

CHAPTER 3: SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

The Superintendent shall prepare and submit for Board approval an organizational chart, which shall serve as a guideline for organizing administrative responsibilities within the system.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA 16-1-30,
16-8-8, 16-11-9, 16-12-3

ADOPTED: 03/08/07
REVISION DATE(S): 03/08/07
FORMERLY: CD, CG

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SCHOOL CALENDAR

3.11

- I. The Superintendent shall establish a broadly responsible school year calendar committee.
- II. The committee shall prepare a propose school calendar and submit it to the superintendent for approval and recommendation to the Board.
- III. The Board shall approve a school calendar as recommended by the Superintendent to be released to the various schools in the system prescribing the opening and closing dates of all schools. Legal holidays, reporting periods, dates on which official report are due, etc. When possible, the school calendar for the next year school should be announced from the Superintendent's office by 1 April or some date prior to the end of the current school year.

STATUTORY AUTHORITY:
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16-1-1, 16-8-8, 16-11-9, 16-13-321

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FORMERLY: AE, AEA

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QUALIFICATIONS OF SUPERINTENDENT

3.20

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

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STATUTORY AUTHORITY:

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ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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FORMERLY: ABD, CED, CEJ**

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CONTRACT OF SUPERINTENDENT

3.21

- I. The Board shall appoint a Superintendent for a term agreed upon by the Board and the Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated as prescribed by the Professional Educator Personnel Evaluation System.
- II. The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.
Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional staff members.
- III. The Superintendent may also be provided, as determined by the Board, with an annual travel allowance.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

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

16-1-38, 16-8-8, 16-11-9, 16-12-1, 16-12-3

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FORMERLY: NEW

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RESPONSIBILITIES OF SUPERINTENDENT

3.22

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

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

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36-5-1**

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FORMERLY: NEW**

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OPENING AND CLOSING OF SCHOOLS

3.24

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

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
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FORMERLY: EBA

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EMERGENCICES

3.25

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

STATUTORY AUTHORITY:
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HISTORY:

CODE OF ALABAMA
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FORMERLY: JGFC GAP

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RESPONSIBILITIES OF PRINCIPALS

3.30

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

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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CODE OF ALABAMA 16-1-30

16-8-8, 16-11-9, 16-24B-4

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FORMERLY: EB,IKI

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SAFE AND SECURE SCHOOLS

3.40+

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

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- B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.
 - C. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.
 - D. Copies of the school plans shall be provided to county and city law enforcement agencies, fire departments and preparedness officials.
- IV. Safety Procedures
- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
 - B. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Etowah County School System principal, site administrator or transportation official is responsible for
 - C. A safety program shall be established.
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures
- I. Safety - Violence Prevention
- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
 - B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.
- VI. Security
- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.

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- B. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.
- C. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.
- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-1-30

**16-1-24, 16-1-24.1, 16-6B-5, 16-8-8
16-11-9, 16-12-3, 36-19-10, 36-19-11**

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: JGFA, JGGB, EBC, EBCA

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ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

3.42

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

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

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ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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16-1-10, 16-1-24.1, 16-8-8, 16-11-9, 16-12-3

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FORMERLY: JCDAB

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JASON FLATT ACT - YOUTH SUICIDE AWARENESS AND PREVENTION	3.42.1
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In accordance with the Alabama mandate “Jason Flatt Act” Suicide Awareness and Prevention Act of 2016, it is the policy that Attalla City Schools:

1. Will foster individual, family, and group counseling services related to suicide prevention.
2. Provide information on making referrals and crisis intervention. Information should be available to students, parents and school personnel.
3. Foster annual training on suicide awareness and prevention for all certified school employees who counsel and supervise 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. Provide information to students on 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 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 all school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, violence, and threats of violence.
12. Develop a process for discussing with student’s local board policies relating to the prevention of Student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.

STATUTORY AUTHORITY:
YOUTH SUICIDE AWARENESS AND PREVENTION:
HISTORY:

CODE OF ALABAMA
ACT 2016 -310
NEW: ALABAMA MANDATE JASON FLATT ACT
SUICIDE AWARENESS AND PREVENTION ACT OF 2016
ADOPTED: 12/13/16

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PROHIBITION OF HARRASSMENT

3.43+

- I. The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. Persons alleging such harassment shall use procedures provided elsewhere in these policies to report and remedy such harassment. This policy also applies to non-employment volunteers who work subject to the control of school authorities.
- II. Harassment includes:
 - A. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
 - B. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
 - C. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.
- III. Employees are required to report any known or suspected harassment.
- IV. Any employee or student who makes a complaint of harassment will be protected against retaliation.
- V. Confidentiality will be provided to the extent possible to any employee or student who alleges harassment.
- VI. Appropriate action will be taken when it is determined that harassment has occurred.

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- VII. The Superintendent is responsible for ensuring that all employees, students and other affected groups are informed of the School Board's prohibition of harassment and the related resolution procedures.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

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HISTORY:

CODE OF ALABAMA 16-1-30

16-8-8, 16-11-9, 16-12-3, 26-14-3

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REVISION DATE(S): 03/08/07

FORMERLY: GAE

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EQUAL OPPORTUNITY

3.44+

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

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

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ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: GAAAB

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TOBACCO USE IN SYSTEM FACILITIES

3.45

All uses of tobacco products in any form, including electronic cigarettes (E-Cigarettes) prohibited in any system-owned facility. Penalties for violating this policy shall be contained in employee handbooks and the *Code of Student Conduct*.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

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AAC-290-3-1-.02(1)(b)(2), 16-8-8, 16-11-9

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06/08/17

FORMERLY: GAMC, JCDA

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PUBLIC INFORMATION

3.50

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

The Superintendent shall:

- A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
- B. Seek input from community members
- C. Encourage system staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-1-30

6-8-8, 16-11-9, 16-12-3, 36-12-40, 41-13-1

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FORMERLY: BE, CN

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COPYING OF PUBLIC RECORDS

3.51

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

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16-8-8, 16-11-19, 16-12-3

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FORMERLY: NEW

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PRAYER BEFORE PUBLIC SCHOOL ACTIVITIES

3.52

The Eleventh Circuit Court of Appeals has ruled that school-sponsored prayer or other religious observances at public school activities such as football games, chapel, commencement, basketball games, track meets, school band concerts and similar activities is illegal. The Board, in compliance with Federal law as it applies to the State of Alabama, prohibits school-sponsored prayer or other religious observances at school activities.

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FORMERLY: NEW

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FLAG DISPLAY AND PLEDGE

3.60

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

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-1-30

16-6B-2, 16-8-8, 16-11-9 16-43-1, 16-43-5,

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FORMERLY: IKDA

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A PERIOD OF QUIET REFLECTION

3.61

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

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16-1-20-.4

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SCHOOL VOLUNTEERS

3.70

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

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

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FORMERLY: IFCD