

**POLICIES  
OF THE  
ONEONTA CITY  
BOARD  
OF  
EDUCATION**

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**28370 State Highway 75,  
Oneonta, AL 35121**

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**Reformatted: February 2020**

**ONEONTA CITY BOARD OF EDUCATION**

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## **POLICIES**

Enclosed herein are the policies which govern the operation of schools and offices within the jurisdiction of the Oneonta City Board of Education. It is the legal responsibility of the Board to establish policies, after input from its constituencies, and to present them for implementation by school personnel and district administrators. Because academic institutions reflect the dynamics of society, it becomes necessary to add, delete, or revise policies on a regular basis. Each person who possesses a policy manual should make a concerted effort to ensure that its contents are current.

## **ORGANIZATION OF THE MANUAL**

The manual is organized by use of a numerical format. The major classifications, each bearing a numerical code, are as follows:

- 100 - School District Organization
- 200 - School Board Operations
- 300 - General School Administration
- 400 - Fiscal Management
- 500 - Business Management
- 600 - Personnel
- 700 - Student Services
- 800 - The School Program

Policies under each major heading are based on logical sequence and numerical coding.

## **DEFINITIONS**

Policies - principles adopted by the Board to chart courses of action. They must be stated broadly enough to explain what is wanted and why it is wanted, but narrow enough to give clear guidance.

Procedures - sometimes referred to as rules or regulations. They are the directions for the implementation of policies; that is, they communicate the “why,” “when,” and “by whom” of the adopted policy.

Boards establish policies and the administration establishes procedures for the implementation of those policies. It should be noted that policies are designed to energize and mobilize, but not to paralyze those who are subject to their governance.

## **LEGAL REFERENCE**

Selected legal references are cited as they relate to specific policies. In the event that a policy conflicts with any section or article of the Code of Alabama or any federal mandate, the provisions of the Code or mandate take precedent.

This manual is available to all who are or may be affected by its policies.

**SECTION: 100**

**School District Organization**

# ONEONTA CITY BOARD OF EDUCATION

## **POLICY: LEGAL STATUS OF THE SCHOOL SYSTEM AND BOARD**

**POLICY NUMBER: 100.10**

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The Oneonta City School System derives its legal status from the Alabama Legislature which is subject to the Constitutions of the State of Alabama and the United States. The school system is subject to legislative and Alabama State Board of Education actions and functions as an agent of the state.

The System is under the exclusive control and management of the Oneonta City Board of Education and shall be operated in accordance with constitutional and statutory provisions. Responsibility for interpreting these provisions shall rest with the Board except where formal interpretations of such provisions have been made by the courts or another constituted authority.

### STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-11-2; Alabama Constitution, 1901, Amend. 111

### HISTORY:

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
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# ONEONTA CITY BOARD OF EDUCATION

## **POLICY: THE BOARD**

### **POLICY NUMBER: 100.20**

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The general administration and supervision of its schools and the educational interests of the City of Oneonta are vested in the City Board of Education, which is composed of five (5) residents of the city, and who are elected by place number from the city at-large by the qualified electors who reside in the city.

A candidate for each place on the Board of Education shall be at least 21 years of age, a resident of the City of Oneonta for at least 90 consecutive days immediately preceding the deadline date for qualifying as a candidate, and shall not be an employee of the Board or have a record of conviction for any crime involving moral turpitude.

### **LEGAL STATUS**

Powers of the Board are delegated to it as a body; therefore no authority is granted to members as individuals. The board, as a body, has the authority to act as a free and independent agency of the City of Oneonta, with freedom from interference by the governing body.

### **QUALIFICATIONS OF MEMBERS**

Board members must be residents of the City of Oneonta, but may not occupy a seat of the Oneonta City Council or be an employee of the school system.

### **TERM OF OFFICE**

The term of office is four (4) years, with the term of two (2) members alternating with three (3) members at two (2) year intervals.

A vacancy on the Board of Education shall be filled by appointment by a majority of the remaining members of the Board of Education for the unexpired terms.

### **STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-2,3; Act 2000-448

### **HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 100.20: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: POWERS AND DUTIES OF THE BOARD**

**POLICY NUMBER: 100.21**

The Board shall act as the general agent of the people within its jurisdiction in all matters related to the public education of students enrolled in the school(s) of the district.

It shall be responsible for carrying out all mandates pertaining to education and shall consider and accept or reject the provisions of permissive legislation if discretion is authorized. In all cases whereby constitutional mandates, federal and/or state statutes, judicial precedents or regulations of recognized governmental agencies do not otherwise provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities of the district.

The primary responsibility of the Board is to develop, adopt, and evaluate policies for the operation of the school district. Input from the Superintendent, teachers and administrators, staff members, professional organizations, parents, and other citizens of the community, shall be encouraged.

Specific duties of the Board shall include but not be limited to the following:

1. Selection of the Superintendent to serve as the Chief Executive Officer and to support the superintendent in the discharge of his/her duties;
2. Establishment of policies for the operation of the public school(s);
3. Adoption of a school calendar for the ensuing year and distribution of the calendar to employees and constituencies;
4. Adoption of an annual budget and approval of payrolls and expenditures as recommended by the Superintendent;
5. Consideration of reports of all business transactions;
6. Appointment of employees upon the written recommendation of the Superintendent;
7. Adoption of a salary schedule;
8. Advisor to the Superintendent on matters related to recommended program changes;
9. Adoption of plans for structural improvements and the method to finance them;
10. Informing citizens of the community and other pertinent bodies of the needs of the school(s).

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-1 to 27, 16-12-1, 16-12-15, 16-12-16, 16-22,5, 16-22-6, 16-13-130, 16-13, 141

**HISTORY:**

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

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**POLICY: LEGAL STATUS OF THE SUPERINTENDENT**

**POLICY NUMBER: 101**

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The Board shall appoint a Superintendent of Education who shall serve at the pleasure of the Board. The person chosen shall meet all legal qualifications as well as those established by the Board.

The Superintendent shall serve as the Chief Executive Officer and Secretary of the Board and shall perform duties established by law, State Board of Education mandates, Board policy, and others which the Board may reasonably direct. He/she shall give bond in an amount to be fixed by the State Superintendent of Education.

The Oneonta City Board of Education requires the Superintendent to devote full time to his/her professional duties. He/she shall not have outside employment and shall not benefit financially from any business association fostered by association with the school system. He/she may derive income from consultative services while on leave. Any possible exception must have prior Board approval.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-7, 16-12-1-3

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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**POLICY: SCHOOL ATTENDANCE ZONE, NON-RESIDENT STUDENTS**

**POLICY NUMBER: 102**

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The Oneonta City Board of Education, in accordance with all legal mandates, hereby establishes the parameters within which students may attend the schools under its jurisdiction, thus becoming a part of the school system's organization.

Resident students are those students whose parents or legal guardians live within the city limits of Oneonta. To meet residency requirements, a student must physically reside full time at a place of abode (house, apartment, etc.) within the city limits of Oneonta. Therefore, legal residence shall mean the true, fixed, permanent, and primary home of parents or legal guardian. Legal residence of a home is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed, permanent, primary establishment of the parent or legal guardian.

Non-resident students (also commonly called out-of-district students) are those students whose parents or legal guardians do not meet the residency requirements. A non-resident student may apply to attend Oneonta City Schools provided space and programs are available to meet the student's needs. The Board will consider requests for out-of-district under the following conditions:

- A. Only students in "good standing," i.e., academically, behaviorally, regular in attendance, and supported by parental cooperation, will be considered. In addition, a student who applies for readmission must be current in payment of fees.
- B. An approved application signed by the Superintendent must be on file in the central office prior to the beginning of the school year or semester.
- C. The tuition fee shall be established by the Board and paid as determined by the Administration each school year.
- D. Application for non-resident admission can be made at any time. The principal can recommend acceptance at any time.
- E. Students who move out of the Oneonta City School District during the school year and wish to remain in attendance at Oneonta schools must (1) notify the school as required and (2) request permission from the school board to complete the year and (3) pay a prorated out-of-district fee. They must also reapply for permission the following year if they wish to remain in attendance at Oneonta City Schools.
- F. All students must have proof of residence as determined by the school administration on file.
- G. Families in the process of building a house or otherwise moving into the Oneonta school district, will be allowed to enroll students by presenting proof of the building process or the contract date. The prorated fee approved by the Board will be charged until legal residence is established.
- H. If a student lives with someone other than his/her parent(s) inside the Oneonta City School District, all requirements of non-resident students must be met with the following exceptions:
  - 1) That person must have legal custody of the student and present proof of that custody.
  - 2) Enrollment may be allowed based upon temporary delegation of parental authority. This exception may be made only with special permission of the Superintendent or his designee (usually the Principal) pursuant to a written request fully documenting the emergency situation or extenuating circumstances justifying the exception. Such exceptions, when justified, shall be granted only for such duration of time as appropriate under circumstances, normally not to exceed one year. The school will provide Delegation of Powers and Acceptance of Appointment paperwork if reasons are compelling. Parents and guardians should execute affidavit (notarized documents).

## ONEONTA CITY BOARD OF EDUCATION

- I. Full-time salaried employees of the school system and/or full-time instructional assistants, (aides), employed by an agency contracted by the school system, may request admission of their out-of-district children by submitting an application to the Superintendent. No tuition fee shall be charged and these students must be in "good standing" according to 102.A.
- J. Non-resident students will be reviewed each semester. An out-of-district student may be placed on probation or may have acceptance revoked for not being in "good standing" academically, behaviorally, regular in attendance, or supported by parental cooperation.
- K. An early enrollment period shall be open for currently enrolled out-of-district students. When enrollment numbers require that limitations be placed on grades the school administration will recommend the order of enrollment based on the needs of the students and applicable school restrictions.
- L. The Oneonta City Board of Education will have the final authority in the admittance of non-resident (out-of-district) students.
- M. Admission of a non-resident student must not result in a financial hardship for Oneonta City Schools.
- N. The parents or legal guardians will be responsible for providing transportation of the student to and from school. Failure to make appropriate arrangements for transportation, including on days requiring early dismissal due to emergency or otherwise, may result in a student's dismissal.
- O. Correct residency information must be provided.
- P. Out-of-district students will reapply as they enter each school and before third grade.

The Oneonta City Board reserves the right and responsibility to monitor and enforce the school attendance zone and non-resident policy. This includes the right to investigate, without further notice, cases in which it is unclear or reported to school officials that a student may not be meeting the residency requirements. This investigative authority extends to the use of outside investigators who may use any legal means at their disposal to determine the actual permanent and primary home of the student or the student's legal guardian.

Providing misinformation or failure to abide by the above mentioned conditions of this policy may result in the withdrawal of the student. Any variances of this policy may only be made at the recommendation of the Superintendent and upon Board approval.

### STATUTORY AUTHORITY:

Legal Ref.: N/A

### HISTORY:

Adopted: 08/98
Revision Date(s): 11/02, 05/06, 07/10, 06/12, 05/15, 03/19, 05/22
Formerly:
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**POLICY: SCHOOL CALENDAR**

**POLICY NUMBER: 103**

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The Board will adopt a school calendar by the end of April for the ensuing year. During the preparation process, input from parents and employees will be considered. The school calendar may be adopted and approved for a period of two consecutive years.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/20 Formerly:
POLICY 103: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

**POLICY:** SCHOOL DAY

**POLICY NUMBER:** 103.1

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The school day shall consist of six (6) hours (360 minutes) of instructional time per day. This instructional time shall not be interrupted by unscheduled visitors and unapproved extracurricular or fund raising activities. Only emergency public address announcements shall be made during periods of instruction.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-1

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 103.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: EMERGENCY CLOSINGS**

**POLICY NUMBER: 103.2**

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The Board authorizes the Superintendent to close schools in the event of hazardous weather or other emergencies which present threats to the safety of students, employees, or property. The superintendent or his/her designee shall make public announcements and releases to the news media.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-9

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 103.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**SECTION: 200**

**School Board Operations**

**POLICY: INTERNAL ORGANIZATION**

**POLICY NUMBER: 200.10**

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The Board shall, at its regular meeting in May, elect one of its members to serve as president and one to serve as vice-president.

The president shall preside at all meetings of the Board and shall call special meetings when necessary. He/she shall, with the Superintendent, sign the minutes and other official documents as required. The president shall perform other duties prescribed by law or local policy. In the absence of the president or in the event of his/her death or inability or failure to act, the vice-president shall perform said duties with all authority of the president. If both the president and vice-president are absent at a meeting at which a Quorum is present, the present ranking member in terms of continuous service on the Board shall preside.

The Superintendent shall be appointed by the Board and shall serve as its secretary. He/she shall perform all duties prescribed by laws and policy as well as other duties not inconsistent thereto, as a majority of the Board may direct.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-5

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 200.10: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: BOARD TRAINING**

**POLICY NUMBER: 200.20**

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Board members will pursue training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in an orientation and ongoing training.

- A. **ORIENTATION** - Under the guidance and direction of experienced Board members and the Superintendent and staff, an orientation session(s) will be provided new members through, but not limited to, the following activities:
  - 1. New members will be provided a copy of Board policies, procedures, and other regulations.
  - 2. New members will be provided current copies of school budgets and financial statements.
  - 3. New members will be given information on school enrollment, qualifications of teachers, buildings, instructional programs, and other pertinent issues.
  - 4. The Superintendent will assist in acquainting new members with their duties and responsibilities.
  - 5. The Superintendent or his/her designee will provide the new member with a comprehensive tour of the facilities.
  - 6. The Superintendent and experienced Board members will provide time to meet jointly with the new members.
  - 7. In addition, participation in the new member training program sponsored by the Alabama Association of School Boards is encouraged.
  
- B. **ONGOING TRAINING** – Ongoing training for board members may include participation in any of the following:
  - 1. Training or consulting workshops for the local Board as a whole.
  - 2. State or national school board association events addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
  
- C. **SOURCE OF TRAINING AND REPORT** – The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board. Board members may provide a report to the Board about training experiences at the next available Board meeting.
  
- D. **BOARD SELF EVALUATION** – The board may conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 3/10
Formerly: New Member Orientation
POLICY 200.20: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: COMPENSATION AND EXPENSES**

**POLICY NUMBER: 201**

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At its annual meeting in May, the Board shall establish the compensation of its members, with said compensation not to exceed that which is in accordance with state law.

Upon presentation of any proper receipts or other documents, Board members shall be reimbursed for expenses incurred while on Board business outside the city. In order to claim reimbursement, all trips must have prior approval of the Board.

Any individual Board member, at his/her option, may refuse to accept any portion of the approved compensation.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-26

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 201: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: BOARD MEETINGS**

**POLICY NUMBER: 202**

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The Board will convene its regular monthly meetings on the last Monday of the month at the designated time and site announced by the Oneonta City Board of Education. The regular meeting date may be changed to an alternate one for good and sufficient reasons, i.e., holidays, illness, lack of Quorum. Special meetings may be called by the president or majority of the Board when deemed necessary or appropriate. The Board’s annual meeting will be held during the month of May.

Periodically, the Board may deem it necessary or desirable to convene work sessions. These meetings, along with regular ones, shall be open to the public.

The Board, through the Superintendent or designee, will provide public notification of all meetings.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-5

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/20 Formerly:
POLICY 202: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: BOARD MEETING AGENDA**

**POLICY NUMBER: 202.1**

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The Superintendent shall prepare an agenda for adoption at meetings of the Board. At least three (3) days prior to the meeting, Board members should have received copies of the proposed agenda, plus any information or documentation that would assist them in making sound decisions on each agenda item.

The order of business, unless amended, shall be the following for each meeting:

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda
- D. Recognition of Delegations
- E. Approval of Minutes
- F. Superintendent Reports
- G. Reports of Committees
- H. Communications
- I. Unfinished Business
- J. New Business
- K. Adjournment

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 202.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

**POLICY:** RULES OF ORDER

**POLICY NUMBER:** 202.2

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Board meetings shall be conducted in accordance with Roberts' Rules of Order - Revised, unless other mandates take precedence.

## **QUORUM**

A majority of the members of the Board shall constitute a quorum needed for the transaction of business during meetings. A majority vote of the total membership is necessary for the adoption of any motion or resolution.

## **STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-5

## **HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 202.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PUBLIC PARTICIPATION**

**POLICY NUMBER: 202.3**

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The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school system. 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 shall proceed to terminate the citizen's time on the agenda.

Citizens desiring to address the Board shall provide a written request including topic to be discussed to the Superintendent at least seven (7) days prior to the meeting date.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 13A-14-2;16-11-9

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 202.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY:** VOTING METHOD

**POLICY NUMBER:** 202.4

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There shall be no representation by proxy of any member of the Board at any time. All members present are authorized to speak on issues, offer and second motions, and vote. The voting method shall be determined by the Board as appropriate, i.e., show of hands, voice, or roll call.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 202.4: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: EXECUTIVE SESSIONS**

**POLICY NUMBER: 202.5**

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The Board may elect to retire to executive session after convening a meeting in public. The purpose of an executive session must meet criteria defined in the Alabama Open Meetings Act. Such sessions shall be attended only by members of the Board, the Superintendent, and persons designated by the Board. All discussions shall be treated confidentially by all in attendance. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 13A-14-2

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 2/06
Formerly:
POLICY 202.5: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** MINUTES

**POLICY NUMBER:** 202.6

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The Superintendent or his/her designee shall keep a complete and accurate set of minutes of each Board meeting. A copy of the minutes shall be distributed to each member following each meeting. After approval by the Board, minutes shall be entered in an official record book, signed by the Superintendent and President, and open to public inspection during regular business hours.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 202.6: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: POLICY DEVELOPMENT**

**POLICY NUMBER: 203**

The Board shall formulate policies to guide the actions of those to whom it delegates authority; thus, policies become the official documents which govern the operation of the school system. They shall be recorded in writing and adopted by the Board at a public meeting. A policy recommended to the Board shall “lie on the table” and not be adopted until a subsequent meeting. Board action on policies shall be spread upon the minutes of the meetings and, once adopted, placed in all official policy binders.

The Superintendent shall be authorized to submit written recommendations for proposed new policies, revisions, deletions, or extension of existing ones.

In the development process, the Superintendent or a designated policy writer shall consult with teachers, principals, staff and other employees as well as parents and interested citizens, when feasible, for input into the proposed policies. The Superintendent or designated writer shall consult with a representative of the professional organization representing the majority of employees. Once adopted, policies shall be made available to employees and to the public upon request.

**REVIEW OF POLICIES**

The Board may periodically direct a systematic review of all or part of its policies. As in the development process, representative groups shall assist with the reviews. Selection of individuals to participate shall be neither arbitrary nor discriminatory. All recommendations of the review committee(s) shall be forwarded to the Superintendent for study and possible modification before a revision is recommended to the Board.

**ADMINISTRATION IN THE ABSENCE OF POLICY**

The Board authorizes the Superintendent to take reasonable and prudent action, when needed, in the absence of policy. Actions should be based on precedent and consistency when at all possible. The Superintendent shall have the power to take action unless the Board is vested with a legal mandate to do so. It shall be the responsibility of the Superintendent to inform the Board promptly of such action and the possible resultant need for policy.

**SUSPENSION OF POLICIES**

On extraordinary occasion upon the recommendation of the superintendent, the Board may deem it necessary to suspend, temporarily, a policy that has been adopted. A suspension of policy may be accomplished at an announced meeting, constituted by a quorum, by a majority vote of the members.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-30

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 203: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**SECTION: 300**

**General School Administration**

**POLICY: SUPERINTENDENT'S COMPENSATION AND BENEFITS**

**POLICY NUMBER: 300.10**

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The salary and benefits provided the Superintendent shall be included in his/her contract. In no case shall the benefits included be less than those provided for other staff members. The Board shall review the contract under the terms as stated in the Superintendent's contract.

Reasonable and customary expenses for authorized travel shall be reimbursed with proper documentation.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-12-1

**HISTORY:**

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 300.10: Page 1 of 1 [\(click here to return to Table of Contents\)](#)

**POLICY: EVALUATION OF ADMINISTRATORS AND SUPERVISORS**

**POLICY NUMBER: 301**

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Administrators and supervisors will be evaluated annually in accordance with the approved evaluation plan which has been communicated to affected employees of the Oneonta City Board of Education.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 301: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: STAFF DEPARTMENT**

**POLICY NUMBER: 302**

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Members of the staff of the Oneonta City Board of Education shall conduct themselves in a professional manner which helps to project the school system in a favorable light with the public. They shall treat their colleagues, students, and citizens with courtesy and respect and shall communicate a sincere desire to be of assistance.

Employees shall not engage in unlawful activities or those which violate Board policy. These include, but are not limited to, reporting to work while under the influence of alcohol or other psychoactive substance, use of tobacco on school property, possession of firearms or other weapons during work hours or on school property, or causing physical, mental, or emotional harm to another.

Employees are expected to abide by the established working hours and schedules, including time beyond the school day when necessary. Use of profanity, failure to properly execute assigned tasks, and unauthorized absences are examples of behavior that are unacceptable. All employees should dress in a manner benefiting a representative of the profession. Administrative staff members are expected to be model examples for others.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 302: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: ADMINISTRATIVE RULES**

**POLICY NUMBER: 303**

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The Superintendent is charged with directing the operation of the school system in compliance with policies of the Board of Education. The Board grants authority to the Superintendent to specify required actions and design of detailed arrangements under which the school(s) will be operated. These rules and arrangements shall constitute the administrative regulations governing the schools. The Board shall formulate and adopt administrative regulations only when required to do so by specific laws. The Oneonta City Board of Education retains complete and final control of all matters pertaining to the operation of the educational system. The execution and implementation of adopted policies shall be the function of the Superintendent.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 303: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ADMINISTRATIVE RECORDS**

**POLICY NUMBER: 303.1**

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School system records are public documents and thus available for inspection by any person at reasonable times during working hours. Certain documents, e.g., pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are in the category of privileged information and are not for public consumption.

No copies of records shall be made on school system equipment or duplicated at a cost to the system except for official school business. No official records are to leave the school or system premises unless necessary for the conduct of school business.

There is no obligation by the school system to reproduce any records except for appropriate official agencies. Copies of certain documents will be made at the expense of other recipients.

A person should place a request to the office of the Superintendent to see records at a mutually agreeable time.

Records of students who are under the age of eighteen (18) years of age may be inspected by parents or those acting in loco parentis. Written permission must be obtained from the parents or guardians to release any information pertaining to the student.

Students who are over the age of eighteen (18) have the right to require that their records remain privileged information. Permission must be granted by said students in order to release any information contained in their records.

**STATUTORY AUTHORITY:**

Legal Ref.: Sec.438, PL 93-380 (family) Educational Rights Act, 1979

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 303.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: MILITARY RECRUITERS**

**POLICY NUMBER: 304**

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In accordance with the state statutes, the Oneonta City Board of Education shall allow reasonable access to school facilities to official recruiters of the armed or military forces of the United States for the purpose of informing students of the educational and occupational options in military service.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-25

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 304: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROHIBITION OF HAZING**

**POLICY NUMBER: 305**

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In the State of Alabama, one who commits the offense of hazing shall be guilty of a class C misdemeanor. Thus, it is also the policy of the Board that no person shall engage in or assist with the act of hazing.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-23

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 305: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ROLLERBLADES, ROLLER-SKATES, AND SKATEBOARDS**

**POLICY NUMBER: 306**

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No one shall rollerblade, roller-skate or skateboard on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include all buildings, parking lots, paths, playgrounds, and stairwells leading to school building entrances. Everyone on rollerblades or roller skates shall remove such equipment before entering school grounds. Everyone on skateboards shall dismount before entering school grounds.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 07/00 Revision Date(s): 11/02 Formerly:
POLICY 306: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** EMERGENCIES

**POLICY NUMBER:** 307

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1. In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he/she shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the school board.
2. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.
  - A. When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. Any such early dismissal shall be reported immediately by the Superintendent to the School Board together with the reasons therefore, as time permits.
3. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.
4. During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 307: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**SECTION: 400**

**Fiscal Management**

# ONEONTA CITY BOARD OF EDUCATION

**POLICY: ANNUAL OPERATING BUDGET**

**POLICY NUMBER: 400.10**

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The Board shall adopt an annual budget for the school system. Responsibility for budget preparation is hereby delegated to the Superintendent and appropriate staff members. It shall be prepared and submitted in accordance with the rules and regulations of the State Board of Education and presented to the Oneonta City Board of Education prior to August 15 for review and approval.

In accordance with the Education Accountability Plan (EAP) and because the Board welcomes employee input, principals and teachers shall have direct involvement into the document of budgets for classroom instructional support and for the expenditures of such funds.

The adopted budget shall be transmitted to the State Superintendent of Education on or before August 15 for review and approval, upon such approval, the budget shall become official. It shall be revised by the Superintendent of the Oneonta City Schools on a regular basis. Recommendations for revision shall be submitted to the Board if anticipated revenues or expenditures vary significantly from the original estimates.

The fiscal year for the school system shall be October 1 through September 30.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-24, 16-13-143, 16-6B-10, 16-36-29.1

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 400.10: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: MONTHLY FINANCIAL RECONCILIATION**

**POLICY NUMBER: 400.11**

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All school system financial records shall be reconciled with corresponding bank statements each month by the Superintendent or designee. A financial report showing the budgetary revenues, expenditures, and balances shall be presented to the Board monthly. Said report shall include the local school or division financial status, the Child Nutrition Program, and any other programs as appropriate.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-13-143

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02. 02/07 Formerly:
POLICY 400.11: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

**POLICY:** **DEPOSITORY OF FUNDS**

**POLICY NUMBER:** **400.12**

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The Board requires that all funds of the Board, whether federal, state, or local, be deposited in a bank(s) designated as the depository of the Board and only to the account of the Board. Said bank(s) shall be insured by an agency of the federal government. All assets in excess of federally sets limits shall be collateralized, with copies of the collateral retained for audits.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-18

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 02/07 Formerly:
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POLICY 400.12: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: INVESTMENT OF FUNDS**

**POLICY NUMBER: 400.13**

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1. The Superintendent shall invest temporarily idle funds to earn the maximum return for the period available while assuring minimum risk to principal. The investment objectives shall include safety of capital, liquidation of funds and investment income. Funds may be placed in the following types of investments:
  - (a) Bids from qualified depositories;
  - (b) Certificates of deposits;
  - (c) Time deposits;
  - (d) Securities of the United States Government;
  - (e) State managed cooperative investment plans, or
2. The principal shall invest temporarily idle internal account funds in qualified depositories at the best available return while assuring minimal risk to principal and in accordance with this policy.
3. The Board shall provide for appropriate training of those persons managing its investments.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 400.13: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: BONDED EMPLOYEES**

**POLICY NUMBER: 400.14**

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The Superintendent and the designated Custodian of School Funds shall be bonded at an amount fixed by the State Superintendent of Education with a reputable surety company authorized to conduct business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-7, 16-13-8,9

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 400.14: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ACCOUNTING REPORT AND RECORDS**

**POLICY NUMBER: 400.15**

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The Superintendent or designee shall have the responsibility for preparing any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education or the Oneonta City Board of Education.

The State Board of Education prescribes regulations for keeping accounts and records and for making reports. These accounts and records and the annual audit which is conducted by a certified public accountant shall at all times be available for inspection, and then preserved as required by law.

A complete financial statement, depicting receipts by source and disbursements by function, shall be published in an appropriate newspaper, annually, during the month of October.

Said accounts and fiscal records shall be available during normal business hours for inspection by the public.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-12, 16-11-24

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 400.15: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PAYROLL**

**POLICY NUMBER: 400.16**

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The Board will make salary deductions which are considered statutory, including federal income tax, state income tax, and retirement, et. al., in accordance with applicable laws and regulations. Approved deductions for employee organizations shall be based upon membership lists and forms provided by the respective organizations. These deductions shall be made in accordance with membership lists unless an employee revokes authorization for such deductions by providing a written notice of revocation for the ensuing year on or before September 15. Otherwise, the deductions are continuous. Certain others, such as United Way contributions, are for a specified period and continue only as authorized by the employee.

