safe conditions for students.
- II. All Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-1-2, 16-1-7, 16-12-3, 16-9-18

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.10

CHAPTER 8.00 - AUXILIARY SERVICES

INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Leeds City Board of Education requires that all Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-9-18, 16-1-2

HISTORY:

ADOPTED: APRIL 19, 1999
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010; OCTOBER 12, 2010
FORMERLY: EBBF

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY DRILLS

8.15

The Leeds City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or "code red" drills as described in the school and system safety plans.

A fire drill shall require complete evacuation of the building. A lockdown drill for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan shall be conducted at least annually.

The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action.

REFERENCE(S):

CODE OF ALABAMA
16-1-44
LEGISLATIVE ACT 2013-329

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010; AUGUST 6, 2013
FORMERLY: 8.15

CHAPTER 8.00 - AUXILIARY SERVICES

SANITATION

8.20

Each Leeds City School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-8-43

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.20

CHAPTER 8.00 - AUXILIARY SERVICES

VEHICLE INSPECTIONS

8.30

- I. All Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-27-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.30

CHAPTER 8.00 - AUXILIARY SERVICES

SPECIAL USE OF SCHOOL BUSES

8.31

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least four (4) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons shall be permitted to ride the bus on such trips. A teacher who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver's home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Leeds City Board of Education will waive the mileage reimbursement charges for certain trips. In years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

- Academic Competition – those events sponsored by the Leeds City School System where all schools are asked to participate and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.
- Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.
- Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year's usage. Additional buses may be used and appropriate charges shall be paid by the school.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-27-1

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.31

CHAPTER 8.00 – AUXILIARY SERVICES

CHILD NUTRITION PROGRAM

8.40

- I. The Leeds City 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 Leeds City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director and school principals shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches. Students are required to pay full meal prices when served a second meal. Schools may adjust portions of food items served in the Child Nutrition Program by age/grade groups according to USDA school lunch pattern recommendations/guidelines.
- III. The Leeds City 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. All schools may implement offer vs. serve if proper notification (i.e., signage) is implemented except in high schools, where offer vs. serve shall be implemented. School lunch meal schedules shall be arranged so as to provide student an adequate amount of time to appropriately consume meals.
- V. Fundraising activities involving the sale of food products shall be conducted after school.
- VI. The Superintendent is instructed to develop all CNP policies and procedures in compliance with state and USDA regulations.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-22-3,
PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: APRIL 11, 2006; OCTOBER 12, 2010
FORMERLY: 8.12, 8.40, 8.42

CHAPTER 8.00 – AUXILIARY SERVICES

UNCOLLECTED CHARGED MEALS

8.42

The Leeds City Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing anon-public fund source.

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.

REFERENCE(S):

CODE OF ALABAMA
16-12-3

HISTORY:

ADOPTED: NOVEMBER 18, 2003
REVISED: AUGUST 9, 2005; OCTOBER 12, 2010
FORMERLY: 8.41

CHAPTER 8.00 – AUXILIARY SERVICES

FACILITIES

8.50

- I. It shall be the responsibility of the Leeds City 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 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.
- V. When facilities are being constructed, the Superintendent or designee is authorized to approve and execute any construction contract Change Order which decreases the construction contract amount. Each approval shall be reported, while retaining the intent and integrity of the construction plans, by the Superintendent to the Board and entered in the official minutes at the next regular Board Meeting. Change Orders must be approved by the State Department of Education. Any Change Order which increases the construction contract amount shall be submitted by the Superintendent to the Board for review and action thereon. No such Change Order shall be binding until it is approved and executed by the Board and that the State Department of Education approves for locally funded projects or the Alabama Building Commission approved for projects funded by state bond issue. The Superintendent shall have the authority to approve emergency Change Orders in contracts for construction or alteration of school facilities. Any such Change Order shall be submitted to the Board for information, entered in its official minutes, and must be approved by the State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
16-9-17, 16-9-18, AAC §290-2-2-03(1)

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.51, 8.52

CHAPTER 8.00 – AUXILIARY SERVICES

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Leeds City 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 Leeds City Board of Education by the Superintendent. Payment for more than ninety percent (95%) of the contract price of the building shall not be submitted until the final inspection of the building is made and all plans and specifications are complied with in full.
- III. Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

REFERENCE(S):

CODE OF ALABAMA
16-9-17, 16-9-18, 16-13-90

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.51

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 Leeds City 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 Leeds City 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.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-8-40

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.53

CHAPTER 8.00 - AUXILIARY SERVICES

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

- I. The Leeds City 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 Leeds City 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. Leeds City 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 Leeds City Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.
 2. User information will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.