Upon termination, amounts owed under the authorization of an employee shall be deducted from his/her final check.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-22-6, 36-1-4

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 400.16: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

**POLICY:** **REVIEW OF MONTHLY REVENUES AND EXPENDITURES**

**POLICY NUMBER:** **400.17**

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The superintendent shall have monthly reports of revenues and expenditures prepared for review by the Oneonta City Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-13A-1, 16-13A-6

**HISTORY:**

Adopted: 02/07
Revision Date(s):
Formerly:
POLICY 400.17: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PURCHASING**

**POLICY NUMBER: 401**

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All purchasing from system funds will be approved by the principals of the local schools or the Superintendent at system level. Purchasing shall conform to policies and procedures of the Board and all applicable federal and state laws or federal regulations. Further, it is the mandate of the Board that, when applicable, the provisions of the competitive bid law of Alabama be adhered to strictly.

A requisition/purchase order system shall be established and followed rigidly at the school and system levels.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 41-16-50, 51

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 02/07 Formerly:
POLICY 401: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: BID PURCHASING**

**POLICY NUMBER: 401.1**

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**BIDDING**

All expenditures of public school funds, in excess of the current limit as established by the State and with limited exception, shall be accomplished through the competitive, sealed bid process. Bids shall be awarded to the lowest responsible bidder meeting specifications.

The Board may let contracts for public improvements involving \$50,000 or less without advertising for bids.

**USE OF LOCAL FIRMS**

The Board reserves the option of accepting bids from local firms in Oneonta if quality is not sacrificed and the prices are competitive. Bids may be awarded to local firms, under these conditions, provided the price is not in excess of 3% of the lowest other bid.

**ADVERTISEMENT**

Proposed purchases in excess of the current legal base shall be advertised by posting notice thereof on a designated bulletin board in the system's administrative office or in an additional manner as may be desired. Requests for sealed bids shall be solicited in writing to all individuals or firms who have placed written requests with the Board and thus placed on a bid list. If an individual or firm fails to respond to three (3) solicitations, said vendor may be removed from the bid list.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 41-16-51

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 401.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: EXPENSE REIMBURSEMENT**

**POLICY NUMBER: 402**

Board members and employees shall be reimbursed for reasonable and customary traveling and subsistence expenses incurred in the exercise of reimbursable obligations. The rate of reimbursement shall be established by the Board and amended as applicable.

Employees shall be reimbursed for travel expenses incurred while performing duties related to their jobs. The travel must be at the request of or approved by the Superintendent and immediate supervisors. Reimbursements for travel expenses in or out of the state shall not exceed actual, itemized expenses. Prior approval for all travel must be obtained before any expenses can be incurred.

Claims for travel expenses must be recorded on forms provided by the Superintendent. Expense claims for in-state and out-of-state travel must be supported by receipts. Examples: hotel, airline ticket, parking, taxicab, registration. Documentation of meals may be submitted if obtaining receipts becomes impractical. Costs of travel and lodging should be shared with other employees when possible. No reimbursements will be made for personal items and entertainment.

Reimbursement is provided for out-of-state travel by automobile or public carrier. Air travel shall be by tourist class only. Automobile mileage shall be reimbursed at the per mile rate approved by the state for its employees.

**ADVANCES**

Certain expenses may be paid in advance provided they meet the following criteria:

1. They are related to lodging, conference registration, or travel;
2. They are paid directly to the organization conducting the conference, the carrier or hotel;
3. Circumstances such as large group travel (i.e., band, athletic teams) that dictate the need for such advances.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-9, 16-12-3, 16-13-3

**HISTORY:**

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 402: Page 1 of 1 [\(click here to return to Table of Contents\)](#)

**POLICY: RESERVE FUNDS**

**POLICY NUMBER: 403**

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The Oneonta City Board of Education recognizes that the establishment and maintenance of adequate fund reserves is necessary to avoid disruption in the educational programs in the schools. The superintendent or chief school financial officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance. A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by 12. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-13A-1, 16-13A-6

**HISTORY:**

Adopted: 02/07 Revision Date(s): Formerly:
POLICY 403: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

**POLICY:** INVENTORY

**POLICY NUMBER:** 404

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The Oneonta City Board of Education directs that all fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the school board's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-13A-1, 16-13A-6

**HISTORY:**

Adopted: 02/07 Revision Date(s): Formerly:
POLICY 404: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SCHOOL-RELATED ORGANIZATIONS**

**POLICY NUMBER: 405**

In order to fully comply with the requirements of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI), the State Superintendent of Education, the State Board of Education, the Department of Examiners of Education Accounting Procedures, the Department of Examiners of Public Accounts, all school-related organizations operating in the support of Oneonta City Schools will following the local school accounting procedures.

All school-related organizations (PTA, PTSO, Athletic Booster Club, Band Booster Club, Quarterback Club, etc.) operating under the fiduciary control of the school principal shall follow the accounting procedures as it relates to the receipting and expending of cash. This shall include, but is not limited to, fundraising activities, ticket sales, event admissions, payment for non-employee services, salary supplements, gifts, purchase orders, invoices, etc. Board policy 401 Purchasing, must be followed for any purchase that meets the requirement of the State Bid Law.

The school will designate a specific activity or activities accounting code(s) for each school-related organization operating in support of the school. All funds collected by the organization from ANY source must be receipted into the organization’s “Activity” within the school’s books. All purchases of the organization must be reflected in the organization’s activity and supported by an approved purchase order prior to the ordering or purchasing of any materials or supplies. The principal will authorize a purchase order upon the written request (Requisition) of an authorized officer(s) of the organization. A principal may not expend a school-related organization’s funds without the written authorization of the authorized officer(s) of the organization. All expenditures of the organization must be paid from the official checkbook of the school.

No organization will provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-30

**HISTORY:**

Adopted: 07/08
Revision Date(s):
Formerly:
POLICY 405: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: FUND BALANCE**

**POLICY NUMBER: 406**

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Fund Balance Policy in Accordance with GASB Statement No. 54

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

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

The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.

Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

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

- A. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by 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 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 Board of Education along with the Superintendent and Chief School Finance Officer will periodically review all restricted, committed, and assigned fund balances. The Chief School Finance Officer will prepare and submit an annual report of all restricted, committed and assigned funds for the Board of Education.

STATUTORY AUTHORITY:

Legal Ref.: N/A

HISTORY:

Adopted: 11/11 Revision Date(s): Formerly:
POLICY 406: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**SECTION: 500**

**Business Management**



**POLICY: SAFETY PROGRAM**

**POLICY NUMBER: 501**

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System and school safety plans shall be designed and maintained to reflect requirements of the State Department of Education.

Buildings, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees, and other citizens from fire, natural disasters, mechanical and electrical malfunction, and avoidable hazards.

Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal codes and safety regulations. Janitorial equipment and hazardous supplies are to be stored in fire resistant rooms.

Proper supervision of students and others using the buildings shall be required at all times.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 12/06
Formerly:
POLICY 501: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: DISASTER AND FIRE PREVENTION**

**POLICY NUMBER: 501.1**

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The Superintendent and his/her designee are charged with the responsibility for developing procedures for fire prevention acceptable to the local fire marshal and the Board's insurers. Fire and disaster drills shall be performed on a timely basis, in all buildings and offices within the system.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 501.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SAFETY INSPECTIONS**

**POLICY NUMBER: 501.2**

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As part of a comprehensive safety and loss control program, the Board requires that all school owned property be inspected for potential safety hazards at least once per year, preferably once per semester. These inspections should be conducted by the person(s) responsible for managing the site inspected.

A written report of each safety inspection should be submitted to the Superintendent or his/her designee. Hazardous conditions identified within the inspection report should receive immediate attention from the maintenance or other appropriate staff in order to prevent injury to persons and/or loss of property.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 501.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CAREER TECHNICAL EDUCATION SAFETY**

**POLICY NUMBER: 501.3**

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Students participating in a Career/Technical Education classroom/lab must be given instructions in safety. Each student is required to practice safety in every activity in which he/she may engage. Safety is included in each course of study as an important phase of training. Disregarding appropriate safety requirements and/or procedures may be grounds for dismissal from the CTE program.

It is recommended that all students who participate in CTE courses, which include lab activities, be encouraged to maintain an accident insurance policy for his/her protection.

Safe buildings, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees, and other citizens. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The director/administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.

The superintendent shall develop a district wide safety and fire prevention program that coordinates the requirements of the fire marshal and civil defense program with appropriate school and community officials. Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal building codes and safety regulations. Buildings shall be provided with fire and tornado alarm systems and workable fire extinguishers.

Safety instruction, to include accident prevention, safety drills, and disaster procedures, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total safety program. Special emphasis shall be placed upon supervision within classrooms and on requirements concerning safety precautions in the lab area. Proper supervision of students and others using the buildings shall be required at all times.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 01/17
Revision Date(s):
Formerly:
POLICY 501.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TRANSPORTATION SAFETY**

**POLICY NUMBER: 502**

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The Board requires that any person who drives a school buses have an Alabama Commercial Driver’s License and meet all state guidelines requiring a physical examination.

**SAFETY INSPECTION**

The State Board of Education requires that all school buses used for the transportation of children be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall be “red tagged” 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.

All school buses used for the transportation of children shall be inspected monthly in accordance with standards established by the Alabama State Department of Education.

All bus drivers shall wear seat belts while operating a school bus.

**BUS CONDUCT**

The safety of those who ride a school bus depends to a great extent on their own behavior. Students on buses are under the supervision of the driver and shall obey the driver at all times. Failure to comply with the instructions of the driver shall result in the student becoming subject to the Board’s disciplinary policies.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-27-3 to 7; 32-6-49.1 to 32-6-49.20, 16-27-4.1

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 12/06, 06/12
Formerly:
POLICY 502: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: FOOD SERVICES MANAGEMENT**

**POLICY NUMBER: 503**

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The Board shall provide adequate and nutritious meals to all students at a minimal cost. The school food service program will be operated in compliance with federal, state, and local laws and regulations as well as policies of the Board.

The lunchroom manager, subject to the decision of the principal, shall be in charge of the general operation of the cafeteria, including the purchase of food and supplies, preparation of menus, preparation and serving of food, selection and training of employees, and approval of invoices for payment.

Cafeteria employees shall obtain annual health examinations in accordance with the State Child Nutrition Program.

The Board encourages the lunchroom manager to attend training programs offered by the state or other agencies and supports the reimbursement of expenses from the school lunch program when practicable.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 503: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SCHOOL LUNCH PROGRAM**

**POLICY NUMBER: 503.1**

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It is an objective of the school system that no student be denied the opportunity to attend school regularly without eating lunch. The lunchroom manager shall determine, in accordance with program guidelines, those students who are eligible for free or reduced price lunches. Students may charge meals up to \$10.00 when meal money is unavailable. The principal is responsible for the transfer of funds at the end of the year for charges that remain uncollected.

Students may not leave the campus for the purpose of dining in a local private restaurant unless special circumstances, approved by principal, exist. Accordingly, food from private restaurants may not be brought into the school for the students. It is permissible for a student to bring a packed lunch from home.

**STATUTORY AUTHORITY:**

Legal Ref.: National School Lunch Program Guidelines

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 02/04, 07/14
Formerly:
POLICY 503.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** WELLNESS POLICY

**POLICY NUMBER:** 503.2

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Oneonta City Schools - Wellness Policy

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The Oneonta City School System is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Oneonta City School that:

- Our schools will engage students, parents, teachers, food service personnel, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grade K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the restrictions as implemented by the Alabama State Board of Education.
- Qualified child nutrition professionals will provide students with access to a variety of affordable nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Our schools will participate in the following federal school meal programs: the School Breakfast Program, National School Lunch Program.
- Our schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school programs, with related community services.

## **PREAMBLE**

Oneonta City Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social successes, we need to create positive, safe, and health-promoting environments at every level, in every setting, throughout the school year. This procedure manual outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this policy established goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day - both through reimbursable school meals and other foods available throughout the school campus - in accordance with Federal and state nutrition standards;
- Students receive quality nutrition educations that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school through physical education and extracurricular activities;
- Schools engage in nutrition and physical activity that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;

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- The District established and maintains an infrastructure for management, oversight, and implementation, communication about, and monitoring the policy and its established goals and objectives; and
- The District will coordinate the wellness policy with other aspects of school management, including the District’s School Improvement Plan, when appropriate.

This policy applies to all students, staff, and schools in the District.

## **I. SCHOOL WELLNESS COMMITTEE**

Oneonta City Schools will create and maintain a district wellness committee (DWC) that meets at least two times per year to establish goals and oversee school health and safety policies and programs, including developments, implementation, and periodic review and update of this district-level wellness policy.

The DWC membership will include (to the extent possible) representatives from each school level and reflect the diversity of the community, but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; mental health and social services staff; and the general public.

### **Leadership**

The CNP Director or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. The CNP Director shall ensure compliance with established district wide nutrition and physical activity policies. Within each school, the school administrator or designee(s) shall ensure compliance of all district requirements and policies.

The contact information for the members of the DWC are as follows:

Name	Title	Email Address	Role
Terrie Coggins	Coordinator/Manager, CNP	tcoggins@ocsredskins.com	Committee Chair
Micheal Vise	Assistant Principal, OES	mwise@ocsredskins.com	Member
Brad Mitchell	Assistant Principal, OMS	bmitchell@ocsredskins.com	Member
Alex Strickland	Teacher, OHS	astrickland@ocsredskins.com	Member
Tawanna Clark	School Nurse	tclark@ocsredskins.com	Member
Cordell Webb	School Nurse	cwebb@ocsredskins.com	Member
Elize-Marie Zocher	Parent	ezocher@ocsredskins.com	Member

## II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

### **Implementation**

Oneonta City Schools will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan outlines roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what changes, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, foods and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promotes student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports will be accessible and promoted to faculty, staff, parents, and students on Oneonta City Schools website.

The District will retain records to document compliance with the requirements of the wellness policy at each individual school site. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction;
- Documentation of the triennial assessment of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of the wellness policy.

### **Annual Progress Report**

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. The annual report will be published around the same time each year in July and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader (s) identified in Section 1; and
- Information on how individuals and the public can get involved with the DWC or the overall School Wellness Committee (SWC).

The annual report will be available in English.

The District and schools will actively notify households/families of the availability of the annual report.

The DWC and individual schools will establish and monitor goals and objectives for the District's schools, specific, and appropriate for each instructional unit (elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

The District will also track and annually report other related information, such as findings from food safety inspections, aggregate participation in school meals programs, income reported from competitive food sales, fundraising revenues, and other such information, as feasible.

### **Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the wellness policy using the [Wellness School Assessment Tool-Implementation \(Well SAT-I\)](#) to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the [Alliance for a Healthier Generation's model wellness policy](#); and
- A description of the progress made in attaining the goals of the District's wellness policy.

The person responsible for managing the triennial assessment and contact information is Child Nutrition Program Director, Terrie Coggins, [tcoggins@ocsredskins.com](mailto:tcoggins@ocsredskins.com). The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy. The District and schools will actively notify households/families of the availability of the triennial progress report.

### **Revisions and Updating the Policy**

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issues. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### **Community Involvement, Outreach, and Communications**

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snack in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### III. NUTRITION

#### School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans*-fat per serving (nutrition label or manufacturer’s specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques](#):
  - Whole fruit options are displayed attractively
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily fruit options are bundled into all grab and go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable or fruit options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., sandwich boxes, yogurt parfaits, etc.) are offered within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., grab and go boxes and hot lines)
  - Creative nutritional artwork by students is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options
  - Menus will be posted on the District website or individual school websites
  - School meals are administered by a team of child nutrition professionals.
  - The District child nutrition program will work to accommodate students with special dietary needs.
  - Students will be **allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch**, counting from the time they have received their meal and are seated.
  - Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children’s school.

In order to protect the privacy of students who qualify for free or reduced priced meals, students will use a code at the cash register for any purchases (meals or la carte). The district should take steps to ensure the students qualifying for free or reduced priced meals are not overtly identified. It is prohibited for students with unpaid balances to be shamed in any way. Schools must serve students a reimbursable meal, regardless of whether the student has money to pay or owes money. No meal will be thrown away as a result of any unpaid balances. Applications for free or reduced priced meals are sent home to all families at the beginning of the school year. Also, applications are available on the school website.

Participation in school meal programs are encouraged through the following:

- Available taste testing
- Second Chance Breakfast for high school students
- Scheduled bus routes for students to attend breakfast
- Tutoring, clubs, and organization cannot schedule during lunch unless students are allowed to purchase lunch to be consumed during meets
- Discourage consumption of competitive foods in place of school meals

### **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

- Water cups will be available during mealtimes in the cafeteria for use at the drinking fountain or water dispenser.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards.

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

### **Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <https://www.fns.usda.gov/tn/guide-smart-snacks-school>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and/or the Alabama Healthy State Standards. These standards will apply in all locations and through all services where foods and



beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts. Beverages containing caffeine will not be sold on the high school campus during the school day.

### **Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or will meet or exceed Alabama nutrition standards, including through:

1. Celebrations and parties. The school will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#).
2. Classroom snacks brought by parents. The schools will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
3. Rewards and incentives. The schools will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). It is strongly discouraged to use foods and beverages as a reward. Foods and beverages will not be withheld as punishment for any reason, such as for performance or behavior. *It is recommended that staff use physical activity as a reward when feasible.*

### **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may not be sold through fundraisers on the school campus\* during the school day\* (unless the District allows for exemptions of no more than 3 per school year). A list of healthy fundraising ideas available to parent organizations and teachers is available from *the* [Alliance for a Healthier Generation](#).

- Schools will be encouraged to use non-food fundraisers, and those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).
- Fundraising during school hours will sell only foods, beverages and non-food items that meet or exceed the Smart Snacks nutrition standards. The same will also be encouraged for fundraising outside school hours. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and the cafeteria. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

All snacks that are served to students during after school programs will meet the same nutritional standards as food sold during the school day. It is encouraged that all snacks that are sold to students during after school programs will meet the same nutritional standards for food sold during the school day.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion may occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); or
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

### **Nutrition Education**

The District aims to teach, model, encourage, and support healthy eating by students. The District encourages nutrition topics to be integrated within the comprehensive health education curriculum and taught at every grade level (K-12). Nutrition topics shall be integrated through courses such as health and FACS classes. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, and taste-testing (lessons including menu planning, reading nutrition labels, etc.);
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, other school foods, and nutrition-related community services;
- Include nutrition education training for teachers and other staff.
- All health education teachers will provide opportunities when possible for students to practice and rehearse the skills taught through the health education curricula.

### **Essential Healthy Eating Topics in Health Education**

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders



- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

### **Food and Beverage Marketing in Schools**

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The healthiest choices, such as salads and fruits, will be prominently displayed in the cafeteria to encourage students to make healthy choices. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards or Alabama state standards.

Food advertising and marketing is defined as an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

## **IV. PHYSICAL ACTIVITY**

Children and adolescents should participate in 60 minutes of physical activity every day. Schools will seek to utilize varied opportunities to address physical activity in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in [Let's Move! Active Schools](#) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to any recess, physical activity breaks, or physical education) is strongly discouraged to be withheld as punishment. This does not include participation on sports teams that have specific academic requirements. The District will provide guidance to schools, teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

Students shall not be required to engage in physical activity as punishment.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### **Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 150 minutes per week throughout the school year. All District **secondary students** (middle school) are required to take physical education each school year providing 225 minutes per week of physical education instruction. All District **secondary students** (high school) are required to take the equivalent of one academic year providing 225 minutes per week of physical education instruction. Secondary students (high school) may not exempt the one academic year of physical education instruction, however, may substitute band for their physical education instructional credit as the District allows for participation through the state waiver. For additional emphasis on the importance of continuous physical activity, all District secondary high school students will be encouraged to take more than one academic year of physical education if possible within their schedules.

- Elementary school will provide at least 15 minutes of active daily recess to all elementary students.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

- Physical education classes will strive for students to be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All physical education teachers in the District will be provided with opportunities for professional development.
- All physical education teachers for grades K-12 are required to be taught by a certified/licensed teacher who is endorsed to teach physical education.

### **Essential Physical Activity Topics in Health Education**

The District will provide all students physical education that teaches them the skills needed for lifelong physical fitness and healthy habits that follow the [NASPE standards](#). The District will achieve this for all students by including in the health education curriculum the following essential or similar topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

**Physical Activity Breaks (Elementary and Secondary)**

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District supports teachers providing short (3-5 minute) physical activity breaks to students during and between classroom times. These physical activity breaks will complement, not substitute, for physical education class and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through [\*Let's Move! Active Schools\*](#).

**Active Academics**

Teachers will receive District support for incorporation of physical activity, movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others). The active academic forum limits sedentary behavior during the school day.

The District will additionally support classroom teachers’ participation in annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

**Before and After School Activities**

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be

physically active before and after school by: participating in school clubs, band programs and sports activities.

### **Active Transport**

The District will support active transport to and from school, such as walking or biking at schools where and when it is safe for students along with the regular vehicle/school traffic. The District will support active transport by engaging in any of the activities below; including but not limited to:

- I. Designation of safe or preferred routes to school
- II. Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- III. Instruction on walking/bicycling safety provided to students
- IV. Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- V. Documentation of number of children walking and or biking to and from school
- VI. Creation and distribution of maps of school environments (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **V. OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum specialists.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary to the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

### **Community Partnerships**

The District will continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of the wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### **Community Health Promotion and Engagement**

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year such as - color run, healthy eating opportunities, etc. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District

will use electronic mechanisms (such as email or displaying notices on the district’s website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

**Staff Wellness and Health Promotion**

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader’s name is (find subcommittee leader)

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include participating regularly in the School Breakfast Program and the National School Lunch Program, daily modeling of movement and physical activity and creating classroom instructional plans that support healthy eating and increased physical activity whenever possible. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

**Professional Learning**

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

**GLOSSARY**

**Extended School Day** - time during before and after school activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** - midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

**Appendix A: School Level Contacts**

The Assistant Principal or Principal designee at each school will serve as the School Well Committee chair.

**STATUTORY AUTHORITY:**

Legal Ref.: State Department of Education Guidelines, Adopted July 12, 2006

**HISTORY:**

Adopted: 04/06 Revision Date(s): 02/16, 05/22 Formerly:
POLICY 503.2: Page 15 of 15 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** PROPERTY INSURANCE

**POLICY NUMBER:** 504

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Upon a recommendation by the Superintendent, the Board shall adopt an insurance program designed to cover all buildings and other property owned by the Board, a liability of the Board, and other loss exposures. Consideration shall be given to financial feasibility and advice from professionals in the field. As appropriate, the Superintendent shall inform the Board of the status of the insurance program.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 504: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: MAINTENANCE, REPAIR, UPDATING AND REPLACEMENT OF EQUIPMENT**

**POLICY NUMBER: 506**

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When the need for maintenance, repair, updating or replacement becomes apparent the superintendent, meeting sound economic and educational requirements, will implement procedures and make recommendations to the board that will allow the work to be accomplished. The building principal or his or her designee will coordinate scheduling of the approved work and will assure that the completion of the work is done in a timely and appropriate manner. Emergency repairs, especially those needed to protect persons or property will be given first priority.

The principal or his/her designee shall continually assess maintenance requirements of the school and in cooperation with the superintendent and maintenance supervisor; establish a schedule of jobs to be completed with minimum interference to the instructional program. Preventive maintenance will be accomplished when there are no activities or requests for service to ensure extension of the life of equipment and facilities.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 02/04 Revision Date(s): Formerly:
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POLICY 506: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**SECTION: 600**

**Personnel**

**POLICY: EQUAL OPPORTUNITY EMPLOYMENT**

**POLICY NUMBER: 601**

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It is the policy of the Oneonta City Board of Education that no person in the school system shall, on the basis of race, color, disability, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

The Superintendent shall designate a staff member to investigate complaints that may be brought against the district in regard to any alleged discriminatory action. The name, address, and telephone number of the designee shall be publicized. Grievance procedures found in Policy 601.1 shall be used to support the intent of this policy.

Any complaint of sex discrimination practices or any noncompliance with Title IX requirements should be registered with the Coordinator of Title IX activities.

**STATUTORY AUTHORITY:**

Legal Ref.: Civil Rights Act, 1964, as amended; Title IX, Education Amendments, 1972

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 601: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

## **POLICY: GRIEVANCES**

### **POLICY NUMBER: 601.1**

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The Board 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.

- Level 1 - Resolution meeting between the aggrieved employee and his/her supervisor, if the supervisor is not the principal.
- Level 2 - If resolution is not resolved at Level 1, the grievance is appealed to the principal. If the principal is the employee's immediate supervisor, this phase of resolution becomes Level 1.
- Level 3 - An appeal to the Superintendent for resolution. If satisfaction is not achieved at this level, the aggrieved employee may appeal the Superintendent's decision by requesting, in writing, a decision by the Board.
- Level 4 - The Board may choose to either uphold the Superintendent's decision or to conduct a hearing. If a hearing is to be conducted, an officer of the Board or an impartial hearing officer shall preside over the hearing, as per the wishes of the Board. The employee may choose an open or closed hearing.

The goal is to encourage the best possible relations among employees and to enhance morale. Persons who become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

### **SCHOOL SYSTEM ACTION**

Upon receipt of a report that a discrimination, harassment, or employment violation has occurred, the School System will take prompt, appropriate, formal or informal action to address, and where appropriate, remediate the violation. The School System action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and School System policies for violations of a similar nature or similar degree of severity.

The investigation shall be completed no later than fourteen days from receipt of the report. The School District Human Rights officer shall make a written report to the Superintendent upon completion of the investigation, not to exceed 7 days upon investigation completion. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of policy. The School System Human Rights officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **DEFINITIONS**

- A. Employee- any person employed on a full or part time basis by the Oneonta City Board of Education, with the exception of the Superintendent.
- B. Supervisor-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 that defined organizational element.
- C. Organizational Element-any identifiable segment of the system that is clearly under the supervision of a single individual.

## ONEONTA CITY BOARD OF EDUCATION

- D. Representative-any person chosen, if desired, by the aggrieved party to serve as the liaison with management.
- E. Grievance-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.

### STATUTORY AUTHORITY:

Legal Ref.: Title IX, Education Amendments, 1992

### HISTORY:

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 601.1: Page 2 of 2 [\(click here to return to Table of Contents\)](#)

**POLICY: DISABILITIES**

**POLICY NUMBER: 601.2**

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The Americans with Disabilities Act of 1990 (ADA) provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

The Superintendent shall designate an ADA specialist who shall be responsible for coordinating the Board’s efforts to comply with and carry out its responsibilities under the ADA, including any investigation of complaints.

Any student, employee, applicant, or patron of the Board who believes that he/she has been discriminated against on the basis of disability in violation of ADA, may file a written complaint with the ADA specialist. The complaint must be filed in writing and contains the name and address of the person filing the complaint and a description of the alleged violation. The ADA specialist shall conduct an investigation into the alleged violation and mail a written response to the allegation within ten (10) working days after receipt of the complaint. Any appeal of the ADA specialists response must be made within ten (10) working days after receipt of the response. The appeal must be made in writing and state the particular portions of the response with which the complaint disagrees. The Board shall consider the appeal at the next regularly scheduled meeting of the Board and shall notify the complainant, in writing, of its decision within ten (10) working days after the Board meeting at which the appeal is considered. The ADA specialist shall maintain all files and records of the Board relating to complaints filed pursuant to this policy.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-9, 16-12-3 (c.), 16-9-13; 42USC 1213

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 601.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TITLE IX GRIEVANCES**

**POLICY NUMBER: 601.3**

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Any employee of the Oneonta City School(s) who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any of the school system's education program or activities on the basis of sex, may file a written complaint with the Title IX Coordinator. The Coordinator shall conduct a review of the written complaint and mail a written response to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Coordinator's response shall be provided to the Superintendent. If the complainant is not satisfied with the response, he/she may file a written appeal to the Superintendent indicating the nature of the disagreement with the response and the reasons for disagreement. The Superintendent shall mail a written response to the appeal of the complainant within ten (10) working days after receipt of the written appeal. If the complainant then remains dissatisfied, he/she may submit a written appeal to the Board, again indicating the nature of and reasons for such disagreement.

The Board shall consider the appeal at its next regularly scheduled meeting following receipt of the appeal, provided it is received by the Secretary at least three (3) days prior to said meeting. The Board shall permit the complainant to address it as a body in public or closed session, as appropriate, and shall provide the complainant with its written decision as expeditiously as possible following the hearing.

**STATUTORY AUTHORITY:**

Legal Ref.: Title IX, Education Amendments, 1972

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 601.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SEXUAL HARASSMENT**

**POLICY NUMBER: 602**

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It is the policy of the Board that sexual harassment of employees or students by employees or other students is unlawful and will not be permitted. The Board is committed to providing a work and study environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

**SEXUAL HARASSMENT DEFINED**

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

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of the individuals' employment, grade, advancement, et.al.;
2. Submission to or rejection of such conduct by a person is used as a basis for employment or academic decisions affecting an individual;
3. Such conduct has the purpose or effect of substantially interfering with a person's performance or creating a hostile or offensive working or learning environment.

**EXAMPLES OF SEXUAL HARASSMENT**

Examples of sexual harassment include, but are not limited to continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

**DESIGNATION OF REPORTING OFFICER**

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving employees of the Board and students. All employees shall be provided written notice by the Superintendent of the name and manner in which any complaint may be reported to such officer.

**REPORTING INCIDENTS OF SEXUAL HARASSMENT**

An employee who feels sexually harassed should report the incident to the Superintendent and the designated reporting officer. The report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the last occurrence. The employee should file the report no later than 45 calendar days following the incident or series of incidents. The complaint may be reported verbally or in writing initially. If the initial complaint is filed verbally, it should then be reduced to writing and signed by the complainant. The reporting officer shall forthwith commence an investigation of the written complaint.

**COMPLAINT RESOLUTION PROCEDURE**

Upon completion of the complaint, the reporting officer shall report the results to the Superintendent. The report shall be in writing and a copy forwarded to the complainant and the charged employee. The Superintendent shall thereupon meet with the complainant, charged employee, and the reporting officer in an effort to resolve the issue to the satisfaction of both parties. If it cannot be resolved at this level, the Superintendent shall report same to the Board and, if warranted, recommend that a

## ONEONTA CITY BOARD OF EDUCATION

hearing be held by the Board in accordance with the laws and statutes applicable to the charged employee's contract status.

### STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-11-17; 477 U.S. 57, 1986; Civil Rights Act of 1964, Title VII; EEOC Guidelines

### HISTORY:

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 602: Page 2 of 2 [\(click here to return to Table of Contents\)](#)



**POLICY: CONFLICT OF INTEREST**

**POLICY NUMBER: 603**

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Employees shall not engage in any employment that would affect their usefulness in the system, i.e., time and energy demands that could cause one to be less effective in performing contractual duties. Outside employment should not cause one to compromise or embarrass the school system and should not affect adversely employment or professional status. At no time shall an employment be in conflict with professional ethics.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 603: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SOLICITATIONS**

**POLICY NUMBER: 604**

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Staff members shall not solicit or sell any goods or services on school property without approval by the principal and the Superintendent of Education.

All fund raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class, club, or other organization must have prior approval of the principal.

Staff members shall not sell school related supplies and/or equipment or reference books in the attendance area served by the school system during the school year.

Staff members shall not furnish or sell lists of students, parents, or employees to any commercial firm without written permission from the Superintendent. Lists of names of high school seniors may be afforded groups for career recruitment purposes or for the purpose of voter or selective service registration.

No teacher shall use his/her position to influence parents or students of the system to purchase books or other merchandise, except for materials approved by the Superintendent's office for use in the classroom.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 604: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: GIFTS**

**POLICY NUMBER: 604.1**

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Individual Board members and employees may not accept gifts from vendors or external individuals or agencies who transact business with the school and who stand to profit by providing gifts. Conversely, employees are prohibited from providing gifts to others which may possibly result in profit or gain for themselves. If circumstances arise whereby a gift, such as food or other favors brought to the employee, it must be shared with others in the building in which the employee works.

Teachers and other employees are not precluded from accepting Christmas gifts or other forms of appreciation from students or colleagues; however, the gifts must be reasonable and appropriate for the occasion.

STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 36-25-1

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 604.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PERSONNEL RECORDS**

**POLICY NUMBER: 605**

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The school system shall maintain personnel records on all employees. It shall be the responsibility of the Superintendent or his/her designee to determine that said records are updated and complete.

All information contained in an employee's records shall be considered confidential and shall not be transmitted to other persons or agencies without written approval by said employee or as subpoenaed by legal authority.

It shall be the duty of employees to furnish teaching certificates, health examination reports, transcripts, official statements of degrees and similar data.

**STATUTORY AUTHORITY:**

Legal Ref.: Education Rights and Privacy Act of 1974; Code of Alabama, 16-12-3, 16-23-1 to 13

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 605: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE**

**POLICY NUMBER**    **605.1**

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Neither the board nor any employee, contractor or agent of the board shall assist another school employee, contractor or agent in obtaining a new job if the individual or the board knows, or has probable cause to believe, that the other employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition does not apply to the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct, and has been reported to any other authorities as required by local, state or federal law, and at least one of the following conditions applies:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; or
2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
3. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor or agent within four years of the date on which the information was reported to a law enforcement agency.

**STATUTORY AUTHORITY:**

Legal Ref.: 20 U.S.C. §7926

**HISTORY:**

Adopted: 12/20 Revision Date(s): Formerly:
POLICY 605.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: POLITICAL ACTIVITY**

**POLICY NUMBER: 606**

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School system personnel may participate in national, city, county, or state political activities to the same extent as any other citizen, including the endorsement of candidates and contributions to political campaigns, provided such activities are conducted away from school property. In addition, employees shall have the same rights as any citizen to publicly support issues and circulate petitions.

School system personnel seeking public office may continue to hold their employment positions as long as all political activities are conducted on their personal time, i.e., not during the work day.

School system personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no way represent the views of the system. No political activity shall be permitted at any time during regular school hours. Under no circumstances shall personnel use classrooms, facilities, materials, equipment, or other system property to espouse partisan politics.

Political material may be distributed in individual mail boxes; however, school personnel shall not handle such material.

Political signs are prohibited on school property.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 17-1-17; Attorney General's Opinion, July 24, 1978

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 606: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: POSSESSION OF FIREARMS AND WEAPONS**

**POLICY NUMBER: 607**

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No employee shall be permitted to have a firearm or other weapon on his/her person or in a private vehicle while on school property. Violators shall be subject to action of the Board and/or law enforcement officials. Personnel who violate this policy shall be subject to dismissal and/or prosecution by the Board and/or law enforcement officials.

Parents and other persons, with the exception of on-duty law enforcement officials are hereby prohibited from bringing firearms or other weapons on school property. Violators shall be subject to prosecution in the name of the Board.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-24.3, 16-12-5; Sec. 1702, Gun-Free School Zone Act of 1990, 18 U.S. Code, 921

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 607: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: DRUG-FREE WORPLACE**

**POLICY NUMBER: 608**

It is the policy of the Oneonta City Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the Board’s workplace is prohibited. Any employee on school premises or as a part of school activities or school sanctioned activities who unlawfully manufactures, distributes, dispenses, possesses, or uses or who is under the influence of drugs or other controlled substances, for which the employee has no prescription from a duly licensed physician, is subject to disciplinary action up to termination or cancellation of his/her contract. No employee, who is impaired by any illegal drug or by alcohol, will report for work, will work, or be present in the workplace. Employees who are so impaired or who possess, use, or distribute illegal drugs or alcohol in the workplace are subject to the disciplinary procedures of the Board, including possible dismissal.

“Workplace” means any vehicle, office, building, classroom, or property owned or operated by the Board or any other site at which an employee is to perform work for the employer. An “employee” of the Board is any individual receiving remuneration for services rendered. “Possess” means to be contained either on an employee’s person, or in an employee’s motor vehicle, tools, or areas entrusted to the control of the employee. “Impaired” means under the influence of an illegal drug or of alcohol such that the employee is unable to perform his/her assigned tasks properly.

“Designated employee” shall include employees subject to the provisions of 49 C.F.R., Part 40 of the Omnibus Transportation Employee Testing Act of 1991. Designated employees shall include those persons applying for or holding positions requiring a commercial drivers’ license and/or safety sensitive transportation related and maintenance positions.

Any employee with information on the possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any school or school sanctioned activity is required to report such information to the principal, Superintendent, or other appropriate school authority.

The immediate supervisor is to be notified by the employee of any criminal drug or alcohol statute conviction (including driving under the influence of alcohol or drugs - DUI) within five (5) days of the conviction. Upon hearing of such conviction, each supervisor shall immediately notify the Superintendent of the conviction.

Any employee who violates this prohibition will be 1) required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program and/or 2) subject to appropriate personnel action, which may include but is not limited to reprimand, suspension with or without pay, and/or termination.

It is the policy of the Board to maintain a drug-free awareness program to inform the employees about the danger of drug abuse in the workplace and to make available information pertaining to drug counseling, rehabilitation, and employee assistance programs.

All employees will receive a copy of the Drug-Free Workplace Policy and one shall be posted, in a prominent place, in each building owned or operated by the Board. This policy applies to all employees as a condition of employment and all must abide by its terms.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-24.1 Drug-Free Workplace Act of 1988; 34 CRF Part 85, Subpart F.

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 608: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: ALCOHOL AND DRUG TESTING**

**POLICY NUMBER: 608.1**

The primary objective of this policy is to meet the requirements of 49 CFR, Part 40 and the Omnibus Transportation Employee Testing Act of 1991. Further, it is to enhance the objectives of the Board's Drug-Free Workplace Policy.

The school system reserves the right to require all designated employees to undergo, at any time an employee is on duty or at any time an employee may normally be called to be on duty, appropriate testing for the purpose of determining the absence or presence of prohibited substances. This is a condition of compliance with the aforementioned federal law.

All current designated employees may be required to undergo random testing without notice when the Board has reasonable suspicion to believe that an employee has violated this policy or the Drug-Free Workplace Policy. Employees are required to report all accidents involving school system property or personnel and accidents that occur during school hours or school related activities. Employees involved in such accidents may be required to submit to alcohol screening within two (2) hours and to drug screening within thirty-two (32) hours of a reportable accident. Employees who return to duty following rehabilitation will be required to undergo return to duty/follow up testing in addition to the general school system requirements.

The Board reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought onto school system property, bags, or any other property at the school or in vehicles when it has reasonable cause to believe that an employee has violated this policy.

Violation of these rules, including testing positive, will subject the employee to appropriate disciplinary measures, including possible termination. Refusal to cooperate with the Board in any test investigation shall result in appropriate disciplinary measures, including possible termination under applicable state and federal laws.

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with a Policy/Consent Release Form or as provided for in applicable policy, procedure, law, or regulation.

**STATUTORY AUTHORITY:**

Legal Ref.: 49 CFR, Part 40; Omnibus Transportation Employee Testing Act of 1991.

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 608.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SMOKING AND TOBACCO USAGE ON SCHOOL PROPERTY**

**POLICY NUMBER: 608.2**

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To promote the welfare of the young people entrusted to its care and in recognition of the acknowledged harmful effects of cigarettes and other tobacco products, both to the smoker and those around him/her, the Board prohibits smoking and the use of other tobacco products in all buildings of the Oneonta City Board of Education at all times.

In concurrence with state law, smoking and the use of other tobacco products are prohibited on the grounds of all Board facilities at all times.

The policy applies to students, employees of the Oneonta City Board of Education, and to visitors on its property. Smoking and tobacco usage policies which are part of the student behavior code are extensions of this policy and are not limited by its scope.

Employees who violate this policy are subject to suspension or other appropriate disciplinary action, including possible termination.

**STATUTORY AUTHORITY:**

Legal Ref.: Alabama Administrative Code, 290-030-010-06, Regulations Governing Public, Non-Public Accredited and Non-accredited Schools

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/99, 11/02 Formerly:
POLICY 608.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** EMPLOYMENT

**POLICY NUMBER:** 609

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Candidates for instructional positions shall submit applications in writing on forms provided by the Board office. A personal interview by staff members, designated by the Superintendent, is required. A record of the names of all applicants and other pertinent data, including written references relative to them, shall be available for inspection by Board members at all times. All applications for employment shall be kept active for one (1) year and may be extended upon request of the applicant.

The applicants deemed best qualified for instructional employment, based solely upon merit without regard to any form of external pressure, shall be selected. It is the legal responsibility of the Superintendent to make written recommendations to the Board for employment, promotion, demotion, and discharge of all personnel. Letters of resignation shall be addressed to the Superintendent.

STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-12-16, 16-12-19

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 609: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: EVALUATION**

**POLICY NUMBER: 610**

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The Superintendent shall establish and maintain a continuous program for the evaluation of the performance of all personnel in the school system.

Each employee shall be afforded an opportunity to review the results of each evaluation. He/she will be provided an opportunity to submit a written response to each evaluation and that response shall be included within that employee's personnel file.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 610: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CREATION OF NEW POSITION OR PROMOTION**

**POLICY NUMBER: 611**

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All professional staff positions are created by approval of the Board. It is the Board's intent to activate and maintain a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established or promotion made, the Superintendent shall present for the Board's approval a job description for the proposed position which specifies the employee qualifications, performance responsibilities, and the method by which the performance of the responsibilities will be evaluated.

Announcements of the proposed position(s) shall be posted in accordance with state law in each school's main office. Any qualified person may apply.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 611: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SUSPENSION/TERMINATION**

**POLICY NUMBER: 612**

The Board may suspend or dismiss any person in its employment for the following reasons:

1. Immorality
2. Incompetence
3. Insubordination
4. Willful neglect of duty
5. Failure to perform duties
6. Justifiable decreases in the number of teaching positions or other good and just cause.

**CERTIFICATED PERSONNEL**

The Superintendent has authority to temporarily suspend school personnel when, in his/her opinion, the circumstances necessitate immediate action. Such suspension shall be without loss of pay pending a hearing by the Board regarding the charges.

Charges shall be stated in writing when required, as in the case of tenured personnel, and the employee so charged shall be given an opportunity to be fully and impartially heard by the Board following not less than twenty (20) nor more than thirty (30) days written notice. Notice of the charges against the employee and the opportunity for a hearing shall be served to him/her by registered mail within five (5) days of the presentation of the charges to the Board. The hearing may be held at the next regular meeting of the Board or at a special meeting called for that purpose.

Suspended personnel who are subsequently dismissed following a hearing shall not receive accrued and unpaid compensation for the period of suspension.

**SUPPORT PERSONNEL**

All employees who are not certified by the State Board of Education and whose duties require twenty (20) or more hours during a normal work week are covered under the Fair Dismissal Act. The Board shall adhere to the provisions of the Act.

The Board is authorized to reprimand, censure, or suspend a classified employee for just cause, not for personal or political reasons, with or without pay. It shall provide the employee with written notice of the proposed action and an opportunity to contest through the same manner as for termination.

The Board, upon recommendation of the Superintendent, may remove probationary support personnel by providing them with written notice at least fifteen (15) days prior to the effective date. The Superintendent's recommendation shall provide for termination no sooner than seventeen (17) days following the Board's vote. Upon a positive termination vote by the Board, the Superintendent shall, in writing, notify the employee of such action and the effective date.

A tenured employee may be terminated in accordance with the procedures established in Alabama law. It should be understood that a tenured support employee has fifteen (15) days to contest the termination.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-17, 16-12-16, 16-24-9, 16-24-8, 36-26-101, Teacher Accountability Act

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 612: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TRANSFER CERTIFIED PERSONNEL**

**POLICY NUMBER: 612.1**

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**VOLUNTARY**

Upon the recommendation of the Superintendent, the Board may grant a transfer to a vacant position requested, if the employee so requesting possesses the qualifications required for the position. All requests for voluntary transfers shall be considered carefully and reviewed in accordance with Board policies concerning prohibited discrimination.

**INVOLUNTARY**

The Board may transfer any teacher, including personnel employed as principals and supervisors, upon the recommendation of the Superintendent, for any succeeding year, from one position, school, or grade to another by giving written notice to the teacher of such intention to transfer. The transfer shall be without loss of status or violation of contract and shall not be for political or personal reasons. The transfer shall be made in accordance with Alabama law. A teacher scheduled to be transferred involuntarily must be notified by July 1 of the proposed transfer.

**SUPPORT PERSONNEL**

In accordance with the Fair Dismissal Act, the Board may transfer support personnel at any time, based upon good and just cause and the needs of the system, but shall not cause loss of status for the employee. Should an employee wish to contest a transfer, he/she shall follow the same procedure used in dismissal and shall be entitled to the same procedural rights.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-12-16, 16-24-5 to 7

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 612.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: REDUCTION IN FORCE**

**POLICY NUMBER: 612.2**

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- A. Reduction in force (RIF) means a reduction in the number of certified or non-certified employees, or both. The Oneonta City Board of Education, upon the recommendation of the Superintendent, hereby retains the sole and exclusive prerogative to eliminate positions consistent with state statutes and this policy. Elimination of positions may result from the following reasons:
1. Decreases in student enrollment
  2. Decline in subject, grade level, or program enrollment
  3. Changes in curriculum or programs
  4. Financial exigency
  5. Consolidation or reorganization of schools

Transfer, non-renewal, or termination of employees for other reasons is not a reduction in force.

- B. In the event a RIF is necessary, the Superintendent shall recommend to the Board the level of budget reductions necessary and the steps required to meet those reductions, including but not limited to transfer, non-renewal, and termination. The Superintendent shall recommend to the Board identified areas, departments, groupings, or classifications for reductions. In accomplishing the necessary reductions, non-tenured/probationary personnel in the specifically identified areas, departments, groupings, or classifications shall be terminated before tenured/non-probationary personnel. No tenured teacher shall be terminated when a position exists which is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is qualified and certified. Reduction in force shall be non-punitive and non-discriminatory.
- C. Prior to commencing action to terminate teacher contracts and eliminate positions under this procedure, the Board will attempt to affect reduction in staff by:
1. Voluntary retirements
  2. Voluntary resignations
  3. Voluntary transfers
  4. Administration initiated transfer of existing staff members.
  5. Voluntary leaves of absence will be used at the board's discretion
- D. The Board may make staff reduction decisions among non-tenured teachers and probationary staff where the best interests of the school system will be served.
- E. In making staff reduction decisions affecting tenured teachers and non-probationary staff, the Board will consider all relevant criteria, but will place major emphasis upon the following:

Certified / Tenured Teachers

1. Years of cumulative teaching service in the school system (Oneonta City Schools)
2. Qualifications to teach particular subjects as determined by certification, educational background, and past evaluations
3. Total length of service in education
4. Teaching experience within the identified area



Non-certified / Non-probationary Staff

(Support workers will be classified by work areas identified in the school system salary schedule.)

1. Continuous service in the school system
2. Qualifications and experience within identified area
3. Performance and skills of the employee

Note: Transfers must be considered regarding continuous service (*Example: Employee A works ten (10) years as an instructional assistant and transfers to school secretary where one (1) year is worked. His/her total years would be eleven (11) if all are continuous in the school system.*)

- F. Employees affected by RIF shall be notified by the Board. There shall be notification of tenured / non-probationary persons subject to recall: however, no recall rights shall exceed one school year. No one shall be employed to fill a position for which an employee on the recall list is qualified and certified or immediately certifiable. In cases whereby more than one (1) such employee is available, he/she shall be given preference according to E above.
- G. Any employee on the recall list shall receive by registered letter a written offer of reappointment at least fifteen (15) days prior to the date of reemployment. The employee shall accept or reject the appointment in writing, by registered letter, within one (1) calendar week of receipt of the offer, or the offer shall be deemed rejected. If an offer of employment pursuant to this policy is refused, recall rights are forfeited.
- H. No employee who has been terminated shall be entitled to payment or accrual of any compensation or fringe benefits, whether or not he/she remains on the recall list. However, an employee who is reappointed shall be entitled to reinstatement of any benefits earned or accrued at the time of termination and further accrual of salary increments and fringe benefits shall resume from the point of cessation. No years of layoff will be credited as years of service for compensation or retirement purposes.

No provision of this policy shall prevent the Board from fulfilling the desegregation requirements as set forth by court orders and/or legislation.

STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-24-8, 16-1-33

HISTORY:

Adopted: 08/98
Revision Date(s): 11/02, 04/11
Formerly: 612.2 and 623.4
POLICY 612.2: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** **RETIREMENT**

**POLICY NUMBER:** **612.3**

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All full-time regular employees must participate in the State Teachers' Retirement System and, upon retirement, be in accordance with provisions of Alabama law and current policies of the Alabama Teachers' Retirement System.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-25-1 to 28

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 612.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: HEALTH EXAMINATIONS**

**POLICY NUMBER: 613**

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The Board, in accordance with state statutes, shall not employ teachers, aides, janitors, food handlers, bus drivers, or other persons having direct contact with students, who have tuberculosis in an infectious stage. The types and frequency of tests required shall be as established by rule of the State Board of Health. Such tests shall be made by the county health department or by any licensed physician of the employee's choosing.

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

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama 16-12-5, 16-22-3

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 613: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: COMMUNICABLE DISEASES**

**POLICY NUMBER: 613.1**

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School system personnel will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

**DUE PROCESS OF STAFF MEMBERS**

When reliable evidence or information from a qualified source confirms that a known staff member has been identified as having a communicable disease or infection, e.g. HIV-AIDS, Hepatitis B, or other like disease, the decision as to whether to recommend continued employment will be addressed on a case-by-case basis by a review panel to insure due process, in accordance with the rights of the employee under any other applicable laws related to his/her employment.

**AUTHORITY TO SUSPEND A STAFF MEMBER**

The Superintendent shall have the authority to suspend any staff member with a communicable disease or parasite considered to be a health threat to the school population. The decision on returning to work shall be made by the Superintendent based upon the review panel recommendation.

**MANDATORY SCREENING FOR COMMUNICABLE DISEASES**

Mandatory screening for communicable disease that are known not to be spread by casual contact is not warranted as a condition for employment or continuing employment. Example: Employees shall not be fired, nonrenewed, suspended, transferred, or subjected to any other adverse employment action solely because they have tested positive for the acquired immunodeficiency syndrome/human immunodeficiency virus (AIDS/HIV) antibody or have been diagnosed as having AIDS or AIDS-Related Complex (ARC).

**PROCEDURES FOR HANDLING BLOOD AND BODY FLUIDS**

Irrespective of the disease presence, routine procedures, as outlined in the Exposure Control Plan, shall be used and adequate sanitation facilities will be available for handling blood and/or body fluids within the work setting. Annual training in the proper procedures for handling blood and body fluids will be conducted for all school personnel and these procedures shall be adhered to strictly.

**CONFIDENTIAL INFORMATION**

All persons privileged with any medical information that pertains to a staff member shall be required to treat all proceedings, discussions, and documents as confidential information, except as such information may be necessary to assist with the review panel process. Breach of confidentiality by a staff member may be considered as other good and just cause for dismissal. Before any medical information is shared with anyone in the community or school setting, a "need to know" determination shall be made as part of the review panel process. Any information to be released, as determined by the "need to know" review, will come from the Superintendent or his/her designee.

**INSTRUCTIONS REGARDING COMMUNICABLE DISEASES**

Instructions as to how communicable diseases, including, but not limited to, AIDS, are spread and the best methods for restriction and prevention shall be available to employees through in-service education.

# ONEONTA CITY BOARD OF EDUCATION

## STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-22-3, 16-29-1 to 30; State Dept. of Education Memorandum, April 14, 1978; State Department of Public Health Guidelines, Jan. 3, 1983

## HISTORY:

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 613.1: Page 2 of 2 [\(click here to return to Table of Contents\)](#)

**POLICY: STAFF MEETINGS**

**POLICY NUMBER: 614**

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An administrator and/or supervisor may call staff meetings when warranted. Attendance by some or all employees may be required. Compulsory attendance should be stated within the notice announcing the meeting.

Meetings requiring employee attendance shall be planned and announced as far in advance as possible in order to allow employees to plan their individual schedules.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 614: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** EXTRA DUTY

**POLICY NUMBER:** 614.1

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It may become necessary periodically for employees to be assigned extra duties and responsibilities by their supervisor, the Superintendent, or his/her designee. The Board requires that all assigned duties be reasonable, equitably distributed, and compatible with the accomplishment of Board objectives.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 614.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROFESSIONAL LEAVE**

**POLICY NUMBER: 615.1**

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The Board authorizes the Superintendent to grant release time for personnel to participate in workshops, conferences, and general educational development activities related to the system's goals and objectives.

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

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-23-12 to 13, 16-24-13

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 615.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



# ONEONTA CITY BOARD OF EDUCATION

**POLICY: PERSONAL LEAVE**

**POLICY NUMBER: 615.2**

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An employee of the Oneonta City Board of Education shall be allotted two (2) fully paid leave days per year. In addition, all employees may take three (3) additional days per year by paying the cost of a substitute. Notice of intent to take personal leave should be submitted to the employee's immediate supervisor. Such leave days are not cumulative from year to year.

Employees are encouraged to plan personal leave so that the educational process will experience a minimum of disruption. It is desired that leave not be taken immediately prior to or after a holiday. No more than 10% of the faculty and staff shall be granted personal leave concurrently. Requests will be approved in the order requested up to 10 %. In all cases, the first personal leave days used shall be the fully paid personal leave days. Unused personal leave converts to sick leave according to state law.

No employee, as a condition to receive personal leave, shall be required to divulge his/her reasons for requesting such leave.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-8-26

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 05/22
Formerly:
POLICY 615.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: LEAVE OF ABSENCE**

**POLICY NUMBER: 615.3**

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The Board may grant leaves of absence for a maximum of one (1) year for justifiable reasons. Such leave will be at the Board’s discretion, with each request to be considered on its own merits. The leave may be extended to a second year, when warranted, without loss of continuing service status. Such leaves shall be without pay.

A teacher wishing to return from leave shall notify the Superintendent, in writing, not later than April 15 of his/her desire for a position in the school system at the beginning of the next school term. If notification is not made properly, any obligation of the part of the Board shall cease to exist.

This policy is not to be interpreted as allowing sabbatical leaves.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CATASTROPHIC SICK LEAVE BANKS**

**POLICY NUMBER: 615.4**

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Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee who is suffering a recognized, defined illness. A catastrophic illness is any illness or injury so certified by a licensed physician which causes the employee to be absent from work for an extended period of time. Before sick leave may be donated, the recipient shall have no sick leave days remaining. The recipient shall not be required to repay the donated days. Any employee who donates days to the sick leave bank shall be apprised that such days are not to be recovered or returned to the donor; however, if a particular employee does not require all of the days donated to the recipient's credit, they shall revert to the donor in accordance with guidelines adopted by the sick leave bank committee.

No employee may donate more than five (5) sick leave days to the sick leave bank for the catastrophic sick leave of any one employee. The sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering from a catastrophic illness.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-22-9

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.4: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ADMINISTRATION OF SICK LEAVE BANKS**

**POLICY NUMBER: 615.41**

The Board shall administer a sick leave bank for full time certificated employees and full time noncertificated employees based upon written request of ten (10) percent of employees.

Upon request, a Sick Leave Bank Committee, hereinafter called the Committee, shall be established to write rules and regulations for the respective banks, in conformity with state law and Board policies.

Each Committee shall be comprised of four (4) members respectively, two (2) of whom shall be representatives of the employees and two (2) of whom shall be named by the Board upon recommendation of the Superintendent. No representative on the Committee shall serve for a term longer than three (3) consecutive years. In order to have staggered terms, the first representatives of the employees and the Board shall serve as follows:

<u>Employees</u>	<u>Board</u>
One (1) three (3) year term	One (1) three (3) year term
One (1) two (2) year term	One (1) two (2) year term

Thereafter, Committee members shall serve for a three (3) year term. Employees representatives shall be selected by an election conducted by the Committee from among participating members.

Vacancies occurring on the Committee shall be filled by the respective parties. An individual filling an unexpired term will serve only the duration of the unexpired term.

The respective Committee shall submit proposed rules and regulations to the employees and the Board approval, they become effective.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-22-9

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 615.41: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SICK LEAVE**

**POLICY NUMBER: 615.5**

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Sick leave is accumulated at the rate of one (1) day per month of employment and one may carry over unused sick leave days to the next year(s) of employment as determined by state law.