CHAPTER 8.00 - AUXILIARY SERVICES

- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected personnel.)
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- H. Connection of non-system-owned devices to the School System technology network must be approved by the Technology Coordinator or his/her designee.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Leeds City 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 Leeds City School System Acceptable Use Policy. The Leeds City School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-3-17, 16-12-6, 16-12-7, 16-13-231, 16-9-7
CHILDREN'S INTERNET PROTECTION ACT
AAC 290-2-2-.03-.01

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.60.1

CHAPTER 8.00 - AUXILIARY SERVICES

REMOTE ACCESS TO TECHNOLOGY

8.61

Purpose

The purpose of this policy is to define standards for connecting to the Leeds City Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Leeds City Board of Education to damages which may result from unauthorized use of Leeds City Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Leeds City Board of Education internal systems, etc.

Scope

This policy applies to all Leeds City Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Leeds City Board of Education network. This policy applies to all remote access connections to the Leeds City Board of Education network including those remote access connections used to do work on behalf of the Leeds City Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

Policy

It is the responsibility of the Leeds City Board of Education employees, contractors, vendors and agents with remote access privileges to the Leeds City Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Leeds City Board of Education. General access to the Internet for recreational use by immediate household members through the Leeds City Board of Education Network on personal computers is not permitted. The Leeds City Board of Education employee is responsible to ensure that family members do not violate any Leeds City Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Leeds City Board of Education employee bears responsibility for the consequences should the access be misused.

Requirements

- 1) Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
- 2) At no time should any Leeds City Board of Education employee provide their login password to anyone, not even family members.
- 3) Leeds City Board of Education employees and contractors with remote access privileges must ensure that their Leeds City Board of Education owned or their personal computer or workstation, which is remotely connected to the Leeds City Board of Education corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- 4) Leeds City Board of Education employees and contractors with remote access privileges to the Leeds City Board of Education corporate network must not use non-Leeds City Board of Education email accounts (i.e., *Hotmail*, *Yahoo*, *AOL*), or any other external resources to conduct Leeds City Board of Education business, thereby ensuring that official business is never confused with personal business.
- 5) Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

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6) All hosts that are connected to the Leeds City Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Leeds City Technology Operations Department.

7) Personal equipment that is used to connect to the Leeds City Board of Education corporate network must meet the requirements of the Leeds City Board of Education owned equipment for remote access.

8) Organizations or individuals who wish to implement non-standard remote access solutions to the Leeds City Board of Education production network must obtain prior approval from the Leeds City Technology Operations Department.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Leeds City Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Leeds City Board of Education and agree to accept remote access "as is" with no warranty for server-ability or usage.

Term Definitions

- **Remote User** – Individuals or Administrators with proper security credentials that access the Leeds City Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
- **Cable Modem** – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain areas.
- **Challenge Handshake Authentication Protocol (CHAP)** – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A is peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
- **Dual Homing** – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into AOL or another Internet service provider (ISP); being on a Leeds City Board of Education provided remote access home network, and connecting to

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another network, such as a spouse's remote access; or configuring an ISDN router to dial into the Leeds City Board of Education and an ISP, depending on packet destination.

- **Digital Subscriber Line (DSL)** – DSL is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
- **Frame Relay** – Frame relay is A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company's network.
- **ISDN** – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
- **Remote Access** – Remote access is any access to the Leeds City Board of Education corporate network through a non-Leeds City Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Leeds City Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Leeds City Board of Education corporate network via a VPN tunnel.
- **Virtual Private Network (VPN)** – VPN is a method for accessing a remote network via "tunneling" through the Internet 6.0 Revision History

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
FORMERLY: NEW

CHAPTER 8.00 - AUXILIARY SERVICES

WELLNESS

8.62

The Leeds City Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with USDA and the Alabama State Board of Education's Implementation Guidelines for Exercise and Nutrition, the 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.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: MARCH 14, 2006
REVISED: OCTOBER 12, 2010
FORMERLY: 5.42

CHAPTER 8.00 - AUXILIARY SERVICES

INFORMATION MANAGEMENT SYSTEM

8.70

The Leeds City 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.