Authorization for and verification of sick leave shall be the responsibility of the employee's immediate supervisor. The Superintendent may require statements from the attending physician in verifying the need to use sick leave by an employee.

Sick leave is defined as the absence from regular duty due to one or more of the following reasons:

1. Personal illness;
2. Bodily injury which incapacitates the employee;
3. Attendance to ill members of the immediate family (husband, wife, father, mother, son daughter, brother, sister, or an individual personal tie) of the employee, or a person standing in loco parentis;
4. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandson, granddaughter, grandfather, grandmother, uncle, and aunt);
5. Where unusually strong ties exist with respect to persons other than those listed, such relationship may be recognized for leave purposes. In each case, the employee concerned shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule and the "Request for Leave" form must be approved by the Superintendent.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 1-18A, 16-25-11.1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.5: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: MATERNITY LEAVE**

**POLICY NUMBER: 615.6**

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An employee of the school system shall be eligible for maternity leave in accordance with the following provisions:

1. The length of time an employee may work shall be determined by the employee and/or her physician. She may work until she deems it necessary to take leave; however, the welfare of her students is paramount and should be placed above her personal desire to work if her efficiency becomes impaired.
2. As soon as possible the employee shall notify the Superintendent, through the principal, of her anticipated departure and return dates so that the administration may make the necessary adjustment for continuation of classes.
3. Upon her physician's recommendation, sick leave may be taken if time away from work becomes necessary.
4. Personal leave, vacation days, and sick leave days may be used for maternity purposes. Maternity leave, without pay, may be granted upon request for a period not to exceed one (1) year. A desire for extension beyond one (1) year may be requested in writing to the Board.
5. The Superintendent may require a physician's statement attesting to her physical fitness to work upon return from maternity leave.
6. An adoptive parent may be granted leave without pay for a period not to exceed one (1) year from the time of adoption. Should the leave begin during a school year, the maximum one (1) year period shall be considered to commence at the beginning of the next semester.
7. The employee shall be eligible for reemployment at the beginning of the semester following delivery. All rights of tenured employees will be observed. As circumstances permit, an employee will be assigned to a position similar to the one held previously, if not the specific one.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-25-11.2, 16-24-13

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.6: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: FAMILY AND MEDICAL LEAVE**

**POLICY NUMBER: 615.7**

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It is the policy of the Board to make certain leave available to eligible employees in accordance with the Family and Medical Leave Act (FMLA). The leave will be without pay for up to twelve (12) weeks in any twelve (12) month period, will be gender neutral, and may be taken for one (1) or more of the following reasons:

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

**DEFINITIONS**

1. Eligible Employee - one employed with the school district for at least twelve (12) months during which time the employee worked at least 1250 hours.
2. Health care Provider - a state licensed medical doctor.
3. Family Member - a legal spouse, biological son or daughter, an adopted or foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under eighteen (18) years of age or 18 years of age or older and incapable of self care.
4. Parent - a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
5. Serious Health Condition - an illness, injury, impairment, or physical or mental condition involving inpatient or continuing treatment by a health care provider.
6. Spouse - a husband or wife.
7. Week - a work week

**ELIGIBILITY**

1. The employee must have been employed by the Board for at least twelve (12) months and for at least 1250 hours during the prior twelve (12) month period.
2. Upon birth of a child, the mother is eligible for up to twelve (12) weeks of leave. The FMLA provides that when the mother's leave is over, the child's father is eligible for up to twelve (12) weeks of leave. However, if both parents are employees of the Board, the aggregate amount of leave granted to both parents during any twelve (12) months is limited to a total of twelve (12) weeks. The mother may utilize any accrued sick leave, paid accrued personal leave, and/or accrued vacation leave as a part of the twelve (12) weeks of FMLA leave, provided such leave taken is in accordance with the Board's Sick Leave Policy (615.5), Maternity Leave Policy (615.6), Vacation Leave Policy (618), and the Personal Leave Policy (615.2).
3. In the event that a child is placed in an employee's home for adoption or foster care, the employee is eligible for up to twelve (12) weeks of leave under FMLA. The employee may utilize any accrued paid personal leave and/or vacation leave as a part of the twelve (12) weeks provided such leave is taken in accordance with the Vacation Leave and Personal Leave policies.
4. In the event of a serious health condition of the employee or a family member, as determined by a licensed physician(s), the employee is eligible for FMLA leave for up to twelve (12) weeks. In such case, the employee may choose to utilize any available accrued sick leave, paid personal leave, and/or any authorized paid vacation as a part of the FMLA twelve (12) week leave period, provided any such leave is in accordance with the corresponding Board policies.

## ONEONTA CITY BOARD OF EDUCATION

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

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

### **INTERMITTENT OR REDUCED LEAVE TIME**

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

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

### **NOTICE OF LEAVE AND INITIAL CERTIFICATION**

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

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

### **PROCEDURE FOR GIVING NOTICE**

The employee will give written notice for FMLA Leave to his/her immediate supervisor as outlined in the "Notice of Leave and Initial Certification" section of this policy. Failure to give notice may lead to denial of the request.



### **MEDICAL TREATMENT**

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

### **RECERTIFICATION OF HEALTH CONDITION**

The Board may, at its discretion, require the employee to:

1. Provide later certification “on a reasonable basis” as to the status of the health condition for which the leave was granted.
2. Report periodically on his/her health status.
3. File notice of intention to return to work.
4. Obtain certification from an authorized health care provider verifying that the employee is able to resume work if the leave is due to the employee’s serious health condition.

### **SUBSEQUENT (SECOND & THIRD) MEDICAL OPINIONS**

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

### **MAINTENANCE OF BENEFITS**

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

### **ENTITLEMENT TO REEMPLOYMENT AND BENEFITS**

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

### **FAIR LABOR STANDARDS ACT**

Receiving unpaid leave will not affect an employee’s status as an exempt employee under to Fair Labor Standards Act governing overtime pay.

### **UNEMPLOYMENT COMPENSATION**

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

STATUTORY AUTHORITY:

Legal Ref.: Federal Family and Medical Leave Act of 1993

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.7: Page 4 of 4 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: JOB RELATED INJURY**

**POLICY NUMBER: 615.8**

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Employees who have sustained an injury arising out of and in the course of employment with the Board may be eligible for pay without loss of sick leave days, up to a maximum, subject to the following provisions:

1. Job related injuries are limited to those accidental injuries incurred by employees during their work day, at school sponsored activities at which responsibility has been assigned to them or when they are conducting school system business at the request or direction of supervisory personnel.
2. Each injury must be reported to the principal or immediate supervisor as soon as possible after the occurrence and within 24 hours. The principal/supervisor will complete the appropriate form to document the injury. The employee must, at his/her expense, see a physician within forty-eight (48) hours after the occurrence. The attending physician's statement is required to verify the necessity of the employee's absence from work for which he/she requests pay without loss of sick leave days.
3. The employee must present to the Superintendent written documentation that the injury was job related.
4. Salary continuation without loss of sick leave days will not be granted without the Superintendent's favorable recommendation and Board approval.
5. Payment for time lost from work due to an on-the-job injury may not exceed 100% of the employee's regular salary rate.
6. Salary continuation may be made only for temporary disabilities if there is an expectation that the employee will return to work within a reasonable period of time.
7. Employees so affected may petition the Alabama State Board of Adjustment, by application, for restitution of medical costs not covered by insurance or lost wages not covered by insurance or lost wages not restored by implementation of this policy.
8. Nothing in this policy shall be understood as precluding an employee from using accumulated sick leave or the sick leave bank if eligible.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-18

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 615.8: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: LEGAL SERVICE ABSENCES**

**POLICY NUMBER: 616**

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**JURY SERVICE**

Personnel shall be excused without loss of pay for jury duty. To request such leave, personnel must present the jury summons to their immediate supervisor as far in advance of the leave date(s) as possible in order that appropriate substitutes may be obtained.

**COURT APPEARANCES**

Personnel may be excused without loss of pay for serving as a witness, not as a plaintiff, under a subpoena in a court of law on cases related to school business. Personnel must present the subpoena to their immediate supervisor as far in advance of the leave date(s) as possible.

**DISPOSITION OF APPLICABLE COURT FEES**

Personnel are not required to return to the school system the fee paid to them for court service; however, a court attendance form must be submitted.

**RETURN TO WORK**

When employees are released from jury duty or other court service, they are to return to work promptly.

**STATUTORY AUTHORITY:**

Legal Ref.: Legislative Act No. 759, Attorney General's Opinions: June 8, 1971, August 10, 1971, February 23, 1979

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 616: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: MILITARY LEAVE**

**POLICY NUMBER: 617**

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

All requirements of the Military Leave Bill, Act No: 2002-430 will be adhered to including those dealing with pay differential, retirement restoration, continuation of health insurance and leave restoration.

**TRAINING OR SHORT TERM DUTY**

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first 168 hours of such absence in any calendar year. Those ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be taken without loss of benefits. These arrangements shall apply to any military calls to active duty.

**REINSTATEMENT**

Employees who serve on active duty for extended periods will be placed on “Military Leave of Absence”, upon written application, and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

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

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

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-24-13, 31-2-13; Attorney General’s Opinions, May 13, 1974 & March 4, 1986; Military Leave Bill Act #2002-430

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 617: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: VACATION LEAVE**

**POLICY NUMBER: 618**

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Regular full-time twelve month employees shall earn vacation at the rate of one per month cumulative to a maximum of twenty (20) days. Any days earned above 20 days but not taken will be lost. If an employee retires or resigns, he or she will be paid for unused vacation leave. In the case of employee death, the beneficiary will be paid for unused vacation leave.

Vacation must be scheduled and approved by the immediate supervisor and the Superintendent.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-12-5, 16-12-21, 16-1-18.1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/12 Formerly:
POLICY 618: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: STUDY LEAVE**

**POLICY NUMBER: 619**

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Any member of the instructional staff shall be allowed to apply for leave without pay for the purpose of pursuing advanced degrees, certification, or other educational growth. Application for study leave shall be made in writing to the Superintendent, well in advance of proposed leave, for presentation to and approval by the Board.

Requests for study leave are approved for one (1) year or less. The Board may, upon reapplication by the employee, approve an extension of the leave.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 619: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SUBSTITUTE TEACHERS**

**POLICY NUMBER: 620**

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The Superintendent and principals shall cooperatively establish a list of supply teachers who are properly certified and who are available to serve as substitute teachers. The substitutes shall be paid in accordance with the salary schedule for such personnel.

As a temporary employee, a substitute does not qualify for benefits and will be paid monthly for the number of days worked. Said employment is not to be construed as applicable for continuing service credit in the event the substitute receives a permanent position at a later date.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly: POLICY 620: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: TUTORING FOR PAY**

**POLICY NUMBER: 621**

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No teacher may receive compensation from a student for privately tutoring that student who was enrolled in his/her class the previous year, is currently enrolled, or who will be enrolled the following year. Teachers shall not privately tutor, during the summer, any student who failed a regular class taught by that teacher.

Tutoring for any form of remuneration shall not be done during normal school hours.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 621: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** NEPOTISM

**POLICY NUMBER:** 622

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**Employment Decisions and Supervisory Relationships** – Employment decisions and relationships that violate any provision (or subsequent amendments) of Alabama law, including state ethics and nepotism laws, are prohibited. The Superintendent is authorized to take action to identify and correct violations of the policy in a manner consistent with applicable law.

**Employment of Family Members** – Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law. Family members may be employed to the district provided his or her relative will not be the employee’s immediate supervisor, and where the employee’s relative made no recommendation, cast no vote, and otherwise had no involvement concerning the employee’s hiring.

**Existing employees** - The provisions of this policy shall not prohibit the continued employment of any person who is employed as a public employee as of August 1, 2013, nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 36-25-1 and following; 41-1-5. Attorney General opinion 96-290 (Aug. 14, 1996)

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/12, 05/15 Formerly: 622 and 622.1
POLICY 622: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SUPPORT PERSONNEL**

**POLICY NUMBER: 623**

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Sometimes known as “classified” or “noninstructional” personnel, “support personnel” refers to all persons employed by the Board to serve as lunchroom workers, custodians, bus drivers, secretaries, clerks, and all others not otherwise certified by the State Board of Education. Full time personnel are those employees whose duties require twenty (20) or more hours in each normal work week.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-8-26.1, 16-25-1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 623: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SUPERVISION OF SUPPORT PERSONNEL**

**POLICY NUMBER: 623.1**

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Upon employment, all support personnel shall be assigned duties and responsibilities in accordance with written job descriptions. In all cases, employees shall be placed under the direct supervision of an immediate supervisor to whom they shall be directly responsible and through whom they shall communicate.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 623.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROBATIONARY PERIOD FOR SUPPORT PERSONNEL**

**POLICY NUMBER: 623.2**

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All personnel shall be employed on probationary status for a period not to exceed three (3) calendar years from the date of his/her initial employment. During the probationary period, the Board shall cause said personnel's performance to be evaluated. Within this period, the Board, upon recommendation of the Superintendent, may terminate a person's contract by furnishing him/her written notification at least fifteen (15) days prior to the termination date.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-17, 36-26-101

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 623.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: NONPROBATIONARY STATUS (TENURE)**

**POLICY NUMBER: 623.3**

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The Board shall grant tenure to support personnel who are employed full time and who have successfully served a probationary period of three (3) years. Substitute employees are not covered by this policy.

Termination of a tenured employee shall be undertaken for the reasons and in accordance with the procedures outlined in state statutes only.

Employees will be evaluated during nonprobationary period of employment.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 36-26-100 to 108

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 623.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: VACATION FOR SUPPORT PERSONNEL**

**POLICY NUMBER: 624**

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Regular full-time twelve month employees shall earn vacation at the rate of one per month cumulative to a maximum of twenty (20) days. Any days earned above 20 days but not taken will be lost. If an employee retires or resigns, he or she will be paid for unused vacation leave. In the case of employee death, the beneficiary will be paid for unused vacation leave.

Vacation must be scheduled and approved by the immediate supervisor and the Superintendent.

**STATUTORY AUTHORITY:**

Legal Ref.: 16-1-18.1(e)

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/12 Formerly:
POLICY 624: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ATTENDANCE AT INSTITUTE**

**POLICY NUMBER: 625**

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The Board encourages all employees to attend the annual institute and other in-service programs. In accordance with state law, every teacher, supervisor, or administrator is required to attend the annual institute.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-23-8

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 625: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY:** TRAVEL POLICY

**POLICY NUMBER:** 626

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Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on official business of the board. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds.

STATUTORY AUTHORITY:

Legal Ref. Code of Alabama, Act 2014-421 which amends Code of Alabama 15-20A-12

HISTORY:

Adopted: 09/16 Revision Date(s): Formerly:
POLICY 626: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CONFLICT OF INTEREST**

**POLICY NUMBER: 627**

Generally, a conflict of interest exists when a board member, board employee, or agent of board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal Rules provide that:

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board’s officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The board’s conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public’s confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Department of Education, or the appropriate federal agency.

**STATUTORY AUTHORITY:**

Legal Ref. Code of Alabama, Act 2014-421 which amends Code of Alabama 15-20A-12

**HISTORY:**

Adopted: 09/16
Revision Date(s):
Formerly:
POLICY 627: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROCUREMENT POLICY**

**POLICY NUMBER: 628**

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- Alabama Competitive Bid Laws (**Chapter 13B of Title 16, Code of Alabama 1975**).
- Joint Information Technology Purchasing Agreement (**Chapter 13B of Title 16, Code of Alabama 1975**); and
- Public Works Law (**Title 39, Code of Alabama 1975**).

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board’s Conflict of Interest Policy and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for the professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board’s conflict of interest policy.

**STATUTORY AUTHORITY:**

Legal Ref. Code of Alabama, Act 2014-421 which amends Code of Alabama 15-20A-12

**HISTORY:**

Adopted: 09/16
Revision Date(s):
Formerly:
POLICY 628: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**SECTION: 700**

**Student Services**

**POLICY: EQUAL EDUCATIONAL OPPORTUNITY**

**POLICY NUMBER: 701**

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It is the policy of the Oneonta City Board of Education that no student shall, on the basis of race, color, qualified disability, religion, sex, age or national origin, be denied the benefits of, or is subject to, discrimination in any education program or activity and provides equal access to the Boy Scouts and other designated youth groups/programs. It is the policy of the Oneonta City Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.

The Superintendent shall designate a member of the staff to investigate complaints that may be brought against the system in regard to any alleged discriminatory action. The name, address, and telephone number of the designee shall be publicized accordingly.

**STATUTORY AUTHORITY:**

Legal Ref.: Civil Rights Act, 1964, as amended; Title IX, Education Amendment, 1972

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 09/18
Formerly:
POLICY 701: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ENROLLMENT PROCEDURE AND STUDENT RESIDENCE**

**POLICY NUMBER: 701.1**

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All children having legal residence, as defined herein, within the city limits of the Oneonta School District and meeting the legal entrance age requirements shall be eligible to attend Oneonta City Schools. First time enrollees shall be required to furnish proof of residence and age.

**I. Residence**

Legal residence as used herein means the fixed, permanent and primary domicile of the parent(s) or legal guardian(s). The Legal Residence, as used herein, shall mean that true, fixed and permanent home and principal establishment to which, whenever absent, the parent(s) or legal guardian(s) of the student has the intention of returning. As used herein, legal residence of domicile is distinguished from a temporary or secondary place or residence established for some specific purpose, but not the fixed, permanent, primary establishment of the parent(s) or natural guardian(s).

**II. Definition of Residence for School Attendance**

To be eligible to attend the Oneonta City School System, a student must physically reside full time at a place of abode (house or other dwelling place) within the city limits of Oneonta.

**III. Admission for Homeless, Migrant, Immigrant, Foster Care, and Language Minority Student.**

Pursuant to the requirement of No Child Left Behind and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, immigrant, foster care and limited English proficient children in the district will have access to the education and services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

**IV. Homeless, Migrant, Immigrant, Foster Care and Language Minority Student Attendance Policy**

It is the policy of the Oneonta City Board of Education to provide all students, including language minority students, migrant students, immigrant students, and homeless students, with meaningful and appropriate educational programs allowing all students the same benefits and rights of participation regardless of race, color, disability, sex, religion, national origin, or age. The enrollment of homeless, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

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

**V. School Placement of Homeless Students**

It is the policy of the Oneonta City Board of Education to make school placement decisions in the “best interest” of a homeless child or youth. Any homeless student will continue in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year. The student may enroll in any school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

If the school enrollment decision is contrary to the wishes of the child or youth’s parent/guardian, the school district will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and procedure for appealing the placement decision.

## ONEONTA CITY BOARD OF EDUCATION

The complainant must file a School Enrollment Dispute form with the school district in which the student is presently enrolled. The Homeless Liaison will take steps to resolve the dispute.

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

Please contact the Oneonta City Schools Homeless Liaison, at 205-543-1515, for questions regarding Homeless Education.

If a dispute regarding school placement of a homeless student cannot be settled by the Oneonta City Schools Homeless Liaison, contact the Alabama State Department of Education Homeless Liaison, at 334-694-4516.

### STATUTORY AUTHORITY:

Legal Ref.: N/A

### HISTORY:

Adopted: 03/03

Revision Date(s): 09/16, 09/18

Formerly:

POLICY 701.1: Page 2 of 2 [\(click here to return to Table of Contents\)](#)

**POLICY: SPECIAL POPULATIONS, ENGLISH LANGUAGE LEARNERS**

**POLICY NUMBER: 701.2**

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The Oneonta City Board of Education authorizes the superintendent or his/her designee to take affirmative steps to enable students to overcome language barriers in the classroom. These affirmative steps include identification, assessment, appropriate services and monitoring.

**STATUTORY AUTHORITY:**

Legal Ref: N/A

**HISTORY:**

Adopted: 01/04
Revision Date(s):
Formerly:
POLICY 701.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: COMPULSORY ATTENDANCE AGES**

**POLICY NUMBER: 702**

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Each child enrolled in Oneonta City Schools is subject to public school truancy laws. An accurate record of attendance for each pupil shall be maintained. The principal and other appropriate personnel will use this record to enforce the Compulsory School Attendance Law.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-3

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 702: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ENTRANCE AGE**

**POLICY NUMBER: 702.1**

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In accordance with Alabama law, a child must be six (6) years of age on or before the date set by the state in order to be admitted to first grade that school year. Underage children transferring from out-of-state schools may be admitted subject to procedures established by the superintendent. Children transferring to Oneonta City School from private schools within Alabama may enter the first grade only if the state age requirement for entry into first grade has been met.

**KINDERGARTEN**

A child must be five (5) years old on or before the date set by state guidelines to be admitted to Kindergarten for that year.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-4, 16-11-16

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 702.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TRANSFERS AND WITHDRAWALS**

**POLICY NUMBER: 702.2**

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No student shall be permitted to withdraw from school prior to his/her seventeenth (17th) birthday while the student's parent(s) continues to reside within the jurisdiction of the school system, unless approved by the Superintendent.

In accordance with state law, if a student seventeen (17) years of age or older withdraws from school, officials of the school shall notify the Department of Public Safety of the withdrawal.

If the student's parent(s) moves to another school district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the Superintendent.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-3, 16-28-6, 16-28-40

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02, 05/15
Formerly:
POLICY 702.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ABSENCES AND EXCUSES**

**POLICY NUMBER: 702.3**

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

In accordance with Alabama law, only the following absences shall be considered excused, provided that in each instance parental or health care personnel confirmation of the reason for the absence has been received.

- Illness of student
- Death in immediate family
- Inclement weather/hazardous conditions
- Emergency conditions/legal quarantine
- Prior approval by principal

When a student returns to school, he/she shall bring a written statement from his/her parents/guardians explaining the reason for and date of the absence. Any absence in excess of four (4) days (separately or together) in one semester must have a doctor's statement to be excused. Those having unexcused tardies or absences shall be disciplined in accordance with provisions of the Board-adopted Code of Conduct.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-12 to 15; 16-1-24.1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 07/19 Formerly:
POLICY 702.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ATTENDANCE AS PREREQUISITE FOR DRIVER'S LICENSE**

**POLICY NUMBER: 702.4**

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Any student under the age of nineteen (19) shall be denied a driver's license or learner's permit unless:

1. He/she can present a diploma or other certificate of graduation from a secondary school;
2. The student is enrolled in a secondary of this state or any other state and making satisfactory progress in an approved GED program, or has obtained the GED certificate;
3. The student is participating in a job training program approved by the State Department of Education;
4. The student is gainfully and substantially employed;
5. He/she is a parent with the custody and care of a minor or unborn child;
6. He/she has a physician's certification that his/her parents depend on him/her as their sole source of transportation;
7. There are circumstances beyond the student's control.

If a student wishes to appeal the denial of a driver's license, a hearing may be afforded him/her by the Department of Public Safety.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-40

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 702.4: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: LATE ARRIVAL/EARLY DEPARTURE**

**POLICY NUMBER: 702.5**

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The number of times that a student checks in or out of school should be limited strictly. Students who become ill should report to the office and request permission to check out. In this and other legitimate cases, a parent or designated adult (one so named by the parent at the beginning of the school year) must come to the school to sign the student out. Upon prior knowledge that a student must check out early, a parent or designated adult may sign in advance.

No student may check out and return the same day unless he/she returns with a dentist/physician excuse or is excused to take the driver's test. The Principal must approve any legitimate exception.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 702.5: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TRUANCY**

**POLICY NUMBER: 702.6**

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The Board will not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his/her control or charge, and who is under sixteen (16) years of age, to attend school regularly except for absences as defined by Alabama school law and State Board of Education rules and regulations.

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

Parents and guardians are responsible for enrolling their children in school and assuring that applicable attendance and behavior policies are followed. Parents failing to do so are subject to fines and imprisonment under state law. The Superintendent is required to report all student suspensions to the District Attorney.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-12; 16-28-14, 15; 16-28-2.2;

**HISTORY:**

Adopted: 08/98
Revision Date(s): 11/02
Formerly:
POLICY 702.6: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: STUDENT/PARENT/GUARDIAN COMPLAINTS AND GRIEVANCES**

**POLICY NUMBER: 703**

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It is the desire of the Board to provide for prompt and equitable resolution of student's and/or parent/guardian complaints and grievances.

Level 1: Free and informal communication is suggested as soon as possible following the origin of the complaint. A student/parent/guardian with a grievance should first take the grievance to the teacher involved or to the Assistant Principal if that is the person involved.

Level 2: If dissatisfied at level 1, or if the grievance involves the Principal, the student/parent/guardian should take the complaint to the Principal.

Level 3: If dissatisfied at Level 2, the student/parent/guardian may file a written appeal to the Superintendent. Within ten (10) days of receipt of the grievance, the Superintendent shall request a conference with the aggrieved student/parent/guardian or render a written decision.

Level 4: If resolution of a major infraction is not achieved at Level 3, the student/parent/guardian may request the Superintendent to schedule a brief hearing before the Board at its next regular meeting.

The aggrieved student/parent/guardian may: select a representative to accompany him/her at each level; ask the representative to state the facts in written form; request a written decision at each level.

For the discussion and consideration of the grievance, time and place, which do not interfere with classes or activities, will be selected.

**STATUTORY AUTHORITY:**

Legal Reference: NA

**HISTORY:**

Adopted: 07/00
Revision Date(s): 11/02, 05/22
Formerly:
POLICY 703: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: BULLYING / DISCRIMINATION / HARASSMENT POLICY**

**POLICY NUMBER: 703.1**

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**GENERAL STATEMENT OF POLICY**

It is the policy of Oneonta City Schools to maintain a learning environment that is free from bullying because of an individual's race, color, sex, national origin, or disability. The School System prohibits any and all forms of bullying because of race, color, sex, national origin, and disability.

It shall be a violation of Board policy for any student, teacher, administrator, or other school personnel of this System to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability, as defined by this policy.

It shall also be a violation of Board policy for any teacher, administrator, or other school personnel of this System to tolerate bullying or sexual harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities including sporting events and other extra-curricular activities, under the auspices of the School System.

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

The School System will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying/harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further bullying/harassment; and, if it determines that unlawful bullying/harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the bullying/harassment.

**DEFINITIONS**

**BULLYING**

Taken from the Jamari Terrell Williams Student Bullying Prevention Act (2018-472), bullying is a continuous pattern of intentional behavior that takes places 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 contained in the policy. Bullying may do any of the following:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property
2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student
3. Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online or electronically
4. Have the effect of creating a hostile environment in the school, on school property, on a school bus or at a school-sponsored function
5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

## **SEXUAL HARASSMENT**

For purposes of this policy, sexual harassment of a person consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school system causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

## **BULLYING BASED UPON RACE OR COLOR**

For purposes of this policy, racial bullying of a person consists of verbal or physical conduct relating to an individual's race or color, when

1. the bullying is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the bullying has the purposes or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the bullying otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute bullying because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes, or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color.
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### **BULLYING BASED UPON NATIONAL ORIGIN OR ETHNICITY**

For purposes of this policy, ethnic or national origin bullying of a person consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when

1. the bullying is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the bullying has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the bullying otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute bullying because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

### **BULLYING BASED UPON DISABILITY**

For purposes of this policy, bullying because of the disability of a person consists of verbal or physical conduct relating to an individual's physical or mental impairment when

1. the bullying is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the bullying has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the bullying otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute bullying because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of their physical or mental disability
- jokes, rumors, or name calling based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **REPORTING PROCEDURES**

Any person who believes he or she has been the victim of sexual harassment or bullying based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the School System, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School System is encouraged to immediately report the alleged acts to an appropriate School System official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or bullying based on race, color, national origin, or disability by a student, teacher, administrator, or other school personnel of the School System, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School System, is required to immediately report the alleged acts to an appropriate School System official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or bullying based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate School System official designated by this policy.

The School System encourages the reporting party or complainant to use the report form available from the principal of each building, online on the system website, or from the School System office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting bullying/harassment directly to the System Human Rights Officer.

System Human Rights Officer (Federal Programs Coordinator)  
Oneonta City Schools  
27605 State Highway 75  
Oneonta, AL 35121

- A. In each school building, the principal is the person responsible for receiving oral or written reports of sexual harassment or bullying based on race, color, national origin, or disability at the building level. Any adult School System personnel who receives a report of sexual harassment or bullying based on race, color, national origin, or disability shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School System Human Rights officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the

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Human Rights officer. Failure to forward any bullying/harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed with the Superintendent or the School Systems Human Rights officer by the reporting party or the complainant.

- B. The School Board has designated the Federal Programs Coordinator as the School System Human Rights officer with responsibility to identify, prevent, and remedy bullying/harassment. The System Human Rights officer shall
- receive reports or complaints of sexual harassment and bullying/harassment based on race, color, national origin, or disability;
  - oversee the investigative process;
  - be responsible for assessing the training needs of the System's staff and students in connection with the discrimination, comprehension, and compliance with this policy;
  - arrange for necessary training required for compliance with this policy; and
  - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal education opportunity, including bullying/harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful bullying/harassment, recommend appropriate discipline and remedies when bullying/harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Human Rights officer, the complaint shall be filed directly with the Superintendent.

The School System shall conspicuously post this policy against bullying/harassment and violence in each school that the System maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. The notice shall include the name, mailing address, and telephone number of the Human Rights officer; the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

- C. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
- D. The School Board will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of bullying/harassment will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the District Human Rights officer determines is necessary or appropriate.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.
- F. The School System will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the System's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **INVESTIGATION**

Upon receipt of a report or complaint alleging sexual harassment or bullying based upon race, national origin, or disability, the Human Rights officer shall immediately undertake or authorize an investigation. That investigation may be conducted by School System officials or by a third party designated by the School System.

The investigation may consist of personal interviews with the complainant, the individual agent about whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the School System shall consider:

- the nature of the behavior
- how often the conduct occurred
- whether there were part incidents or past continuing patterns of behavior
- the relationship between parties involved
- the race, national origin, sex, and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to sexual harassment/bullying
- the number of alleged harassers/bullies
- the age of the alleged harasser/bully
- where the sexual harassment/bullying occurred
- whether there have been other incidents in the school involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed no later than fourteen days from receipt of the report. The School District Human Rights officer shall make a written report to the Superintendent upon completion of the investigation, not to exceed 7 days upon investigation completion. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The School System Human Rights officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## **SCHOOL SYSTEM ACTION**

A. Upon receipt of a report that a violation has occurred, the School System will take prompt, appropriate, formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School System action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and School System policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that bullying/harassment in violation of this policy has occurred, the School System shall consider:

- what response is most likely to end ongoing bullying/harassment
- whether a particular response is likely to deter similar future conduct by the bully/harasser or others
- the amount and kind of harm suffered by the victim of the bullying/harassment



- the identity of the party who engaged in the bullying/harassing conduct
- whether the bullying/harassment was engaged in by school personnel, and if so, the School System will also consider how it can best remediate the effects of the bullying/harassment.

In the event that the evidence suggests that the bullying/harassment at issue is also a crime in violation of Alabama criminal statute, the School Board shall also direct the School System Human Rights officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

- B. The results of the School System’s investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the School System in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser, not to exceed 21 days from initial complaint.
- C. If the results of the School System’s evaluation of a complaint of bullying/harassment results in a conclusion that an individual has engaged in unlawful bullying/harassment in violation of this policy, or that school personnel have failed to report bullying/harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education related actions. If the results of the School System’s evaluation of a complaint of bullying/harassment results in a conclusion that no unlawful bullying/harassment has occurred, an individual who was allegedly subjected to bullying/harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education related actions. Appeals must be made within 10 days to the Superintendent in writing. Notification to parties regarding appeals will be made within 7 days of receiving the written appeal request.
- D. Copies of all complaints of bullying/harassment and the investigations conducted pursuant to them shall be maintained for a period of two years at the Central Office.

**REPRISAL**

Submission of a good faith complaint or report of sexual harassment, or bullying/harassment based upon race, color, disability or national origin will not affect the complainant or reporter’s future employment, grades, learning or working environment or work assignments.

The School System will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual harassment, racial, ethnic, or disability related bullying or violence, or any person who testifies, assists or participates in an proceeding, investigation or hearing relating to such bullying/harassment or violence. Retaliation includes, but not limited to, any form of intimidation, reprisal or bullying/harassment.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-11-17; Civil Rights Act of 1964, Title VII; EEOC Guidelines

**HISTORY:** Jamari Terrell Williams Student Bullying Prevention Act, 2018-472.

Adopted: 08/98
Revision Date(s): 11/02, 09/18
Formerly:
POLICY 615.8: Page 7 of 7 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** DISCIPLINE

**POLICY NUMBER:** 704

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The Board hereby instructs the Superintendent to establish, in cooperation with principals, teachers, parents, and students, a code of student conduct which states clearly and precisely the written rules and regulations applicable for students in grades K-12. Standards shall be designed to foster a safe, friendly, and business-like atmosphere in which students and personnel can work cooperatively.

Notice of the rules and regulations shall be disseminated to students and parents. The parent(s)/guardian(s) of each student shall document receipt of the Code of Conduct.

Application of disciplinary measures shall reflect the fair and reasonable exercise of authority, without being arbitrary, capricious, discriminatory, or otherwise unreasonable. Due process, to the extent of its applicability, shall be afforded all students prior to imposition of punishment.

STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama, 16-1-14, 16-1-24.1

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 704: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: SUSPENSION**

**POLICY NUMBER: 704.2**

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The Board delegates to the principal the discretion to suspend a student for no more than ten (10) days or until a conference has been held with the student and his/her parent or guardian. The principal shall advise the Superintendent of all suspensions and the reasons for them. No suspended student shall be allowed to leave the school premises during the school day until a parent, guardian, or other proper authority assumes responsibility for him/her.

Offenses that may lead to suspension shall be stated clearly in the Code of Student Conduct.

Students with disabilities will be disciplined according to the regulations defined by the Alabama Administrative Code:

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-14, 16-1-24.1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 02/08 Formerly:
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POLICY 704.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: EXPULSION**

**POLICY NUMBER: 704.3**

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The Oneonta City Board of Education has the exclusive authority to expel a student from school if warranted by a serious offense, as outlined in the Code of Conduct for students.

The Board shall comply with applicable due process criteria, including the following due process safeguards:

1. Written notification, by certified mail, within a reasonable time
2. Hearing before the Board sitting as an impartial tribunal
3. Right to counsel
4. Right to confrontation and cross examination
5. Right to remain silent
6. Right to preponderance of evidence requirement for conviction
7. Right to a record of the hearing
8. Right to appellate review
9. Students with disabilities will be disciplined according to the regulations defined by the Alabama Administrative Code.

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

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-14, 16-1-24.1

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 02/08 Formerly:
POLICY 704.3: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ELECTRONIC DEVICES**

**POLICY NUMBER: 704.4**

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The use of cell phones, pocket pagers, or other electronic communication devices is prohibited during regular school hours and on school buses. Cell phones will be turned off, disengaged and placed out of view during these times. Prior approval by the school principal is required for any exceptions, as the result of health issues or other extraordinary needs.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-1-27

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 07/06 Formerly:
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POLICY 704.4: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: PHYSICAL RESTRAINTS AND SECLUSION**

**POLICY NUMBER: 704.5**

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**I. Physical Restraints**

- A. “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.
- B. 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.
- C. Physical restraint is prohibited within the Oneonta City School System and its educational programs except by designated staff 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.
- D. The use of chemical restraint and mechanical restraint are prohibited within the Oneonta City School System and its educational programs.

**II. Seclusion**

- A. “Seclusion” is a procedure that isolates and confines a student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or to 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.
- B. 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.
- C. The use of seclusion is prohibited within the Oneonta City School System and its educational programs.

**III. Time-out**

- A. “Time-out” is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and its educational programs, and is not seclusion when:
  - (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
  - (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
  - (3) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.

- (4) The time-out space is free of objects that unreasonably expose the student or others to harm.
- B. The use of time-out consistent with the above criteria is permitted within the Oneonta City School System and its educational programs.

IV. **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’s or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within 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 of the school system or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

V. **Implementation**

The Superintendent or his or her designee shall develop procedures for the implementation of this policy. Such procedures at a minimum will provide for staff and faculty training with periodic review, documentation methods, and means for parental notification in compliance with the applicable Alabama Board of Education regulations.

**STATUTORY AUTHORITY:**

Legal Ref. Code of Alabama, § 290-3-1.02(1)(f)

**HISTORY:**

Adopted: 07/14 Revision Date(s): Formerly:
POLICY 704.5: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: STUDENT WELFARE, CHILD ABUSE OR NEGLECT**

**POLICY NUMBER: 705**

Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse shall be required to report orally, either by telephone or direct communication immediately, followed by a written report, to DHR, law enforcement, or the District Attorney.

The report shall state, if known, the name of the child, his/her whereabouts, the names and addresses of the parents, guardians, or caretaker, and the status of injuries. The report shall contain also, if known, any evidence of previous injuries to said child and any other information that might establish the cause of such injury or injuries and the identity of the person(s) responsible for administering them.

Any person making a report of suspected child abuse pursuant to Alabama law or participating in a judicial proceeding resulting therefrom, shall, in so doing, be immune from any civil liability that might otherwise be incurred or imposed.

Any person who shall knowingly fail to report a case of child abuse or neglect, as required by Alabama law, shall be guilty of a misdemeanor and may be punished by a sentence of not more than six (6) months' imprisonment or a fine of not more than five hundred (500) dollars.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 26-14-1, 26-14-13

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 05/22 Formerly:
POLICY 705: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SUPERVISION OF LOW RISK JUVENILE SEX OFFENDER**

**POLICY NUMBER 705.1**

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

**Section 1. Definitions**

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

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

**Section 2. Notification**

**(a) Current Students**

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

**(b) Newly Enrolled Students**

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

**(c) Students That Change Schools Within the District**

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

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

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

**(d) School Staff Changes**

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

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

**Section 3. Plan Development and Maintenance**

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

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

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

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

**Section 4. Supervision**

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

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

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

**Section 5. Students with Disabilities**

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

**Section 6. Violations of the Plan**

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

**Section 7. Challenges to the Plan**



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

**Section 8. Confidentiality**

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

**Section 9. Retaliation**

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

**Section 10. Procedures**

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

STATUTORY AUTHORITY:

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

HISTORY:

Adopted: 08/20 Revision Date(s): Formerly:
POLICY 705.1: Page 3 of 3 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: SAFE AND DRUG FREE SCHOOLS**

**POLICY NUMBER: 706**

It is the policy of the Board to provide a safe and drug free environment for students and staff. Access to school buildings and grounds during regular school hours shall be limited to students and personnel, and those who have obtained permission from the principals to be in the building(s). Access to the building and grounds after regular school hours shall be limited to personnel whose work requires it or to those to whom access has been granted by the Board through the principal or Superintendent.

An adequate key control system shall be established for limited access to buildings by authorized persons.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate. Employment of security personnel may be approved by the Superintendent in situations where special risks are involved.

The Board authorizes law enforcement agencies to make periodic, unannounced visits to the Oneonta City School for the purpose of detecting the presence of illegal drugs.

No person, other than law enforcement personnel, may have in his/her possession a dangerous weapon at school, on school grounds or buses, or any other place on school premises, and/or at any school-sponsored event, during or after school hours.

No person shall knowingly, with intent to do bodily harm, carry or possess a deadly weapon on school premises or school bus. Possession of a deadly weapon with the intent to do bodily harm on school premises or a school bus is a Class C Felony. NOTE: deadly weapons include but are not limited to hand grenade, explosive or incendiary devise; a pistol, rifle, or shotgun; a switch-blade knife, gravity knife, stiletto, sword, or dagger; any club baton, billy, black-jack, bludgeon, or metal knuckles. A “weapon” is defined in Section 921, Title 18 of the United States Code as follows:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. the frame or receiver of any weapon described above
3. any firearm muffler or firearm silencer
4. any explosive, incendiary, or poison gas (a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device)
5. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, the following **are not** included in the definition:

1. an antique firearm
2. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
3. any device which is neither designed nor redesigned for use as a weapon
4. any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device
5. Surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of Section 4684 (2), 4685, or 4686 of Title 10.

The Federal Bureau of Alcohol, Tobacco, and Firearms does not include Class-C common fireworks in the definition of weapon.

Possession of a gun in a school zone is a State and Federal offense, which will result in severe monetary and/or legal penalties. A student who is determined to have brought a weapon to school in violation of the Gun Free Schools Act will be subject to immediate suspension and, if guilty under the

## ONEONTA CITY BOARD OF EDUCATION

Act, will be expelled for a period of time not less than one year, and will be referred to the criminal justice or juvenile delinquency system.

The Superintendent shall have the authority to review and modify the requirements of this policy on a case-by-case basis in compliance with the requirements of state and federal law and applicable court decisions relative to the requirements of Section 504 of the Rehabilitation Act and/or Part B of IDEA (Individuals with Disabilities Education Act).

Assault with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of his or her duty is assault in the second degree and is a Class C Felony.

The school principal shall notify appropriate law enforcement officials when a person violates Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student that person shall be immediately suspended from attending regular classes and a hearing shall be scheduled within 5 school days. (Act 94-784).

### STATUTORY AUTHORITY:

Legal Ref.: Safe & Drug Free Schools and Communities Act, Gun Free Schools Act, Alabama Administrative Code, 290-030-010-06(2); Code of Alabama, 16-1-24.1; 16-1-24.3

### HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 706: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ALCOHOL, TOBACCO, AND OTHER DRUGS (ATOD)**

**POLICY NUMBER: 706.1**

Students shall not be permitted to use, transfer or be in possession of tobacco or tobacco substitutes including electronic cigarettes on school property, or when riding school buses to and from school or on a school-sponsored trip. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy. Students who violate this policy are subject to suspension or other appropriate disciplinary action according to the Student Handbook.

It shall be the policy of the Oneonta 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:

- (a) alcohol
- (b) marijuana
- (c) drugs (e.g. stimulants, depressants, hallucinogens or opiates) for which the student has no prescription from a duly recognized physician.

The school principal or authorized official of the school shall automatically suspend any student who is caught selling ATOD to others.

The policies in this section 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 for expulsion may be made if the situation warrants.

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

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

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

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

**STATUTORY AUTHORITY:**

Legal Ref. Code of Alabama, 16-1-10; 16-1-14; 16-1-24.1; 16-4-13; 16-11-9; 16-11-9; 16-12-1 to -6; 16-41-1 to -10;

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 07/14 Formerly:
POLICY 706.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: YOUTH SUICIDE AWARENESS AND PREVENTION (Jason Flatt Act)**

**POLICY NUMBER: 706.2**

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**INTRODUCTION**

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The *Jason Flatt Act* was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected.

The *Jason Flatt Act*, which amends the 16-28B-8 of the *Code of Alabama* 1975, includes several elements listed below (in italics) which should be interpreted as Policy. "To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

**PREVENTION OF SUICIDE**

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

The *Jason Flatt Act* includes several elements which should be interpreted as Policy. School systems will:

- (1) *Foster individual, family, and group counseling services related to suicide prevention.*
- (2) *Make referral, crisis intervention, and other related information available for students, parents, and school personnel.*
- (3) *Foster training for school personnel who are responsible for counseling and supervising students.*
- (4) *Increase student awareness of the relationship between drug and alcohol use and suicide.*
- (5) *Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.*
- (6) *Inform students of available community suicide prevention services.*
- (7) *Promote cooperative efforts between school personnel and community suicide prevention program personnel.*
- (8) *Foster school-based or community-based, or both, alternative programs outside of the classroom.*
- (9) *Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.*
- (10) *Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.*
- (11) *Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.*
- (12) *Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.*
- (13) *Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice*

*training programs or as a part of required professional development offered by the local school system.*

**DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS**

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

**RESPONSIBILITY OF REPORTING**

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

**PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES AND FORMS**

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

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 11/16 Revision Date(s): Formerly:
POLICY 706.2: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

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

**POLICY NUMBER: 706.3**

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

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

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

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

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

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

1. *General Requirement* – For a student under the age of fourteen to participate in mental health services, written permission by the student’s parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.
2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration [Note: School systems who want parents to submit this notice to a particular person should simply insert the person’s title in place of “school administration” (*i.e.*, principal, school counselor, etc.)].
3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

- 4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.
  
- C. **Information for Parents/Legal Guardians** – If a student’s parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.
  
- D. **Recordkeeping** – Written records maintained by the school system and directly related to a student’s mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education record generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student’s mental health services will be kept separately from academic records unless including such record(s) in the student’s academic record is necessary to implement a state and/or f

**STATUTORY AUTHORITY:**

Legal Ref. Alabama Act 2022-442

**HISTORY:**

Adopted: 08/22 Revision Date(s): Formerly:
POLICY 706.3 Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: STUDENT HEALTH SERVICES**

**POLICY NUMBER: 707**

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**HEALTH**

All principals and teachers shall cooperate with the Superintendent and county health department in enforcing laws and regulations designed to protect and promote the health, safety, and general welfare of school children.

**COMMUNICABLE/INFECTIOUS DISEASES OR CONDITIONS**

Students and/or employees in the school system and children wishing to enroll in the system and who have communicable diseases will be assisted on an individual basis. It is the desire of the Board to protect any student and/or employee who has a disease or handicapping condition, communicable or not, while protecting all other students and employees in the system.

Administrators or supervisors will report all cases of confirmed or suspected communicable diseases to the Superintendent so that efforts can be coordinated with the local health department or other professionals as needed. If an employee or student who is remaining at work or in school loses the ability to control personal hygiene, a placement committee will immediately evaluate the situation to determine appropriate action for that person's welfare as well as the welfare of others.

**PLACEMENT OF STUDENTS AND EMPLOYEES INFECTED WITH ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS) AND RELATED CONDITIONS**

**GENERAL STATEMENTS**

Based on current evidence provided by the Centers for Disease Control, the Alabama Department of Public Health, and the State Department of Education:

- Stage 1: Casual person-to-person contact as would occur among school children appears to pose no risk for transmission of Human Immunodeficiency Virus (HIV);
- Stage 2: Any theoretical transmission of the virus would most likely involve exposure of open skin lesions or mucous membranes to blood and possibly other body fluids of an infected student;
- Stage 3: For most infected students, the benefit of an unrestricted setting would outweigh risk of acquiring potentially harmful infections and the apparent nonexistent risk of transmission of HIV.

Based on current health information the Board's policy regarding the placement of students and employee is:

- A. Students
  - 1. Each student reported to have contracted Acquired Immunodeficiency Syndrome (AIDS), AIDS Related Complex (ARC), or antibody to HIV shall be carefully and thoroughly evaluated on an individual basis.
  - 2. A confidential evaluation of an infected student shall be conducted by a placement team comprising the parent or legal guardian and/or adult pupil, the student's physician, a physician representing the school district, a representative of the administration, a selected teacher from the system and the principal of the school where the student is enrolled or proposes to enroll. The team will formulate a recommendation as to the most appropriate placement of the student. Factors to be considered include:
    - a. Clinical condition of the student
    - b. Risk of others in the classroom (and school environment) to the child; and

c. Risk of the child to others in the classroom.

Recommendations from the placement team regarding the type of educational and care setting for the infected child shall be based on the behavior, neurological development and physical condition of the child and the expected type of interaction in that particular setting. Children infected shall be cared for and educated in settings that minimize exposure of others to blood and body fluids:

**PLACEMENT OPTIONS**

Diagnosis	Educational Placement
<p>Stage I</p> <p>HIV Antibody Positive</p>	<p>Stage I</p> <p>Remain in traditional educational settings with precautions and practices that would apply to any communicable disease</p>
<p>Stage II</p> <p>AIDS Related Complex (ARC)</p>	<p>Stage II</p> <p>a. Remain in traditional educational settings with precautions and practices that would apply to any communicable disease</p> <p>b. Clinical findings may dictate assignment of the pupil to a restricted education setting or program.</p>
<p>Stage III</p> <p>AIDS Placement depends upon the status of the student:</p>	<p>Stage III</p> <p>a. Remain in traditional educational settings with precautions and practices that would apply to any communicable disease</p> <p>b. Clinical findings may dictate assignment of the student to a restricted education setting or program;</p> <p>c. Middle to late stage cases assigned to homebound instruction, if desired.</p>

It should be noted that the placement options descend from the least restrictive to more restrictive environments. Students who cannot control body secretions or who exhibit biting behavior or display uncoverable oozing lesions would be assigned to homebound instruction. Additionally, it is possible for a child to move between placements, depending upon continuous medical input and the result of periodic review by the placement team. Upon completion of its evaluation, the placement team shall immediately submit its recommendations to the physician representing the school district, who shall advise the Board of the final placement decision.

3. Once placement has been determined, an on-site team directed by a physician and including the teacher and parent or legal guardian and/or adult pupil, shall monitor the child and the educational setting. All changes are to be reported to the physician. For example:

## ONEONTA CITY BOARD OF EDUCATION

- a. Outbreaks of communicable diseases which place the student at risk:
  - b. A deleterious change in the student's social behavior or physical condition.
  - c. The system physician will maintain regular contact with the student's physician.  
A change in health status may dictate exclusions from the classroom.
4. The placement team shall conduct a review of each case it has considered, prior to the beginning of each school semester, and at other times as deemed necessary.
  5. The child of a parent or legal guardian or an adult student who may deny the consent for evaluation will be excluded from school.

### STATUTORY AUTHORITY:

Legal Ref.: Code of Alabama 16-29-1

### HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 707: Page 3 of 3 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: MEDICATION AT SCHOOL**

**POLICY NUMBER: 707.1**

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Medication may be administered to students when authorized in writing by parents or legal guardians, a licensed physician, or as otherwise authorized or mandated by law. The medication shall be contained in properly labeled bottle or other container that shows the name of the student and the medication and dosage requirements. Consultation shall be obtained from an attending physician or other appropriate medical or professional personnel when dictated by the circumstances. Otherwise, employees may not give aspirin or any other medication, even if requested by the student.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 707.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: ACCIDENTS**

**POLICY NUMBER: 707.2**

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Immediate attention must be given to all accidents regardless of significance. First aid treatment within the school will be limited to minor cuts and bruises. Employees shall wear rubber gloves in the presence of blood or other body fluids. A more serious injury should be brought to the attention of parents/guardians and/or paramedics or a physician.

1. The supervising employee must report all accidents to the principal's office immediately.
2. The office staff will assume responsibility for notifying the parents/guardians and/or paramedics or physician.
3. Immediate steps should be taken, when warranted, to prevent possible recurrence of the accident. Personnel should make recommendations concerning hazardous conditions that might exist.
4. All accidents which occur outside school hours or away from campus, such as those connected with athletics, field trips, et.al., should be reported to the principal's office as soon as possible.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 707.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CHEERLEADING**

**POLICY NUMBER: 709**

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

In an effort to protect participating students and to protect the interest of employees and the Board, the following conditions shall exist:

1. Each cheerleading squad is to be placed under the direction of a certified Board employee, who will serve as the coach or sponsor.
2. Each sponsor or coach must be in attendance and actively direct all squad functions, practices, and performances.
3. Use of mini-trampolines, springboards, or any height-increasing apparatus is prohibited.
4. Prior to trying out for membership on a squad, each student must meet the requirements for tryouts as set forth by the cheerleader constitution and present evidence from a properly licensed physician that he/she is in appropriate physical condition to participate in cheerleading activities.
5. Each sponsor or coach should maintain a low-impact, aerobic conditioning program for the squad for which he/she is responsible.
6. Aerobic warm-up and stretching exercises, under the direction of the sponsor, should precede all practices and performances.
7. No student will be required to perform any particular stunt while attempting to qualify for membership on a squad.
8. All students trying out for and participating in squad activities must have health insurance.
9. Stunts are limited to the most recently adopted cheerleading safety guidelines approved by the Oneonta City Board of Education.
10. Each cheerleader will abide by the rules or regulations set forth by the cheerleader constitution.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 709: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PREGNANT STUDENTS**

**POLICY NUMBER: 710**

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For reasons of health a student who becomes pregnant must notify school personnel immediately upon learning of her condition. A physician's statement will be required stating the pupil's medical condition and any activities in which she may not participate. Marital, maternal, or paternal status shall not affect the rights and privileges of students who wish to receive a public education or take part in extracurricular activities offered by the school.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program to meet their special needs, if necessary.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 710: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** MARRIED STUDENTS

**POLICY NUMBER:** 710.1

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The Board does not condone early marriages. Notwithstanding such feelings, it is the intent of the Board to assist students in the continuation of their education within reasonable limits.

STATUTORY AUTHORITY:

Legal Ref.: N/A

HISTORY:

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 710.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: STUDENT RECORDS**

**POLICY NUMBER: 711**

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

“Records” in this instance refers to all records directly related to a student and that are maintained by a party acting for the agency or school. Excluded from this term are records kept by instructional, supervisory, or administrative personnel who are the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.

**ACCESS TO AND RELEASE OF INFORMATION**

1. The principal shall be responsible for determining who, other than the parent, guardian, or eligible student, shall have access to student records.
2. Teachers and other school officials, within the system, who have a legitimate educational interest may be granted access without the written consent of the parent or without an entry being made in the disclosure record. Such interest may include, but not be limited to, adding material, filing new student data, removing inadequate, ambiguous, and irrelevant data.
3. The following individuals or agencies may be granted access without the written consent of the parent by completing the disclosure card:
  - A. Authorized representatives of:
    - 1) The Comptroller General of the United States;
    - 2) The Secretary of the United States Department of Education;
    - 3) State education authorities;
    - 4) Appropriate community agencies involved in handling students’ health or safety;
  - B. Agencies requiring information in connection with a student’s application for receipt of financial aid.
  - C. Courts, upon the issuance of proper orders or subpoenas. Reasonable efforts shall be made to notify the parents/guardians of the order or subpoena.
  - D. Information shall be released without parental consent to a school to which a student has transferred.
  - E. The principal shall require written approval of a parent/guardian or eligible student in order to grant access to others not specifically authorized by this policy.

**REVIEW OF STUDENT RECORDS BY THE PARENT**

1. Parents or guardians may review their own children’s records by contacting the school for an appointment. An appointment for conference shall be scheduled as soon as possible. The disclosure record shall be completed at the conference.
2. The principal or a designee shall attend the review conference to explain the records and to respond to questions regarding information in the records.
3. If the parent or guardian requests a hearing to challenge information contained in the folder, a written request shall be made and a hearing scheduled for a date not less than three (3) days or more than two (2) weeks from the date the request is received.
  - A. The hearing shall be held with the parent/guardian and the principal.
  - B. If said hearing does not satisfy the parent/guardian, he/she may appeal to a review panel at the Superintendent’s level.
  - C. The appeal by the parent/guardian shall be made in writing to the Superintendent, who shall schedule a review panel meeting within ten (10) days following receipt of the written appeal. The date, time, and place of the review panel hearing shall be sent to the parent/guardian by registered or certified mail, return receipt requested.

4. The review panel shall be comprised of three (3) professional representatives of the administrative staff. At the meeting:
  - A. The Superintendent or designee will preside;
  - B. The parent/guardian, principal and, if requested by either party, the student will be present;
  - C. The review panel's decision shall be communicated in writing to the parent/guardian within ten (10) days;
  - D. The parent/guardian shall have the right to file a dissenting statement, which shall become part of the student's cumulative record.

**CUMULATIVE RECORD CARDS**

1. All personal data shall be completed when the student enrolls in the school system and updated annually;
2. All data shall be recorded on the cumulative record in accordance with administrative procedures approved by the Board;
3. To protect confidentiality, the card shall not be removed from the file room except as authorized.

**STATUTORY AUTHORITY:**

Legal Ref.: 20 U.S.C. 1232 (G-I)

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 711: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**SECTION: 800**

**The School Program**

**POLICY: BASIC PROGRAM OF INSTRUCTION**

**POLICY NUMBER: 801**

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**GENERAL**

A basic, sequential, program of instruction shall be provided to all students through grade twelve (12) or as otherwise mandated by law. It shall be designed and implemented in a manner that affords all students the opportunity to achieve according to their abilities, interests, experience, and backgrounds.

**SPECIAL EDUCATION**

A comprehensive program of special education, which operates in accordance with all federal and state mandates, shall be provided for students with disabilities that qualify for placement.