REFERENCE(S):

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

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.70

CHAPTER 8.00 - AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80

- I. The Leeds City 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 Leeds City School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.
- III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-13A-6, 36-12-2, 36-12-40, 41-13-1
ALABAMA STATE RECORDS RETENTION SCHEDULE #917

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 8.80

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

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 Leeds City 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 Leeds City 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 Leeds City 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.
- V. All requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-12-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.20

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

USE OF FACILITIES

9.30

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal's designee, and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

There shall be three methods by which individuals or groups may use school facilities:

1. Be registered in a class or activity listed in a school publication or newsletter;
2. Upon approval of an application for use of school facilities for civic or municipal government agencies and those with reciprocal use/services agreements with the School System; and
3. A lease or other agreement between the Leeds City Board and a group.

A schedule of charges for facility rental/use, fees for supervisory, technical, custodial, and/or food preparation workers, a security deposit, and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Leeds City Board of Education for the Leeds Middle School gymnasium, the Leeds High School auditorium, and such other buildings, fields, and/or rooms as the Board of Education authorizes.

Rules for Use of School Facilities

To ensure the Leeds City Board of Education's control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:

- 1) The regular school program has priority at all times.
- 2) Request for use of school facilities should be made in writing at least six (6) weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.
- 3) Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
- 4) Non-school groups shall be charged for custodial services (time and one-half regular pay plus benefits when applicable) during the activity. Custodial services include opening and closing the building. Custodial service fees, security deposits, and rental fees must be paid to the school system bookkeeping department.
- 5) Unless specifically exempted in the approval process, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

- 6) Licensed security officers shall be engaged by the non-school organization to ensure safety and security at events/activities held on school property.
- 7) Board-approved regulations regarding safe and drug-free schools, prohibited partisan political events, and/or other activities prohibited by law shall be furnished to prospective applicants desiring use of school facilities.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-8-40, 36-25-5

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.30

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

ADVERTISING IN SCHOOLS

9.40

Leeds City 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 Leeds City Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize 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.
- VI. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

REFERENCE(S):

CODE OF ALABAMA
16-12-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.40

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

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 Leeds City School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Leeds City 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.
- III. The purpose of the School System's inter-school mail delivery system and internal communications systems is for the dissemination of School System or school generated communications or for US mail delivered to an employee using the school address. Uses of the internal communications systems by others is prohibited.

REFERENCE(S):

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

HISTORY:

**ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.50**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

VISITORS

9.60

Any person entering the premises of a Leeds City 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 Leeds City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.
- VI. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Leeds City school while school is in session or attend any Leeds City school activity unless the adult sex offender does all of the following:
 - A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;
 - B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
 - C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

REFERENCE(S):

CODE OF ALABAMA
16-12-3
LEGISLATIVE ACT 2014-421

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010; December 15, 2014
FORMERLY: 9.60

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Leeds City 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 Leeds City 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.

REFERENCES:

CODE OF ALABAMA
16-1-30, 16-12-3

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.70

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC GIFTS TO SCHOOLS

9.80

The Leeds City 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 Leeds City 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 Leeds City 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.
- V. All employees must abide by the Alabama Ethics Standards.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 36-25-7

HISTORY:

ADOPTED: MAY 23, 2003
REVISED: OCTOBER 12, 2010
FORMERLY: 9.80

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS

9.91

It is the policy of the Leeds City School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

Research Projects Using School System Data

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

Projects Using Individual Employees

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion. However, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

Individual Employee Research Projects

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

REFERENCE(S):

CODE OF ALABAMA
16-12-3

HISTORY:

ADOPTED: OCTOBER 12, 2010
REVISED: _____
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