**TITLE I**

Supplemental services to improve student achievement are available in schools which qualify under the prerequisite of economic deprivation.

Title I teachers shall work to develop partnerships between the school and parents of participating students. The staff will coordinate parent involvement activities and will seek input from parents to determine the effectiveness, design, operation, and evaluation of the program of parental involvement.

**SUMMARY**

The Oneonta City Board of Education will provide or provide for quality instructional programs in every subject prescribed by the approved course of study and every area that is mandated by state and federal statute or State Board of Education requirement.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-39-12

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 801: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY:** **TITLE I PROGRAM**

**POLICY NUMBER:** **801.1**

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It is the intent of the Oneonta City Board of Education to meet the Title I comparability requirements as established in guidelines of the State Department of Education. Accordingly, there shall be equivalence in the provisions of personnel as well as curriculum materials and instructional supplies.

A system-wide salary schedule has been adopted and implemented. Teachers who are paid from Title I funds are employees of the Board and thus subject to the provisions of the schedule.

The Superintendent or designee shall prepare and file with the State Department of Education a written assurance that the comparability requirement has been met.

**STATUTORY AUTHORITY:**

Legal Ref.: Title I Program Regulations

**HISTORY:**

Adopted: 08/98

Revision Date(s): 11/02

Formerly:

POLICY 801.1: Page 1 of 1 [\(click here to return to Table of Contents\)](#)

**POLICY: TITLE I PARENTAL INVOLVEMENT**

**POLICY NUMBER: 801.1: (a)**

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In compliance with the Parental Involvement section of the No Child Left Behind Act, the Oneonta City School System will have meaningful consultation with parents of participating Title I students in the planning and implementation of parental involvement programs, activities and procedures. Guidelines related to Title I, Neglected or Delinquent, Homeless, Immigrant, Migrant and English Language Learners students will be considered in the development and implementation of the parental involvement programs. The following activities will be utilized in the establishment of these procedures:

1. Each school shall involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, including the school’s parental involvement plans and procedures.
2. Each school shall convene an annual meeting to inform parents of their school’s participation in the Title I program and to explain the curriculum in use at the school, the form of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
3. Each school shall jointly develop with parents of the children being served a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high academic standards.
4. Each school shall implement activities designed to build capacity for strong parental involvement.
5. Each school shall conduct, with the involvement of parents, an annual evaluation of the content an effectiveness of the parental involvement policy in improving the academic quality and use the finding of the evaluation to design strategies for more effective parental involvement.
6. Each school shall coordinate and integrate parental involvement strategies with other programs, as applicable.
7. Each school shall ensure that information related to school and parent programs, meetings and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

**STATUTORY AUTHORITY:**

Legal Ref.: No Child Left Behind Act of 2002, Section 1118

**HISTORY:**

Adopted: 03/03 Revision Date(s): 04/06 Formerly:
POLICY 801.1 (a): Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PRIVATE SCHOOL SHARED SERVICES**

**POLICY NUMBER: 801.2**

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The Oneonta City Board of Education will provide the opportunity for students in eligible private schools to participate in Title I and Title II programs on an equitable basis with public school students. These private schools determined by the Alabama State Department of Education as having met all applicable standards and to be in compliance with all federal regulations will be deemed eligible to participate in Title I and Title II programs operated by the Oneonta City Board of Education.

**STATUTORY AUTHORITY:**

Legal Ref.: Public Law 97-35

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 801.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

# ONEONTA CITY BOARD OF EDUCATION

## **POLICY: REQUEST TO BRING SERVICE ANIMAL TO SCHOOL OR SCHOOL FUNCTION**

**POLICY NUMBER: 801.3**

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### **PURPOSE**

The purpose of this policy and procedures is to provide a system for responding to a request for an individual with a disability to bring his/her service animal to school and/or to a school function.

### **GENERAL STATEMENT OF POLICY**

The Oneonta City Board of Education (hereinafter "Board") will comply with all state and federal laws, regulations and rules regarding the use of service animals by individuals with disabilities under appropriate circumstances.

### **DEFINITION OF "INDIVIDUAL WITH A DISABILITY"**

An individual with a disability is defined as an individual with a physical or mental impairment that substantially limits one or more of the major life activities, as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

### **DEFINITION OF "SERVICE ANIMAL"**

As defined by Alabama Law and federal regulations implemented under Title II of the Americans with Disabilities Act (ADA), a service animal includes any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition. (Note: The ADA regulations as to service animals also include "miniature horses" in appropriate circumstances).

### **DEFINITION OF "WORK OR TASKS" PERFORMED BY A SERVICE ANIMAL**

The work or tasks performed by a service animal must be directly related to the individual with a disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and/or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of these procedures.

### **PERSONS TRAINING A SERVICE ANIMAL**

An individual training a service animal is entitled to the same privileges granted to an individual with a disability.



**PROCEDURES/REQUIREMENTS**

A request to bring a service animal to school and/or a school function by or on behalf of an individual with a disability is subject to the following procedures and requirements:

1. The Board may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The Board will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The Board will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
2. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the Board's facilities where students, faculty, members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go, without prior notice to the Board.
3. The Board can require proof of immunization and all animal licensing and registration requirements under applicable Alabama and local law. In addition, individuals who have service animals are not exempt from local animal control or public health requirements. If the Board is not provided proof of immunization as required by Alabama or local law, the Board may refuse to allow the individual to bring the service animal to school and/or a school function.
4. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of the harness, lease, or other tether would interfere with the service animal's safe, effective performance or work or tasks, in which case the service animal must be otherwise under the handler's control (*e.g.*, voice control, signals, or other effective means).
5. The Board is not responsible for the care or supervision of a service animal.
6. The Board may ask the individual with a disability to remove a service animal from the premises if:
  - a. the animal is out of control and/or the animal's handler does not effectively control (*e.g.*, voice control, signals, or other effective means) the animal's behavior; or
  - b. the animal is not housebroken.

If the Board excludes or removes a service animal consistent with the provisions of this paragraph, the individual shall be provided the opportunity to participate in the service, program, or activity *without* having the service animal on the premises.

7. The Board will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the Board normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.
8. If it is determined that the individual will not be allowed to bring his/her service animal to school and/or a school function, that determination will be considered a grievable discrimination issue and subject to the Board's grievance or complaint procedures.

STATUTORY AUTHORITY:

Legal Ref.: N/A

HISTORY:

Adopted: 03/19 Revision Date(s): Formerly:
POLICY 801.3: Page 3 of 3 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: CONTROVERSIAL ISSUES**

**POLICY NUMBER: 802**

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Knowledge and understanding of controversial issues are indispensable to education for citizenship. Therefore, teachers and other certified personnel are free to deal with such issues by observing the following guidelines. Teachers shall:

1. Adapt the study to the age, maturity, and academic background of students.
2. Place major emphasis on how to think rather than what to think.
3. Provide appropriate materials to students.
4. Allow students to express their opinions within the limits of decency, good will, and respect for the opinions of others.
5. Teach the principles and techniques of the scientific method and provide opportunities for practice in the application of facts to problems.
6. Seek to develop in students the ideals of truth and honesty.
7. Seek to create an atmosphere of mutual respect for all points of view.
8. Teach students to base opinions on research, experience, and knowledge.
9. Encourage the suspension of judgement and conclusions until facts have been assembled, examined critically, and checked for accuracy.
10. Take a nonadversarial position during discussions.
11. Exercise reasonable judgement.
12. Seek advice and counsel of administrators and colleagues, when possible, before exploring controversial issues.

Procedures are available in each school's office for challenging instructional material.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 802: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TEACHING ABOUT RELIGION**

**POLICY NUMBER: 802.1**

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Teaching about religion as it relates to a study of the historical development of mankind is appropriate. Use of the Holy Bible or other religious documents as educational and reference materials is acceptable.

Specific religious indoctrination is prohibited.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 802.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: HOME SCHOOLS**

**POLICY NUMBER: 803**

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Parents or guardians who propose to teach their children at home must adhere to all requirements of Title 16-28-5, *Code of Alabama*, and any other applicable laws. Thus, persons residing in any areas served by the school system and who propose to tutor their children at home rather than enrolling them in a public, private, or parochial school, should complete a “Registration for Private Home Tutoring Form” prior to commencing such instruction.

Should the student(s) cease to receive instruction from the tutor, the parents or guardians must notify the Superintendent of intent to enroll in school.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-28-1 to 24

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 803: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: NONACCREDITED/HOME SCHOOLS: STUDENTS TRANSFERS AND GRADE PLACEMENTS**

**POLICY NUMBER: 803.1**

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**TRANSFERS FROM NONACCREDITED/HOME SCHOOLS**

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a nonaccredited school for the purpose of transfer of class/grade credit.

1. Credit for all elective courses shall be transferred without validation.
2. Noncontested credit for core courses (English, mathematics, science, and social studies) shall be transferred as follows:
  - a. Using all records (e.g., official transcripts or notarized statements of credits) and nationally standardized tests available, the principal or designee shall determine the appropriate placement and notify the student and his/her parents/guardians.
  - b. If the parents/guardians agree with the placement decision, the student shall be assigned to the classes and/or grade agreed upon.
  - c. For any initial core courses the student successfully completes at the receiving school, he/she shall be permitted to transfer in that subject area all previous class/grade credits earned at a nonaccredited school.
3. Contested credit for core courses shall be transferred as follows:
  - a. If the parents/guardians disagree with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.
  - b. For any test the student fails, his/her placement shall be as originally recommended by school officials and no credit is transferred for the prerequisite course in that subject.
4. In the event of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the school's previous semester tests for core courses.

**STATUTORY AUTHORITY:**

Legal Ref.: State Board of Education Resolution, May 8, 1977

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 06/20 Formerly:
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POLICY 803.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: STUDENT SCHEDULES**

**POLICY NUMBER: 804**

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Each principal shall develop and file with the Superintendent a master schedule for each school year. The schedule will include:

1. Instructional, homeroom, lunch, and activity periods, if applicable.
2. The beginning and ending time of each period and of the school day.
3. The work assignment and student load of each teacher.
4. A room utilization plan.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 804: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: TEXTBOOK SELECTION AND ADOPTION**

**POLICY NUMBER: 805**

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The Board shall approve all textbooks used in the school system. The Board upon the recommendation of the Superintendent shall appoint a textbook committee. Its members shall serve for a period of three (3) years. The selection and adoption of textbook shall be in accordance with the provisions of Alabama law.

No textbook may be used unless selected by the local textbook committee from a list adopted by the State Board of Education or as otherwise provided by law.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-36-4 to 39

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 805: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: MEDIA CENTER RESOURCES**

**POLICY NUMBER: 806**

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Library media services in the school(s) shall be directed by professionally trained persons whose qualifications meet standards established by the State Department of Education and the Southern Association of Colleges and Schools.

The primary function of a media center is to provide an educational service. The selection of content shall be designed around the implementation of the school curriculum in order to foster the intellectual, special, and emotional development of students. Faculty members shall participate in the content selection using recognized criteria relative to quality.

**COPYRIGHT**

The use of school owned equipment to duplicate material, in violation of copyright laws, is forbidden. All employees should be cognizant of the copyright statutes that may be reviewed in the media center of the school.

**RECONSIDERATION**

The Board recognizes the right of any community to request reconsideration of an item included in a collection. Requests for reconsideration must be made in writing to the school in accordance with established procedures. An appeal of a school decision may be made to the Superintendent and, ultimately, to the Board.

**STATUTORY AUTHORITY:**

Legal Ref.: Code of Alabama, 16-21-1 to 3

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 806: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: TELECOMMUNICATION**

**POLICY NUMBER: 807**

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The Board recognizes technological advancements, including computers and the proper use of the Internet, as increasingly necessary tools for the teaching and learning process. It stresses, however, that the use of computers is a privilege, not a right, and such use must be consistent with and driven by the educational objectives of the Oneonta School System. Any departure from these objectives is prohibited.

Sites exist on the internet that contain indecent, inaccurate, or otherwise offensive material. The Board does not condone student and staff access to such materials. It also recognizes that control of information transmitted by other computer systems may not be physically possible; thus, all students and staff use of the Internet may be monitored.

The network is provided for students and staff to conduct research and to communicate with others; therefore, access to the network service will be provided only to students and staff who agree to conduct themselves in a considerate and appropriate manner.

Student use of telecommunication opportunities will be permitted upon submission or permission and agreement forms completed by parents of minors and the students themselves. Use of the network may be revoked for abusive or inappropriate conduct. Ultimately, parents and guardians of minors are responsible for establishing and conveying standards that their children should follow.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 11/02 Revision Date(s): 02/04 Formerly:
POLICY 807: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: E-MAIL AND LAN USAGE**

**POLICY NUMBER: 807.1**

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An employee has no reasonable expectation of privacy with respect to messages sent over the system's computer network and stored on the school systems computer. The e-mail system and LAN are intended for the business of the School Board. Messages stored on a school computer are subject to review.

The computer system and information stored on it are owned by the School Board which retains the absolute right to access transmitted and stored communications. The Board retains the right to limit personal use of the computer system. The Board may review messages at any time to enforce the policy, to prevent harassing or threatening messages, for investigations, for security, system checks, and maintenance or for any other reason. Any transmission of threatening, abusive or obscene material is forbidden.

The misuse of the computer system will subject an employee to discipline up to and including discharge. Tolerance of prior policy violations will not be accepted as a defense for such behavior.

**STATUTORY AUTHORITY:**

Legal Ref: N/A

**HISTORY:**

Adopted: 05/99 Revision Date(s): 11/02 Formerly:
POLICY 807.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: EDUCATIONAL RESEARCH**

**POLICY NUMBER: 808**

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The Board encourages the professional staff to conduct or participate in research, the outcomes of which could enhance the teaching and learning process. Such activities should not unduly interrupt the pursuit of academic or physical achievement of students.

Individuals or representatives of institutions and agencies, desiring to perform research involving students, must present their proposals in writing to the Superintendent for a possible recommendation for approval by the Board. They should also be available to explain their proposed projects to the Board, if requested to do so.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 808: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: FIELD TRIPS**

**POLICY NUMBER: 809**

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Field trips may be taken in connection with a particular study or unit of work. They should be well planned, organized, and properly supervised in order to achieve full educational value. The following parameters shall apply:

1. All field trips sponsored by any department, class, club, or other entity of the school must be approved by the principal.
2. Any proposed trip that is beyond the boundaries of Blount County, Alabama, must have approval of both the principal and the Superintendent.
3. Field trips to destinations outside the State of Alabama must be approved by the Oneonta City Board of Education.
4. Detailed plans for transportation, adequate insurance coverage, meals, lodging (if applicable), itineraries, provisions for chaperones and permission from parents/guardians shall be required of field trip sponsors before permission to travel will be granted. All extenuating circumstances such as medical conditions, dietary restrictions, and other special need must be planned for in advance.
5. Overnight trips will not be allowed during the normal school day unless an overwhelming majority of the students in the department, class, club, or other entity of the school is participating. This provision may only be waved at the discretion of the principal and superintendent.
6. The procurement of the financial resources to pay for all costs associated with the overnight trip will be the responsibility of the participating department, class, club, or other school entity. This includes any costs related to health care and nursing. This provision may only be waved at the discretion of the superintendent and school board.
7. As they are not approved or sanctioned by the board or school administration, the school board and school administrators have no oversight or responsibility for any trips coordinated by individuals through outside touring agencies and taken during non-school days.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02, 11/13 Formerly:
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POLICY 809: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: USE OF CHAPERONES**

**POLICY NUMBER: 809.1**

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Field trips, social events, and all other activities, which are conducted in the name of and under the supervision of the school, must be adequately chaperoned. To that end, the Board requires the following minimum chaperone-to-student ratio:

1. Elementary students - One (1) chaperon for every ten (10 ) students
2. Middle grades - One (1) chaperon for every twelve (12) students
3. Secondary grades - One (1) chaperon for every twenty (20) students

More chaperones may be used if necessary or desired; however, the Board cautions the use of too many chaperones, which could result in too many people being involved and inadvertently causing confusion. Parents and other adults may be utilized upon the approval of the teacher and/or principal.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 809.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: USE OF PRIVATE VEHICLES**

**POLICY NUMBER: 809.2**

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The board encourages the use of state inspected vehicles in transporting students to school related activities. However, students may be transported in private vehicles to curricular or extra-curricular activities in accordance with the following provisions:

1. The Superintendent, Principal, or their designee must approve the use of private vehicles.
2. Employees of the Oneonta City Board of Education are under the Board's liability coverage and use of their vehicles, when allowable and based on circumstances, should take priority over private citizens.
3. The Principal of each school has a signed permission slip from the parent/guardian of the student giving permission for the student to be transported to events in private vehicles.
4. The driver of any private vehicle furnishes to the Principal verification of appropriate insurance coverage on the vehicle to be used. The minimum acceptable coverage shall be \$100,000 per person for bodily injury with an aggregate limit of \$300,000, a \$100,000 limit for property damage, \$2,000 per person for medical payments, and \$20,000 per person for uninsured motorist coverage.
5. Vehicles shall not transport numbers beyond their rated capacity.
6. Appropriate safety measures such as use of seat belts shall be observed.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 07/10 Revision Date(s): Formerly:
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POLICY 809.2: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: SCHOOL ORGANIZATIONS**

**POLICY NUMBER: 810**

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Student government organizations and special interest clubs are encouraged by the Board as educational and growth opportunities for students. Membership qualifications are to be approved by the faculty, which shall charter each club irrespective of charters from other sources. Each organization will be expected to include a statement of its purposes in the charter.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 810: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>



**POLICY: HOMEWORK**

**POLICY NUMBER: 811**

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The Oneonta City Board of Education supports homework as a means of completing the educational process begun with instruction in the classroom. Homework, an extension of the classroom, provides students an opportunity to practice skills that are taught during class time. Teachers are encouraged to require homework that is consistent with the abilities of students and reasonable in requirement of time.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
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POLICY 811: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: MAKE UP WORK**

**POLICY NUMBER: 811.1**

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Students who have excused absences will be allowed to make up work missed in each class. This work should take approximately the same amount of time as the time missed from class. All make up work must be submitted by the end of the grading period. Only in extreme cases of prolonged absence will more than one (1) week be allowed for work to be made up without permission from the principal. An absence does not excuse a student from the responsibility for all recitations on the day of return. Grades may be withheld if make up work is not submitted and could lead to a failure.

It is the student's responsibility to obtain all make up work assignments from the teachers immediately upon return to school. Failure to do so shall not be excused.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 811.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: PROMOTION AND RETENTION**

**POLICY NUMBER: 812**

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Promotion and retention are routinely determined by whether or not a student has successfully achieved the minimum knowledge and skills required in each grade/course before progressing to another.

After a teacher has determined the minimum competency level of a student, a determination for promotion or retention shall be made. A recommendation for retention shall be made in consultation with the principal and/or other administrators. Parents or guardians will be notified. In the elementary and middle grades, students who lack minimum competency in a course, but who are promoted to the next grade for physical, social, and/or other reasons must seek remediation opportunities during the summer months. Students in grades 9-12 must pass each course in order to receive credit

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 812: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: USE OF SCHOOL FACILITIES**

**POLICY NUMBER: 813**

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The facilities of the school system are under the control and supervision of the Board, which is vested legally with responsibility for the administration and management of the property. This authority includes the determination by whom and for what purpose the school facilities may be used.

The use of school facilities by nonschool individuals or groups shall be governed by a signed agreement between the lessee and the Board. This agreement shall contain, but not be limited to, the following:

1. Requirement, with limited exception, that the lessee provide liability insurance identifying the Board and its members as additional insureds. Proof of purchase or a copy of the policy should be presented to the Board at least twenty-four (24) hours prior to use.
2. Provision for the lessee to assume all responsibility for damages and/or maintenance expenses directly or indirectly resulting from the lessee's use.
3. Rental fee and other expenses as determined by the Board.
4. Other stipulations which the Superintendent or Board may deem necessary.

Board owned or controlled facilities will not be used in any manner which is excluded from the Board's liability insurance coverage.

Permission to use facilities may be granted to nonschool related groups in accordance with Board approved rules and regulations; however, facilities shall not be used for the following:

1. Activities which conflict with school related use,
2. Activities which may be damaging to school property,
3. Rentals to commercial organizations or private individuals for fund raising purposes,
4. Promulgating a theory or doctrine which is subversive to the Constitution or laws of the United States or any subset thereof, or advocating governmental changes by violence,
5. Activities which may cause or entice public disturbances on or near school grounds,
6. Assemblies for the advocacy of discrimination in any form,
7. Any group or individual which cannot assure the Board that the facility will not be damaged,
8. Any lessee who cannot satisfy the Board that payment for use and/or damages will be forthcoming immediately.

Any agreement may be cancelled by either party upon thirty (30) days' notice of intent. The Board may, however, suspend the agreement if use of the facility for a school-related function is necessary. Should the Board determine that it is desirable for the lessee to surrender use of the facility immediately, the agreement shall become void at a date that the Board may determine. No facility should be considered reserved until a written agreement has been filed and approved.

**USE BY CHURCHES AND SYNAGOGUES**

Temporary use of facilities by a church or synagogue may become appropriate. In such cases, the Board may choose to enter into a lease agreement for a period not to exceed one (1) calendar year. Should circumstances dictate the need for longer occupancy, the Board may extend the agreement on a month to month basis. Churches or synagogues shall pay, in addition to the rental fee, any expenses relative to custodial services or others as determined by the Board.

**USE BY POLITICAL GROUPS AND POLITICIANS**

The Board does not wish to be perceived as supporting or endorsing any particular candidate running for public office. Consequently, the use of school facilities by any candidate for campaign purposes or by any political group for rallies and the like shall not be approved.

Politicians or political organizations may use facilities, if approved by the Board, for political forums provided all candidates seeking public office are invited to attend and address those attending the forum. The forums shall be open to the public at large. In such instances, the forum shall be sponsored, organized, and managed by a recognized outside group and shall be nonpartisan in nature.

This policy does not apply to sitting elected officials who have legitimate need to use the facilities, or are invited by the school to be present, provided the opportunity is not used for campaign purposes.

The Superintendent or designee is authorized to develop application documents, schedules, and administrative rules and regulation that are necessary to implement this policy.

**STATUTORY AUTHORITY:**

Legal Ref.: NA

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 813: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>

**POLICY:** VISITORS TO SCHOOLS

**POLICY NUMBER:** 814

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All visitors are required to go to the school office first and sign in when entering the building, and to secure approval of the principal to visit any activity within the building during school hours. A visitors' pass or badge must be worn while a visitor is in the building.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

**HISTORY:**

Adopted: 08/98 Revision Date(s): 11/02 Formerly:
POLICY 814: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: DUTY OF SEX OFFENDER TO NOTIFY SCHOOL OF PRESENCE**

**POLICY NUMBER: 814.1**

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This policy is implemented pursuant to the provisions of Ala. Code § 15-20A-17. In accordance with that section, any adult sex offender, after having been convicted of a sex offense involving a minor, shall: (1) notify the principal or the principal’s designee prior to entering onto school property or prior to attending any K-12 school activity; and (2) immediately report to the school principal or the principal’s designee upon entering school property or arriving at any K-12 school activity.

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

**STATUTORY AUTHORITY:**

Legal Ref. Code of Alabama, Act 2014-421 which amends Code of Alabama 15-20A-12

**HISTORY:**

Adopted: 07/14 Revision Date(s): Formerly:
POLICY 814.1: Page 1 of 1 <a href="#">(click here to return to Table of Contents)</a>

**POLICY: DUAL ENROLLMENT**

**POLICY NUMBER: 815**

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**PURPOSE**

The Oneonta Board of Education is committed to offering the citizens of the community quality educational programs at the elementary and secondary level. In keeping with that purpose, the Board endorses and participates in post-secondary options, dual enrollment, and advanced placement programs made available by the Alabama Department of Education, public colleges, universities, and technical institutes, and directs the Superintendent to develop procedures for implementation of these programs.

**CRITERIA**

Students enrolled in Oneonta High School, who are at least 16 years of age, who are classified as juniors or seniors, who have a 3.0 GPA, and are eligible for enrollment under the Alabama State Board of education Alabama Administrative Code, Rule No. 290-3-1-.02, may take approved courses in Alabama's public colleges, universities, or technical institutes in which they have been admitted. Students shall pay normal tuition and fees as required by the postsecondary institution. Such students shall receive post-secondary credit hours and high school Carnegie unit credit for work successfully completed up to the amount normally required to complete the high school diploma program. Students/parents must provide their own transportation to dual enrollment courses offered off-campus.

**ATHLETICS AND ASSESSMENTS**

Credits earned through eligible postsecondary institutions shall be accepted toward high school graduation requirements and may be used to satisfy the requirements for eligibility in competitive activities as prescribed by the Alabama High School Athletic Association. Students must meet state assessment requirements as provided in Rule 290-4-2-.02.

**STUDENT RECORDS AND GRADE POINT AVERAGE**

For purposes of secondary student records and calculating student grade point averages, student grades assigned for courses completed through dual enrollment in eligible post-secondary institutions shall be correlated grade for grade by the high school. No additional weight will be given to a student's grade for completion of dual enrollment courses.

**PROCEDURES**

The Superintendent/High School Principal shall:

- develop procedures to facilitate dual enrollment and advanced placement programs, including procedures for processing applications, admissions, grade reports, and communicating other required information; and prepare for Board approval any required written agreements with appropriate public post-secondary institutions for dual enrollment of students;
- develop and implement procedures for scheduling approved courses between the high schools and the eligible post-secondary institution(s);
- develop procedures for enrollment of eligible students in post-secondary institutions;
- develop procedures for ensuring appropriate transcription of the student's grades earned at the post-secondary institution;
- ensure that student counseling and other support services are adequate and accessible, and that appropriate procedures are followed to ensure and document that students, parents or guardians have received sufficient counseling services and understand their responsibilities and possible consequences of participation in the program;



## ONEONTA CITY BOARD OF EDUCATION

- be responsible for assigning high school classes to or otherwise accommodating those students who do not participate, fail, or leave before completing the program; and
- Ensure that by April 1 of each school year, general information about post-secondary education opportunities is made available to all students who will be eligible at the beginning of the next school quarter/semester or school year.

### ADDITIONAL INFORMATION

High school students attending post-secondary institutions are subject to the rules of both the post-secondary institution and Oneonta High School.

Students who are classified as high school juniors must take the equivalent of a full time load of courses (3.5 credits per semester). This includes either as a full time post-secondary student or as a student who takes part of his/her coursework at the high school and part at the post-secondary institution. Students who are classified as high school seniors, and are on track for graduation, can choose to come to Oneonta High School only for courses required for graduation. Every effort will be made to schedule them back to back, but it cannot be guaranteed.

- One 3 hour college course is the equivalent of one high school credit (Carnegie unit)
- One 3 hour college course taken off campus will be equal to two high school periods during the day.
- Four college courses (or 12 semester hours) must be taken for a student to be full-time and off campus all day.

Students may graduate early once all requirements have been met; however, there will still only be one graduation ceremony each spring. An early graduation application must be completed in the semester prior to the intended graduation.

### STATUTORY AUTHORITY:

Legal Ref.: Southern Association of Colleges and Schools, Secondary Committee Policy Statement, May 18, 1998

### HISTORY:

Adopted: 08/98 Revision Date(s): 11/02, 02/16 Formerly:
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POLICY 815: Page 2 of 2 <a href="#">(click here to return to Table of Contents)</a>
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**POLICY: EARLY GRADUATION**

**POLICY NUMBER: 816**

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Any high school student who completes the number of credits and other exiting standards required by both the State of Alabama and the Oneonta City School System prior to completing eight (8) semesters of high school work, and that student will be 17 years old by the intended graduation, may petition the Principal of Oneonta High School and the Superintendent of Oneonta City Schools to graduate early.

Students may graduate early from Oneonta City Schools by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions below are met:

1. Write a letter explaining the reasons for requesting early graduation in the semester preceding his/her intended graduation
2. Arrange a meeting to include the student, parent, guidance counselor, and principal to review the student's records, determine if early graduation is possible, discuss the reasons for early graduation, and discuss postsecondary goals.
  - Students who plan to graduate early must follow course sequence/prerequisites.
  - Students who plan to graduate early will not be given preferential treatment in registration and course selection.
  - Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration. The high school master schedule will not be adjusted to accommodate a student who wishes to graduate early.
3. Complete an Early Graduation Form listing course and credits needed to graduate. High school and dual enrollment courses can be used toward graduation. The plan for fulfilling these requirements will be reviewed. The student's reason for requesting early graduation will be reviewed.
4. The student must meet all graduation requirements, including all parts of the State Assessment as directed.
5. The student must provide to the counselor one of the following documents before exiting high school:
  - A letter of acceptance to a postsecondary institution
  - A letter of acceptance to the military
  - A letter from an employer verifying employment in the workplace
6. A recommendation from the principal of Oneonta High School will be forwarded to the Superintendent of the Oneonta City School System
7. Upon approval, as Early Graduates, students will be considered an alumnus, and therefore, will not be permitted to participate in any athletic/extracurricular activities, with the following exceptions: prom, honors day, graduation practice, and graduation ceremony. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements are met. Students graduating early will not be allowed to re-enroll in high school.
8. Early graduates will be ranked in the class with which they entered high school; therefore class ranking will be conducted in the 8th semester, and class ranking will be forfeited through early graduation. Early graduates will not be eligible for valedictorian, salutatorian, or historian.

**STATUTORY AUTHORITY:**

Legal Ref.: N/A

HISTORY:

Adopted: 03/16  
Revision Date(s):  
Formerly:

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**POLICY:** DATA GOVERNANCE POLICY

**POLICY NUMBER:** 817

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### **Introduction**

Protecting the privacy of our students and staff is an important priority and Oneonta City Schools are committed to maintaining strong and meaningful privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.

The Oneonta City Schools Data Governance document includes information regarding the Data Governance Committee, the actual Oneonta City Schools Data and Information Governance and Use Policy, applicable Appendices, and Supplemental Resources.

The policy formally outlines how operational and instructional activity shall be carried out to ensure Oneonta City Schools' data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

The Oneonta City Schools Data Governance Policy shall be a living document. To make the document flexible details are outlined in the Appendices. With the Board's permission, the Data Governance Committee may quickly modify information in the Appendices in response to changing needs. All modifications will be posted on the Oneonta City Schools website.

### **Data Governance Committee**

Oneonta City Schools Data Governance committee consists of the superintendent, technology team members, representatives from each school, and others who are considered stewards of student data. The 2015-16 committee is composed of the following:

- Dr. Michael Douglas, Superintendent
- Julie Talton, Technology Coordinator
- Sharon Reeves, Network Technician
- Karen Teal, Data Manager
- Heidi Chambers, Technology Integration Specialist/OHS-OMS Building Test Coordinator
- Keith Bender, OCS Central Office Administrator
- Lauren Wilson, OHS Principal
- Brad Newton, OMS Principal
- Leslie Russell, OES Principal
- Dreama Young, CNP Director
- Rhonda Gibbs, OCS Testing Coordinator/OHS Guidance Counselor
- Brenda Nash, OES Instructional Coach/OES Building Test Coordinator
- Jaclyn Ashby, OES Counselor

All members of the Oneonta City Schools Administrative Team will serve in an advisory capacity to the committee and will be called upon to attend meetings when the topic of the meeting requires his or her expertise.

### **Committee Meetings**

The Data Governance committee will meet at a minimum two times per year. Additional meetings will be called as needed.

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## Oneonta City Schools Data Governance Policy

### I. PURPOSE

- A. It is the policy of Oneonta City Schools that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.
- B. The data governance policies and procedures are documented and reviewed annually by the data governance committee.
- C. Oneonta City Schools conducts and documents annual training on their data governance policy.
- D. The terms data and information are used separately, together, and interchangeably throughout the policy. The intent is the same.

### II. SCOPE

The superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data.

This policy applies to all forms of Oneonta City Schools' data and information, including but not limited to:

- A. Speech, spoken face to face, or communicated by phone or any current and future technologies,
- B. Hard copy data printed or written,
- C. Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.,
- D. Data stored and/or processed by servers, PC's, laptops, tablets, mobile devices, etc., and
- E. Data stored on any type of internal, external, or removable media or cloud based services.

### III. REGULATORY COMPLIANCE

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems. Oneonta City Schools complies with all applicable regulatory acts including but not limited to the following:

- A. Children's Internet Protection Act (CIPA)
- B. Children's Online Privacy Protection Act (COPPA)
- C. Family Educational Rights and Privacy Act (FERPA)

- D. Health Insurance Portability and Accountability Act (HIPAA)

- E. Payment Card Industry Data Security Standard (PCI DSS)
- F. Protection of Pupil Rights Amendment (PPRA)

*\*See also Appendix A (Laws, Statutory, Regulatory, and Contractual Security Requirements.)*

#### IV. RISK MANAGEMENT

- A. A thorough risk analysis of all Oneonta City Schools’ data networks, systems, policies, and procedures shall be conducted on an annual basis or as requested by the Superintendent or the Technology Coordinator. The risk assessment shall be used as a basis for a plan to mitigate identified threats and risk to an acceptable level.
- B. The Superintendent or designee administers periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures are implemented that mitigate the threats by reducing the amount and scope of the vulnerabilities.

*\* See also Appendix B (Information Risk Management Practices)*

*\* See also Appendix C (Definitions and Responsibilities)*

#### V. DATA CLASSIFICATION

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

*\* See also Appendix D (Data Classification Levels)*

#### VI. SYSTEMS AND INFORMATION CONTROL

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

- A. **Ownership of Software:** All computer software developed by Oneonta City Schools employees or contract personnel on behalf of Oneonta City Schools, licensed or purchased for Oneonta City Schools use is the property of Oneonta City Schools and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.



**B. Software Installation and Use:** All software packages that reside on technological systems within or used by Oneonta City Schools shall comply with applicable licensing agreements and restrictions and shall comply with Oneonta City Schools’ acquisition of software procedures.

*\*See also Appendix E (Acquisition of Software Procedures)*

**C. Virus, Malware, Spyware, Phishing and SPAM Protection:** Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. Users shall not turn off or disable Oneonta City Schools’ protection systems or install other systems.

*\*See also Appendix F (Virus, Malware, Spyware, Phishing and SPAM Protection)*

**D. Access Controls:** Physical and electronic access to information systems that contain Personally Identifiable Information (PII), confidential information, internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures are instituted as recommended by the Data Governance Committee and approved by Oneonta 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 information, internal information and computing resources include, but are not limited to, the following methods:

1. **Authorization:** Access will be granted on a “need to know” basis and shall be authorized by the superintendent, principal, immediate supervisor, or Data Governance Committee with the assistance of the Technology Coordinator and/or Information Security Officer (ISO). Specifically, on a case-by-case basis, permissions may be added to those already held by individual users in the student management system, again on a need-to-know basis, and only in order to fulfill specific job responsibilities, with approval of the Data Governance Committee.
2. **Identification/Authentication:** Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal Information. Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall NOT be shared.
3. **Data Integrity:** Oneonta City Schools provides safeguards so that PII, confidential, and internal information is not altered or destroyed in an unauthorized manner. Core data are backed up to secure hardware at a separate vaulted location. In addition, listed below are methods that are used for data integrity in various circumstances:
  - transaction audit
  - disk redundancy (RAID)
  - ECC (Error Correcting Memory)
  - checksums (file integrity)

- data encryption

- data wipes
4. **Transmission Security:** Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:
- integrity controls and
  - encryption, where deemed appropriate

*Note: Only OCS district-supported email accounts shall be used for communications to and from school employees, to and from parents or other community members, to and from other educational agencies, to and from vendors or other associations, and to and from students for school business.*

*\*See also Resource 3: Excerpts from Email Guidelines*

5. **Remote Access:** Access into Oneonta City Schools’ network from outside is allowed using the OCS Portal. All network access options are strictly prohibited without explicit authorization from the Superintendent, Technology Coordinator, or Data Governance Committee. Further, PII, confidential information and/or internal information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within the Oneonta City Schools’ network. PII shall only be stored in cloud storage if said storage has been approved by the Data Governance Committee or its designees.
6. **Physical and Electronic Access and Security:** Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals.
- No PII, confidential and/or internal information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area.
  - No technological systems that may contain information as defined above shall be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.
  - It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

*\*See also Appendix G (Physical and Security Controls Procedures.)*

*\*See also Appendix H (Password Control Standards.)*

*\*See also Appendix I (Purchasing and Disposal Procedures.)*

*\*See also Appendix J (Data Access Roles and Permissions.)*

**Data Transfer/Exchange/Printing:**

1. **Electronic Mass Data Transfers:** Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the data governance committee. All other mass downloads of information shall be approved by the committee and/or the superintendent, ISO, and/or the technology coordinator and include only the minimum amount of information necessary to fulfill the request. A Memorandum of Agreement (MOA) shall 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 the exception is approved by the Data Governance Committee.

*\*See also Appendix K (Oneonta City Schools Memorandum of Agreement.)*

2. **Other Electronic Data Transfers and Printing:** PII, confidential information, and internal information shall be stored in a manner inaccessible to unauthorized individuals. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible shall be de-identified before use.

**E. Oral Communications:** Oneonta City Schools' staff shall be aware of their surroundings when discussing PII and Confidential Information. This includes but is not limited to the use of cellular telephones in public areas. Oneonta City Schools' staff shall not discuss PII or Confidential Information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.

**F. Audit Controls:** Hardware, software, services and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by the Data Governance Committee, as needed or requested. Further, the committee also reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports. These reviews shall be documented and maintained for five (5) years.

**G. Evaluation:** Oneonta City Schools requires that periodic technical and non-technical evaluations of access controls, storage, and other systems be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.

**H. IT Disaster Recovery:** Controls shall ensure that Oneonta 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 any instances immediately to the Superintendent, Technology Coordinator, and/or ISO for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems. The IT Disaster Plan shall include the following:

1. A prioritized list of critical services, data, and contacts.

2. A process enabling Oneonta City Schools to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.
3. A process enabling Oneonta 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 Policy applies to all users of Oneonta City Schools' information including: employees, staff, students, volunteers, and outside affiliates. Failure to comply with this policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Oneonta City Schools' procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with Oneonta City Schools' policies. Further, penalties associated with state and federal laws may apply.
- B.** Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:
1. Unauthorized disclosure of PII or Confidential Information.
  2. Unauthorized disclosure of a log-in code (User ID and password).
  3. An attempt to obtain a log-in code or password that belongs to another person.
  4. An attempt to use another person's log-in code or password.
  5. An attempt to circumvent network security measures.
  6. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.
  7. Installation or use of unlicensed software on Oneonta City School technological systems.
  8. The intentional unauthorized altering, destruction, or disposal of Oneonta City Schools' information, data and/or systems. This includes the unauthorized removal from OCS of technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.
  9. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.

## Laws, Statutory, Regulatory, and Contractual Security Requirements

### Appendix A

- A. CIPA: The Children’s Internet Protection Act** was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies shall include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.  
For more information, see: <http://www.fcc.gov/guides/childrens-internet-protection-act>
- B. COPPA: The Children’s Online Privacy Protection Act**, regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information, See [www.coppa.org](http://www.coppa.org) for details.
- C. 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. For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- D. HIPAA: The Health Insurance Portability and Accountability Act**, applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well.  
For more information, see: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/>  
*In general, schools are not bound by HIPAA guidelines.*
- E. PCI DSS: The Payment Card Industry Data Security 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. For more information, see: [www.pcisecuritystandards.org](http://www.pcisecuritystandards.org)
- F. PPRA: The Protection of Pupil Rights Amendment** affords parents and minor students’ rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to the following:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

## **Information Risk Management Practices**

### **Appendix B**

The analysis involved in Oneonta City Schools Risk Management Practices examines the types of threats – internal or external, natural or manmade, electronic and non-electronic – that affect the ability to manage and protect the information resource. The analysis also documents any existing vulnerabilities found within each entity, which potentially exposes the information resource to the threats. Finally, the analysis includes an evaluation of the information assets and the technology associated with its collection, storage, dissemination and protection.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity and availability of the information is determined and addressed based on recommendations by the Data Governance Committee. The frequency of the risk analysis is determined at the district level. It is the option of the superintendent or designee to conduct the analysis internally or externally.

## Definitions and Responsibilities

### Appendix C

#### Definitions

- A. Availability:** Data or information is accessible and usable upon demand by an authorized person.
- B. Confidentiality:** Data or information is not made available or disclosed to unauthorized persons or processes.
- C. Data:** Facts or information
- D. Entity:** Organization such as school system, school, department or in some cases business
- E. Information:** Knowledge that you get about something or someone; facts or details.
- F. Data Integrity:** Data or information has not been altered or destroyed in an unauthorized manner.
- G. Involved Persons:** Every user of Involved Systems (see below) at Oneonta City Schools – no matter what their status. This includes nurses, residents, students, employees, contractors, consultants, temporaries, volunteers, substitutes, student teachers, interns, etc.
- H. Systems:** All data-involved computer equipment/devices and network systems that are operated within or by the Oneonta City Schools physically or virtually. This includes all platforms (operating systems), all computer/device sizes (personal digital assistants, desktops, mainframes, telephones, laptops, tablets, game consoles, etc.), and all applications and data (whether developed in-house or licensed from third parties) contained on those systems.
- I. 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.
- J. Risk:** The probability of a loss of confidentiality, integrity, or availability of information resources.

#### Responsibilities

- A. Data Governance Committee:** The Data Governance Committee for Oneonta City Schools is responsible for working with the superintendent and/or the Technology Coordinator and/or the Information Security Officer (ISO) to ensure security policies, procedures, and standards are in place and adhered to by the entity. Other responsibilities include:
  1. Reviewing the Data Governance Policy annually and communicating changes in policy to all involved parties.
  2. Educating data custodians and manage owners and users with comprehensive information about security controls affecting system users and application systems.
- B. Information Security Officer:** The Information Security Officer (ISO) for Oneonta City Schools is responsible for working with the superintendent, Data Governance Committee, user management, owners, data custodians, and users to develop and implement prudent security policies, procedures, and controls. Specific responsibilities include:
  1. Providing basic security support for all systems and users.



2. Advising owners in the identification and classification of technology and data related resources.  
*\*See also Appendix D (Data Classification Levels.)*
3. 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.
4. Performing or overseeing security audits.
5. Reporting regularly to the superintendent and Oneonta City Schools Data Governance Committee on Oneonta City Schools' status with regard to information security.

**C. User Management:** Oneonta City Schools' administrators are responsible for overseeing their staff use of information and systems, including:

1. Reviewing and approving all requests for their employees' access authorizations.
2. Initiating security change requests to keep employees' secure access current with their positions and job functions.
3. Promptly informing appropriate parties of employee terminations and transfers, in accordance with local entity termination procedures.
4. Revoking physical access to terminated employees, i.e., confiscating keys and/or key cards, changing combination locks, etc.
5. Providing employees with the opportunity for training needed to properly use the computer systems.
6. Reporting promptly to the Superintendent, ISO, Technology Coordinator and/or the Data Governance Committee the loss or misuse of Oneonta City Schools' information.
7. Initiating corrective actions when problems are identified.
8. Following existing approval processes within their respective organization for the selection, budgeting, purchase, and implementation of any technology or data system/software to manage information.
9. Following all privacy and security policies and procedures.

**D. Information Owner:** The owner of a collection of information is usually the administrator or supervisor responsible for the creation of that information. In some cases, the owner may be the primary user of that information. In this context, ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

1. Knowing the information for which she/he is responsible.
2. Determining a data retention period for the information, relying on ALSDE guidelines, industry standards, Data Governance Committee guidelines, or advice from the school system attorney.
3. Ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the information used or created.
4. Authorizing access and assigning data custodianship, if applicable.
5. Specifying controls and communicating the control requirements to the data custodian and users of the information.

6. Reporting promptly to the Superintendent, the technology coordinator, and/or the ISO the loss or misuse of Oneonta City Schools' data.
7. Initiating corrective actions when problems are identified.
8. Promoting employee education and awareness by utilizing programs approved by the Superintendent, Data Governance Committee, Technology Department, and/or the ISO, where appropriate.
9. Following existing approval processes within the respective organizational unit and district for the selection, budgeting, purchase, and implementation of any computer system/software to manage information.

**E. Data Custodian:** The data custodian is assigned by the superintendent, an administrator, data owner, or the ISO based his/her role and is generally responsible for the processing and storage of the information. The data custodian is responsible for the administration of controls as specified by the owner. Responsibilities may include:

1. Providing and/or recommending physical safeguards.
2. Providing and/or recommending procedural safeguards.
3. Administering access to information.
4. Releasing information as authorized by the Information Owner, the superintendent, ISO, and/or the Data Governance Committee for use and disclosure using procedures that protect the privacy of the information.
5. Maintaining information security policies, procedures and standards as appropriate and in consultation with the superintendent, ISO, Data Governance Committee, and/or the Technology Department.
6. Promoting employee education and awareness by utilizing programs approved by the Data Governance Committee, where appropriate.
7. Reporting promptly to the superintendent, ISO, Data Governance Committee, and/or the Technology Department the loss or misuse of Oneonta City Schools' data.
8. Identifying and responding to security incidents and initiating appropriate actions when problems are identified.

**F. User:** The user is any person who has been authorized to read, enter, print or update information. A user of information is expected to:

1. Access information only in support of their authorized job responsibilities.
2. Comply with all data security procedures and guidelines in the Oneonta City Schools Data Governance Policy and all controls established by the data owner and/or data custodian.
3. Keep personal authentication devices (e.g. passwords, secure cards, PINs, access codes, etc.) confidential.
4. Report promptly to the superintendent, ISO, Data Governance Committee, and/or the technology department the loss or misuse of Oneonta City Schools' information.
5. Follow corrective actions when problems are identified.

## Data Classification Levels

### Appendix D

#### A. Personally Identifiable Information (PII)

1. PII is information about an individual maintained by an agency, including:
  - a. 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.
  - b. Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
2. Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications for Oneonta City Schools.

#### B. Confidential Information

1. Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access.  
Examples of Confidential Information may include: personnel information, key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys.
2. Unauthorized disclosure of this information to people without a business need for access may violate laws and regulations, or may cause significant problems for Oneonta City Schools, its staff, including contract employees, parents, students, or its business partners. Decisions about the provision of access to this information shall always be cleared through the information owner and/or Data Governance Committee.

#### C. Internal Information

1. Internal Information is intended for unrestricted use within Oneonta City Schools, and in some cases within affiliated organizations such as Oneonta City Schools' business or community partners. This type of information is already widely-distributed within Oneonta 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, internal policies and procedures, most internal electronic mail messages.
2. Any information not explicitly classified as PII, Confidential or Public will, by default, be classified as Internal Information.
3. Unauthorized disclosure of this information to outsiders may not be appropriate due to legal or contractual provisions.

#### D. Public Information

1. Public Information has been specifically approved for public release by a designated authority within each entity of Oneonta City Schools. Examples of Public Information may include marketing brochures and material posted to Oneonta City Schools' web pages.
2. This information may be disclosed outside of Oneonta City Schools.

**Directory Information**

1. Oneonta City Schools defines Directory information as follows:
2. Student name
3. Student gender
4. Student home address and/or mailing address
5. Student telephone number
6. Student school-assigned monitored and filtered email address
7. Student photograph
8. Student date of birth
9. Student dates of attendance (years)
10. Student grade level
11. Student diplomas, honors, awards received
12. Student participation in school activities or school sports
13. Student weight and height for members of school athletic teams
14. Student most recent educational agency or institution/school attended
15. Student ID number

## Acquisition of Software Procedures

### Appendix E

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 Oneonta City Schools (OCS) as a whole, and
- Minimize the malicious code that can be inadvertently downloaded.

#### A. Software Licensing:

1. All district software licenses owned by OCS will be:
  - kept on file in the technology department,
  - 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 system technology office,
  - accurate, up to date, and adequate, and
  - in compliance with all copyright laws and regulations
3. Software installed on OCS 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 OCS 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) on file that states or confirms at a minimum that:
  - OCS student and/or staff data will not be shared, sold, or mined with or by a third party,
  - OCS student and/or staff data will not be stored on servers outside the US unless otherwise approved by Oneonta City Schools' Data Governance Committee,
  - the company will comply with OCS guidelines for data transfer or destruction when contractual agreement is terminated, and
  - No API will be implemented without full consent of OCS and the ALSDE.
5. Software with or without physical media (e.g. downloaded from the Internet, apps, or online) shall 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.

#### 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 shall be approved by the system technology staff or designee.

1. A list of supported software will be maintained by the OCS Technology Department.
2. It is the responsibility of the OCS Technology Team members to keep the list current and for staff to submit apps or other software to the Technology Team.
3. Unsupported software is considered New Software and shall be approved or it will not be allowed on OCS owned devices.
4. When staff recommends apps or software for installation, it is assumed that the staff has properly vetted the app or software and that it is instructionally sound, is in line with curriculum or behavioral standards, and is age appropriate.
5. Software that accompanies adopted instructional materials will be vetted by the system textbook committee and the system technology staff and is therefore supported.

**C. New Software:**

The technology department, along with the assistance of other departments, will evaluate all software against current standards and viability of implementation into the OCS 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 OCS 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 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.

## **Virus, Malware, Spyware, Phishing and SPAM Protection**

### **Appendix F**

#### **Virus, Malware, and Spyware Protection**

Oneonta City Schools' desktops, laptops, and file servers run the Sophos Security Suite software. Virus definitions are updated every 4 hours and an on-access scan is performed on all "read" files continuously. A full scheduled scan runs in real time and at the next time the computer/laptop is turned on. All desktops, laptops, and servers are kept up-to-date with active antivirus software.

#### **Internet Filtering**

Student learning using online content and social collaboration continues to increase. Oneonta City Schools views Internet filtering as a way to balance safety with learning—letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and app use with student safety and network security, the Internet traffic from all devices that authenticate to the network is routed through the iBoss filter using the user's network credentials. For companion devices and guest devices, users see a "pop-up screen" that requires them to login to the iBoss Internet filter with his/her network credentials or a guest login and password to gain access to the Internet. This process sets the filtering level appropriately based on the role of the user, such as, student, staff or guest, and more specifically for students, the grade level of the child. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

#### **Phishing and SPAM Protection**

In addition to the built in spam filtering for Microsoft Exchange, email is filtered for viruses, phishing, spam, and spoofing using Intel-McAfee SAAS e-mail protection.

#### **Security Patches**

Critical updates and Windows security patches are scheduled to "auto-download".

## Physical and Security Controls

### Appendix G

**The following physical and security controls shall be adhered to:**

1. Network systems shall be installed in an access-controlled area. The area in and around the computer facility shall afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.
2. Monitor and maintain data centers' 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%.
3. File servers and/or storage containing PII, confidential and/or internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
4. Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
5. Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss. A record shall be maintained of all personnel who have authorized access.
6. Maintain a log of all visitors granted entry into secured areas or areas containing sensitive or confidential data (e.g., data storage facilities). Record the visitor's name, organization, and the name of the person granting access. Retain visitor logs for no less than 6 months. Ensure visitors are escorted by a person with authorized access to the secured area.
7. Monitor and control the delivery and removal of all asset-tagged and/or data-storing technological equipment or systems. Maintain a record of all such items entering or exiting their assigned location using a technology inventory program. No technology equipment regardless of how purchased or funded shall be moved without the explicit approval of the technology department.
8. Ensure that technological equipment or systems being removed for transfer to another organization or being designated as surplus property is appropriately sanitized in accordance with applicable policies and procedures.

*\*See also Appendix I (Purchasing and Disposal Procedures.)*



**Appendix H**

The Oneonta City Schools Data Governance and Use Policy require the use of strictly controlled passwords for network access and for access to secure sites and information. In addition, all users are assigned to Microsoft security groups that are managed through Microsoft Group Policies. The security groups include separate groups at each school for **Technical Administrator, Staff, and Students**.

**Password Standards:**

**A. Users are responsible for complying with the following password standards for network access or access to secure information:**

1. Passwords shall never be shared with another person, unless the person is a designated security manager.
2. Passwords shall be changed intermittently for staff and on an age appropriate schedule for students.
3. Passwords shall, where possible, have a minimum length of eight (8) characters.
4. When possible, for secure sites and/or software applications, user created passwords should adhere to the same criteria as required for network access. This criteria is listed below:
  - Shall not contain the user's account name or parts of the user's full name that exceed two consecutive characters
  - Shall not contain any words or phrases
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)
5. Passwords should never be saved when prompted by any application with the exception of central single sign-on (SSO) systems as approved by the Technology Department.
6. Passwords shall not be programmed into a PC or recorded anywhere that someone may find and use them.
7. When creating a password for secure information or sites, it is important not to use passwords 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 is more difficult to guess.

**B. Where possible, system software should enforce the following password standards:**

1. Passwords routed over a network shall be encrypted.
2. Passwords shall be entered in a non-display field.
3. System software shall enforce the changing of passwords and the minimum length.
4. System software shall disable the user password when more than eight consecutive invalid passwords are given. Lockout time shall be set at a minimum of 60 minutes.
5. The technology department should maintain a history of previous network passwords and prevent their being easily guessed due to their association with the user. A combination of alpha and numeric characters is more difficult to guess.

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 Oneonta City Schools' (OCS) Technology Department.

All involved systems and information are assets of Oneonta 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 Oneonta City Schools' technology resources or purchased, regardless of funding, shall be purchased from an approved list or be approved by the system technology department. Failure to have the purchase approved may result in lack of technical support, request for removal from premises, or denied access to other technology resources.

**B. Alabama Competitive Bid Laws**

All 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, Oneonta 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, Oneonta City Schools bids the item or items using the district's competitive bid process. All 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 \$300 are inventoried by the Technology Department in accordance with the Oneonta City Schools' Finance Department. There are some exceptions under \$500, as determined by the Technology Staff, such as but not limited to companion devices or peripherals that are inventoried. It is the responsibility of the system technology department to inventory technological systems used in the all schools and manage said inventory. The district technology staff is responsible for ensuring that any network equipment, file servers, or district systems, etc. are inventoried.

**D. Disposal Guidelines**

Equipment shall 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 district technology staff shall approve disposals by discard. Written documentation in the form of a spreadsheet including but not limited to the following shall be maintained by the system technology staff.

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 shall be handled according to one of the following methods. It is the responsibility of the system technology staff 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 shall 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.

**3. Discard**

All electronic equipment in the Oneonta City Schools district shall 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 shall be wiped clean of this information prior to leaving the school district.

A vendor shall be contracted for the disposal of all technological systems/equipment. The vendor shall 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 without the approval of the technology staff. Doing so may make Oneonta City Schools and/or the employee who disposed of the equipment liable for violating environmental regulations or laws.

**F. Required Documentation and Procedures**

1. For purchases, transfers and redistributions, 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 the system technology inventory is updated.
2. Any equipment discarded shall 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 shall be destroyed or 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.
3. Any re-usable hardware that is not essential to the function of the equipment that can be used as spare parts shall be removed: special adapter cards, memory, hard drives, zip drives, CD drives, etc.
4. A vendor shall handle all disposals that are not redistributions or transfers. Equipment shall be stored in the technology room, technology storage room, or another designated storage area prior to pick-up. Summary forms shall be maintained by the system technology department. Mice, keyboards, and other small peripherals may be boxed together and shall not be listed on summary forms.

**Data Access Roles and Permissions**  
**Appendix J**

**Oneonta City Schools maintain the following permission groups in INow:**

1. Administrators
2. Attendance Clerk
3. Cafeteria Manager
4. Census Clerk
5. Counselor
6. Curriculum Coordinator
7. Discipline Clerk
8. District Personnel Administrator
9. District Technician
10. Elementary Counselor
11. Enrollment Clerk
12. Infocus Reports User
13. Locker Maintenance
14. Lookup Only
15. Lookup Only with SS Number
16. Lookup with OCS Logon Info
17. Nurses
18. Office Staff
19. Physical Education Teachers
20. Scheduling View Only
21. Scheduling Clerk
22. School Administrator
23. School Personnel Administrator
24. School Technician
25. SETS Staff
26. Sp Ed Coordinator
27. Standardized Test
28. Teacher
29. Transcript and Grade View Only
30. Transcript Lookup
31. Transcript Clerk
32. Parent Student Password Reset

**\*Complete list of Permissions available upon requests.**

**Oneonta City Schools Technological Services and Systems  
Memorandum of Agreement (MOA)  
Appendix K**

**THIS MEMORANDUM OF AGREEMENT**, executed and effective as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between \_\_\_\_\_, a corporation organized and existing under the laws of \_\_\_\_\_ (the “Company”), and **ONEONTA CITY SCHOOLS (OCS)**, a public school system organized and existing under the laws of the state of Alabama (the “School Board”), recites and provides as follows.

**Recitals**

The Company and the School Board are parties to a certain agreement entitled “\_\_\_\_\_” hereafter referred to as (the “Agreement”). In connection with the execution and delivery of the Agreement, the parties wish to make this Memorandum of Agreement (also referred to as MOA or Addendum) a part of the original Agreement in order to clarify and/or make certain modifications to the terms and conditions set forth in the original Agreement.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the overall privacy and security of student Personally Identifiable Information (PII) hereafter referred to as student information and/or data, including but not limited to (a) the identification of the Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (b) the establishment of procedures for the protection of PII, including procedures regarding security and security breaches.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

**Agreement**

The following provisions shall be deemed to be included in the Agreement:

**Confidentiality Obligations Applicable to Certain OCS Student Records.** The Company hereby agrees that it shall maintain, in strict confidence and trust, all OCS student records containing personally identifiable information (PII) hereafter referred to as “Student Information”. Student information will not be shared with any other resource or entity that is outside the intended purpose of the Agreement.

The Company shall cause each officer, director, employee and other representative who shall have access to OCS Student Records during the term of the Agreement (collectively, the “Authorized Representatives”) to maintain in strict confidence and trust all OCS Student Information. The Company shall take all reasonable steps to insure that no OCS Student information is disclosed to any person or entity except those who (a) are Authorized Representatives of the Company performing functions for OCS under the Agreement and have agreed to be bound by the terms of this Agreement; (b) are authorized representatives of OCS, or (c) are entitled to such OCS student information from the Company pursuant to federal and/or Alabama law. The Company shall use OCS student information, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such information, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (a) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the OCS student information as confidential; (b)

train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Alabama law; (c) maintain at all times a list of Authorized Representatives with access to OCS student information.

**Other Security Requirements.** The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of OCS student information, including procedures to (a) establish user IDs and passwords as necessary to protect such information; (b) protect all such user passwords from detection and unauthorized use; (c) prevent hostile or unauthorized intrusion that could result in data corruption, or deny service; (d) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (e) minimize system downtime; (f) notify OCS of planned system changes that may impact the security of OCS data; (g) return or destroy OCS data that exceed specified retention schedules; (h) notify OCS of any data storage outside the US; (i) in the event of system failure, enable immediate recovery of OCS information to the previous business day. The Company should guarantee that OCS data will not be sold to, accessed by, or moved by third parties.

In the event of a security breach, the Company shall (a) immediately take action to close the breach; (b) notify OCS within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the OCS student information compromised by the breach; (c) return compromised OCS data for review; (d) provide communications on the breach to be shared with affected parties and cooperate with OCS efforts to communicate to affected parties by providing OCS with prior review of press releases and any communications to be sent to affected parties; (e) take all legally required, reasonable, and customary measures in working with OCS to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (f) cooperate with OCS by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (g) provide OCS with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of OCS data of any kind, failure to follow security requirements and/or failure to safeguard OCS data. The Company's compliance with the standards of this provision is subject to verification by OCS personnel or its agent at any time during the term of the Agreement. Said information should only be used for the purposes intended and shall not be shared, sold, or moved to other companies or organizations nor should other companies or organization be allowed access to said information.

**Disposition of OCS Data Upon Termination of Agreement**

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all required OCS student data and/or staff data. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to OCS data and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain OCS data in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in OCS data shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the

Company or its Authorized Representatives under this provision.

**Certain Representations and Warranties.** The Company hereby represents and warrants as follows: (a) the Company has full power and authority to execute the Agreement and this MOA and to perform its obligations hereunder and thereunder; (b) the Agreement and this MOA constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (c) the Company’s execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

**Governing Law; Venue.** Notwithstanding any provision contained in the Agreement to the contrary, (a) the Agreement shall be governed by and construed in accordance with the laws of the State of Alabama, without reference to conflict of laws principles; and (b) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the State of Alabama.

**IN WITNESS WHEREOF**, the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

**[COMPANY NAME]**

By: \_\_\_\_\_  
[Name]  
[Title]

**ONEONTA CITY SCHOOLS**

By: \_\_\_\_\_  
Dr. Michael Douglas  
Superintendent  
Oneonta City Schools



**Resource 1: ALSDE State Monitoring Checklist**

**Data Governance**

**A. Data Governance and Use Policy**

ON-SITE	YES	NO	N/A	Indicators	Notes
1. Has a data governance committee been established and roles and responsibilities at various levels specified?				<ul style="list-style-type: none"> <li>Dated minutes of meetings and agendas</li> <li>Current list of roles and responsibilities</li> </ul>	
2. Has the local school board adopted a data governance and use policy?				<ul style="list-style-type: none"> <li>Copy of the adopted data governance and use policy</li> <li>Dated minutes of meetings and agenda</li> </ul>	
3. Does the data governance policy address physical security?				<ul style="list-style-type: none"> <li>Documented physical security measures</li> </ul>	
4. Does the data governance policy address access controls and possible sanctions?				<ul style="list-style-type: none"> <li>Current list of controls</li> <li>Employee policy with possible sanctions</li> </ul>	
5. Does the data governance policy address data quality?				<ul style="list-style-type: none"> <li>Procedures to ensure that data are accurate, complete, timely, and relevant</li> </ul>	
6. Does the data governance policy address data exchange and reporting?				<ul style="list-style-type: none"> <li>Policies and procedures to guide decisions about data exchange and reporting</li> <li>Contracts or MOAs involving data exchange</li> </ul>	
7. Has the data governance policy been documented and communicated in an open and accessible way to all stakeholders?				<ul style="list-style-type: none"> <li>Documented methods of distribution to include who was contacted and how</li> <li>Professional development for all who have access to PII</li> </ul>	

**Resource 2: Record Disposition Requirements**

The information below is from the Local Boards of Education Records Disposition Authority approved by the Local Government Records Commission, April 23, 2014. The complete document can be found at: <http://www.archives.alabama.gov/officials/localrda.html>.

**The following sections are of special interests:**

- 1.04 Administrative Correspondence
- 4.02 20-Day Average Daily Membership Reports
- 4.04 Principals Attendance Reports
- 6.01 Student Handbooks
- 6.03 Daily/Weekly Teacher Lesson Plans
- 9.14 Websites
- 10.04 Purchasing Records
- 10.05 Records of Formal Bids
- 10.06 Contracts
- 10.08 Grant Project Files

The purpose of these guidelines is to ensure the proper use of Oneonta City Schools' email and Internet communication systems and to make users aware of what Oneonta City Schools deems acceptable and unacceptable use of its email and Internet communication systems. We reserve the right to amend these guidelines as necessary. In case of revisions, users will be informed by email, by posting on the district webpage, through professional development, at faculty meetings, grade level meetings, or department meeting, assemblies, in class, and/or by other means deemed appropriate by the administration.

## **Legal Risks**

Email is a school business or educational communication tool, and users are obliged to use this tool in a responsible, effective, and lawful manner. Email lends itself to a kind of informality yet, from a legal perspective, may have the same implications as would any written communication. Any email is discoverable in a due process situation or other legal action. In addition, any email exchanged by a school system employee is public record. Other legal risks of email for Oneonta City Schools and/or their network users include the following:

- sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- transmitting or forwarding confidential information;
- forwarding or copying messages without permission or implied permission; and/or
- knowingly sending an attachment that contains a virus that severely affects another network or other users

By following the guidelines in this document, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in these guidelines, the user will be fully liable and Oneonta City Schools will disassociate itself from the user as far as legally possible.

- Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email containing libelous, defamatory, offensive, racist or obscene remarks, promptly notify your supervisor.
- Use caution if you forward a message without implied permission or without acquiring permission from the sender first, especially if it contains sensitive or private information.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's or a bogus email account.
- Do not copy a message or attachment belonging to another user without the permission or implied permission of the originator.
- Do not disguise or attempt to disguise your identity when sending email.

## **Best Practices**

Oneonta City Schools considers email as an important means of communication and recognizes the importance of proper email content and of speedy replies in conveying a professional image and in delivering good service. The use of email in education, however, is proliferating and the

precise legal issues regarding appropriate use are yet to be determined. We are confident that—

- Any email exchanged by school system employees about individual students is public record.
- Any email pertaining to a particular student is discoverable in a due process situation or other legal action.
- The nature of email lends itself to impulsive, overly informal, and sometimes unprofessional communication.

Therefore Oneonta City Schools urges users to adhere to the following guidelines:

### **Guidance on Email between School Employees and Parents/Guardians**

Examples of generally appropriate use of email between school employees and parents/guardians:

- Teachers invite parents to provide email addresses and then send out emails to those addresses reporting on classroom activities, projects, and assignments. These messages are generic and do not refer to specific students.
- Teachers may initiate or respond to email from a parent or guardian about a specific child, exchanging objective not subjective information such as the student's attendance, participation, homework, and performance in class.

Examples of inappropriate use of email between school employees and parents/guardians:

- Using email to report on serious problems regarding individual students.
- Using email to discuss confidential and sensitive matters, including:
  - Medical/psychiatric/psychological diagnoses and treatments.
  - Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters.
  - Family problems and other sensitive family information.
- Using language that is subjective, judgmental, unprofessional, pejorative, and/or labeling. Examples:
  - "Have you considered that Johnny might have ADHD?"
  - "Overall, I think that Johnny is unmotivated/lazy."
  - "I don't think there is anything wrong with Johnny except his negative attitude."

Email between teachers and parents shall be positive and/or general in nature when possible. Discussions involving serious problems and any and all protected information (medical, psychological, psychiatric, Special Education, and Section 504, and disciplinary matters) should occur in person or by telephone.

Parents may initiate inappropriate email exchanges. Example: "Johnny is in your American History class and is failing. His father is an alcoholic and we are divorced. Johnny has ADHD and clinical depression. Can you please tell me how he is doing in your class and what I can do to help him?"

That kind of message shall be deleted and the teacher receiving it should call the parent who sent

it. Alternately, the teacher could reply to it, deleting everything from the body of the email sent by the parent, and then respond with directions about how the teacher can be reached by telephone or in person. Do not regard a parent or guardian's initiation of this kind of email exchange as constituting permission for you to discuss these matters via email.

### **Guidance on Email between School Employees Concerning Students**

Examples of generally appropriate use of email between school employees:

- Emails which provide positive information, objective comments, and/or neutral information regarding school performance. In other words, conducting straight-forward business, staying away from sensitive and confidential areas.

Examples of inappropriate use of email between school employees:

- Using email to report on serious problems regarding individual students.
- Using email to discuss confidential and sensitive matters, which may include
  - Medical/psychiatric/psychological diagnoses and treatments.
  - Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters.
  - Family problems and other sensitive family information.
- Using, in email, language that is subjective, judgmental, unprofessional, pejorative, and/or labeling. Examples:
  - "I think Johnny has ADHD"
  - "Overall, I think that Johnny is unmotivated/lazy"
  - "I don't think there is anything wrong with Johnny except his negative attitude."
  - "I think this child's problem is his home life."

Discussions involving severe problems, subjective comments, and any and all protected information (medical, psychological, psychiatric, Special Education, and Section 504, and disciplinary matters) should occur in person or by telephone.

### **General Best Practices involving all email are as follows:**

#### **Writing emails:**

- Use short, descriptive subject lines.
- Avoid lengthy, detailed email messages. Consider using an attachment for "How To" information, directions, procedures, processes, or similar types of information.
- Avoid unnecessary attachments or large file attachments such as multiple pictures, mini movies, etc. AVOID USING ALL CAPITALS.

If using cc or bcc feature, take steps to inform the cc or bcc recipient of any action expected unless the action is explicit in the email. The bcc option is often used to avoid revealing recipient email addresses to the entire group receiving the email; otherwise, the bcc option shall be used sparingly if at all.

- If you forward emails, state clearly what action you expect the recipient to take.

- Use the spell checker before you send out an email.
- If the content of an email is not of a public nature, consider using another form of communication or protect the information by using a password.
- Only mark emails as important if they really are important.

**Replying to emails:**

- Emails should be answered within 24 hours, and at minimum employees are expected to check email at least once per day.
- Responses shall not reveal confidential information and shall be professional.

**Electronic Social Networking, Instant Messaging including Texting, etc.**

Electronic social networking and/or instant messaging, such as but not limited to Twitter, IM, or texting, among staff and students is a particularly sensitive matter in a time when growing numbers of school employees maintain social networking accounts, email extensively in their personal lives, and are accustomed to using instant messaging services.

An absolute prohibition of communicating electronically with students seems excessive. On the other hand, teachers and school staff shall maintain the highest standards should they choose to interact with students through electronic media. Below are some typical situations on which employees might need guidance.

**Guidelines below are presented in a Q&A format.**

Q: Is it ok for me to initiate electronic communications with a student?

A: If a teacher initiates overly personal contact with students outside of school, whether in person or electronically, he or she may create an impression of an unhealthy interest in that student's personal life and may leave himself or herself open to an accusation of inappropriate conduct. Therefore, caution shall be exercised in this type of communication.

Q: What if I receive an email or other electronic message such as a text from a student?

A: This very much depends on the nature of the communication received. We would strongly discourage any use of texting, instant messaging or "chat"-type communication with students for purposes other than school related communications. Do not engage in social "chat" with students. If a communication is received which appears to be a social greeting, you might do best just to acknowledge it in an appropriate way at school. A very brief acknowledging electronic response might be appropriate in some circumstances. However, it is perfectly OK not to respond to such greetings. If you choose to not respond, making an extra effort to cheerfully greet the student at school might be appropriate.

If a student sends a message with disturbing content, you should discuss this with your administrator or supervisor, including a school counselor in the discussion as needed.

If a student sends a message that appears to suggest an emergency (an allegation of abuse or a student sharing suicidal thoughts or plans), try to contact your administrator or supervisor at once.

Q: What about Facebook accounts or other social networking sites? Should I respond to an invitation to become a student's "Friend"?

A: We recommend that you not engage in online social networking with students unless the site is used for school information or academic reasons only. This would only be an issue, of course, if you choose to maintain a Facebook, or similar account. If you do so, we recommend that you be extremely cautious about the content of your profiles and pages. If you are strictly using a social networking site for school related topics and stay away from personal content then these sites shall be treated much like any other educational blog. (However, the use of comments, "writing on walls," and so on, would be likely to lead to major problems if an approval process is not in place before posting.) You may find that it is easier to simply tell your students that you have a policy not to accept students as "friends."

## General Email Information

### Virus Protection and Filtering

Incoming and outgoing emails sent to or received from Oneonta City Schools' Exchange email server are scanned for viruses, spam, and content. However, users are expected to exercise caution when opening emails from unknown users or when using the web-based email client from home computers.

- Incoming and outgoing emails will be blocked if the message size is over 50 MB or if there are multiple attachments.

### Disclaimer

- Oneonta City Schools recommends that employees add a disclaimer to outgoing emails or automatically attach a disclaimer such as the one below to each email sent outside the school system.

*"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Oneonta City Schools. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email."*

### System Monitoring

Although Oneonta City Board policy permits personal use of school email accounts, users shall have no expectation of privacy in anything they create, store, send or receive on the Oneonta City Schools' computer system. Emails may be monitored without prior notification if Oneonta

City Schools deems this necessary. If there is evidence that users are not adhering to the guidelines set out in this policy, Oneonta City Schools reserves the right to take disciplinary action, including termination and/or legal action.

## **Email Accounts**

Email accounts are assigned to new employees when their employment is approved by the Board of Education and when the new employee has read and signed acknowledgement and understanding of the Oneonta City Schools Technology Usage Policy. All email accounts maintained on the Oneonta City email and Internet communication systems are property of Oneonta City Schools. Oneonta City Schools maintains student accounts, employee accounts and employee-sponsored accounts.

Passwords shall not be given to other people and shall be changed if the user believes his/her password is no longer secure. Email accounts are inactivated when employees retire, resign, or take leave from the school system for a period of six months or more. Only Oneonta City Schools' employees are given email accounts. Upon request by the administration, Oneonta City Schools' employee sponsored accounts, such as PTA accounts or accounts for contract employees may be created. Employee-sponsored accounts are subject to these guidelines and it is the responsibility of the sponsoring employee to educate the user of this and all other relevant technology-related policies and guidelines.

## **Electronic Communications for Personal Use**

Although Oneonta City Schools' email and Internet communication systems is meant for school business, Oneonta City Schools allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email shall not interfere with work.
- Personal emails shall also adhere to the guidelines in this policy.
- Personal emails shall be deleted regularly so as not to clog the system.

The forwarding of chain letters, junk mail, inappropriate jokes and executable files is strictly forbidden.

- Do not send personal mass mailings.
- Do not send emails for personal gain, to solicit business for friends, family, etc., or for political purposes.
- All messages distributed via the school system's email and Internet communication systems, even personal emails, are Oneonta City Schools' property.

## **Questions**

If you have any questions or comments about these guidelines, please contact your principal or immediate supervisor. If you do not have any questions Oneonta City Schools presume that you understand and are aware of the rules and guidelines and will adhere to them.



**Resource 4: Agreements for Contract Employees  
Including Long Term Substitutes**

**Procedure:**

1. All employees should complete the following prior to gaining access to the Oneonta City Schools Network, iNow, and SETS (if applicable):
  - A. Complete the **Request for Email Account and Other Resources for Employees Form**, read and sign to acknowledge the **Technology Usage Policy**, and complete the **Data Governance online or face-to-face training**.
2. Read and sign the **Oneonta City Schools Student Data Confidentiality Agreement**
3. Once the above has been completed and forms reviewed, if all requirements are met, the new email account will be enabled.

\*\*Account will be created as soon as Technology Department receives the **Request for Email Account and Other Resources for Contract Employees Form** for the contracted employee. The account will be disabled until the contracted employee meets with the system technology staff.



**STUDENT DATA CONFIDENTIALITY AGREEMENT**

I acknowledge my responsibility to respect the confidentiality of student records and to act in a professional manner in the handling of student performance data. I will ensure that confidential data, including data on individual students, is not created, collected, stored, maintained, or disseminated in violation of state and federal laws.

Furthermore, I agree to the following guidelines regarding the appropriate use of student data collected by myself or made available to me from other school/system employees, iNow, SETS or any other file or application I have access to:

- I will comply with school district, state and federal confidentiality laws, including the state Data and Information Governance and Use Policy, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99; and, and the Oneonta City Schools Student Data Confidentiality Agreement.
- Student data will only be accessed for students for whom I have a legitimate educational interest and will be used for the sole purpose of improving student achievement.
- I understand that student specific data is never to be transmitted via e-mail or as an e-mail attachment unless the file is encrypted and/or password protected.
- I understand that it is illegal for a student to have access to another student’s data. I will not share any student’s information from any source with another student.
- I will securely log in and out of the programs that store student specific data. I will not share my password. Any documents I create containing student specific data will be stored securely within the District network or within a password protected environment. I will not store student specific data on any personal computer and/or external devices that are not password protected. (external devices include but are not limited to USB/Thumb drives and external hard drives)
- Regardless of its format, I will treat all information with respect for student privacy. I will not leave student data in any form accessible or unattended, including information on a computer display.

By signing below, I acknowledge, understand and agree to accept all terms and conditions of the Oneonta City Schools Student Data Confidentiality Agreement.

\_\_\_\_\_  
Signature of Employee

Date\_\_\_\_\_

Job Title\_\_\_\_\_

School\_\_\_\_\_



# ONEONTA CITY SCHOOLS

School Year: \_\_\_\_\_

## NEW EMPLOYEE/CHANGE OF EMPLOYMENT TECHNOLOGY INFORMATION

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Other Name (If applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last Four Digits of SS# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

Emergency Contact Information (Name and Number): \_\_\_\_\_

Grade/Subject/Position: \_\_\_\_\_ School: \_\_\_\_\_

Would you like for Oneonta City Schools to request a transfer of your STI PD professional development records?

If yes, in which school system were you employed?

\_\_\_\_\_

I have received and am knowledgeable of the content in the updated Technology Usage Policy and completed the online or face-to-face training for the Data and Information Governance and Use Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Accounts are disabled on the last day of active employment or when on leave for more than 6 months.*



# NEONTA CITY SCHOOLS

## Request for Email Account and Other Resources for Employees

*For employees to qualify for an Outlook email account in the oneonta.k12.al.us and/or ocsredskins.com domain, they shall have a contract with Personnel on file and/or be board approved and perform work for Oneonta City Schools on a regular basis. If Oneonta City Schools has a contract with an agency to send "consultants" to Oneonta City Schools on an as needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, we will review all requests.*

Contract Employee legal Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Requested By: \_\_\_\_\_ Department/School: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Work to be Performed or Position: \_\_\_\_\_

Has the employee been board approved? \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_

Has the employee had a background check? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the employee been E-Verified? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA

Other Access Requested:

INow—Allow permissions equal to: \_\_\_\_\_ Teacher \_\_\_\_\_ Office \_\_\_\_\_ Other

Additional INow permissions requested: \_\_\_\_\_

If other, please specify:

SETS-Network Account with permissions equal to \_\_\_\_\_ Staff \_\_\_\_\_ Office \_\_\_\_\_ None

Wi-Fi Access: \_\_\_\_\_ Yes \_\_\_\_\_ No Type of Device: \_\_\_\_\_

Include the employee in the following E-mail groups: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

\_\_\_\_\_ Denied \_\_\_\_\_ Approved Date: \_\_\_\_\_

\_\_\_\_\_ Initial

STATUTORY AUTHORITY:

Legal Ref.: Children’s Internet Protection Act of 2000

HISTORY:

Adopted: 04/16 Revision Date(s): Formerly:
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**POLICY: VIRTUAL SCHOOL**

**POLICY NUMBER: 818**

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**RATIONALE**

Alabama Act No. 2015-89 requires, “at a minimum, each local board of education to adopt a policy for providing a virtual school option for eligible students in grades nine to twelve. The policy shall offer student an online pathway for earning a high school diploma.” Oneonta City Schools provides a virtual program for students in grades 9-12, and upon completion of all graduation requirements, students enrolled in the virtual school will receive an Oneonta City School diploma.

**BENEFITS**

- No tuition and minimal fees.
- Accredited high school diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-pacing and opportunity for accelerated advancement.
- Early graduation option upon meeting eligibility criteria.
- Flexibility to pursue interests intensively.

**ELIGIBILITY/EXPECTATIONS**

Students must meet the following eligibility criteria to participate in the virtual pathway:

- Own an operational home computer or participate in the one-to-one initiative
- Maintain a reliable home internet connection and meet minimum system requirements
- Maintain a minimum overall GPA of 2.5
- Maintain appropriate course progression
- Meet established attendance criteria
- Participate in all state testing and accountability requirements
- Provide own transportation to campus for testing purposes
- Adhere to the Academic Integrity Contract

**INSTRUCTIONAL DELIVERY**

Curriculum and instruction will be provided to students through one of the following methods: ACCESS Distance Learning, PLATO Courseware, and Canvas Learning Management System. Students must sign a commitment form attesting to the academic integrity of their work, and if a student fails to abide by the policies of the contract, he/she will be removed from the course with a failing grade. Students must take all unit tests, course examinations, and Alabama mandated assessments in an environment proctored by Oneonta City Schools’ staff. The OCS Technology department will not be able to provide technical support or assistance for a home computer or device.

**STATUTORY AUTHORITY:**

Legal Ref.: Alabama Act No. 2015-89

**HISTORY:**

Adopted: 05/16
Revision Date(s):
Formerly:
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**POLICY: CIVILITY POLICY**

**POLICY NUMBER: 819**

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**INTRODUCTION:**

The Oneonta City Board of Education recognizes that education of children is a process that involves a partnership between the child's parents, teacher, school administrators, and other school and school board personnel. The Board recognizes that parental participation in their child's educational process through parent/teacher conferences, serving as a school volunteer, serving as a field trip chaperone, PTO participation, and other such service is critical to a child's educational success. For that reason, the Board welcomes and encourages parental participation in their child's school.

However, from time to time, parents and visitors to schools and school district facilities act in a manner that is disruptive to a school or other school district facility and is threatening or intimidating to school and district employees.

The purpose of this policy is to provide rules of conduct for parents, visitors, and school district employees which permit and encourage communication between parents, other persons, and school and district personnel concerning students or other matters and to encourage participation in school or district activities, while at the same time enabling the Board of Education to identify and deal with those behaviors which are inappropriate and disruptive to the operation of a school or other school district facility.

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among district employees, students, parents, and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

**POLICY:**

1. Expected Level of Behavior:
  - a. School and school district personnel will treat colleagues, parents, students, and other members of the public with courtesy and respect.
  - b. Parents and other visitors to schools and school district facilities will treat teachers, students, school administrators, other school staff, and district employees with courtesy and respect.
2. Unacceptable/Disruptive Behavior: Disruptive behavior includes, but is not necessarily limited to:
  - a. Behavior which interferes with or threatens to interfere with the operation and/or the safety of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public, and areas of a school or facility which are not open to parents/guardians and the general public.
  - b. Using loud and/or offensive language, profane language, intimidating language, or display of temper.
  - c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, Board member, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
  - d. Damaging or destroying school property.

## ONEONTA CITY BOARD OF EDUCATION

- e. Abusive, threatening, or obscene email(s)/message(s) or voice mail message(s). This includes social media posts or messages that disrupt the operations of the school or school day.
- f. Any other behavior that disrupts the orderly operation of a school, a school classroom, or any other Board of Education facility.
3. Parent Recourse: Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate school administrator, and/or the superintendent.
4. Student Recourse: Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent or visitor should bring such behavior to the attention of the teacher, guidance counselor, or school administrator.
5. Authority of School/District Personnel:
  - a. School personnel has the authority to direct persons to leave school or Board of Education premises any individual who:
    - i. Disrupts or threatens to disrupt school or school district operations.
    - ii. Threatens to or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school campus or Board premises.
    - iii. Threatens the health or safety of students, Board personnel, or others lawfully on a school campus or Board premises.
    - iv. Intentionally causes damage to school Board property, or property of others lawfully on a school campus or Board premises.
    - v. Uses loud, profane, intimidating, or offensive language or display of temper.
    - vi. Comes on campus or board premises without authorization.
  - b. School/District Recourse:
    - i. Authority to direct persons to leave school or Board of Education premises: The offender may be asked to leave by the school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school, any district level administrator including the superintendent, assistant superintendent(s), and/or SRO. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.
    - ii. Authority to deal with persons who are verbally abusive: If any member of the public uses obscenities or speaks in a demanding, loud, insulting, offending, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, immediately terminate the meeting, conference, or telephone conversation. If the meeting or conference is on a school campus or Board of Education premises, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.
    - iii. Abusive, threatening, or obscene email, message, or voicemail messages: If any district employee receives an email, social media/app message, or voice mail message which is abusive, threatening, or obscene, the employee is not obligated to respond to the email or return the telephone call. The employee may save the message and contact a school administrator or the Superintendent. If the message threatens personal harm, the employee may contact law enforcement.
6. When it is determined by staff that a member of the public has violated this policy, the employee will immediately notify his/her supervisor and provide a written report of the incident. The administrator or supervisor will then take appropriate action. An effort will be



- made by staff to provide a copy of this policy along with a copy of the completed Civility Incident Report to the offender within reasonable time of the occurrence. Serious and/or repeated violations of Oneonta City Schools' Civility Policy may result in a long term or short term ban from school and Board premises. It also may result in denial or dismissal of the child's out of district enrollment status.
7. It is the intent of Oneonta City Board of Education to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the Board, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

STATUTORY AUTHORITY:

Legal Ref.: N/A

HISTORY:

Adopted: 05/22 Revision Date(s): Formerly:
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