

CHAPTER 8: AUXILIARY SERVICES

SAFETY

8.10+

The Superintendent shall develop a safety program for Board approval, which meets the standards, set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm system are monitored. Any malfunction shall be reported for immediate repair.

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: EB, EBB, EDC

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INSPECTION

8.14

As part of a comprehensive safety and loss control program, the Board requires that all school-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

STATUTORY AUTHORITY:
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ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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FORMERLY: NEW

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AUTOMATIC EXTERNAL DEFIBRILLATOR

8.14.1*

Attalla City Schools provides Automatic External Defibrillators (AEDs) for each school in our system. These AEDs are kept in a designated place, as decided upon by the principal, school nurse and/or other interested parties, which will be made known at all employees, and which will be accessible to all employees in case of a cardiac emergency.

All AEDs will be checked weekly and documented for battery strength by whoever is in charge of that particular AED. A yearly record will be kept by the school nurse as to the dates that batteries and pads are purchased and/or replaced. All persons in charge of AEDs will submit the weekly documentation to the school nurse for recordkeeping at the end of the school year.

Authorized personnel who have successfully completed appropriate training/and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are authorized AED users. All faculty members who are trained in CRP will also receive training on the proper use of the AED by the certified CPR instructor each year during CPR training for employees.

Training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew first aid, child and adult CPR/AED training biennial. Training records will be maintained by the Lead Nurse.

All AEDs will be kept in the designated area unless permission has been obtained to move it to another area (ex., at EHS and EMS, and AED may be carried to events by athletic teams such as football, baseball, track, etc.). There shall be a designated staff member who will be responsible for the safekeeping of the AED to/from the event, making sure the AED is returned to its designated area at the school upon arrival.

The school nurse shall be responsible for obtaining records kept by the designated personnel in charge of the AED, keeping these records on file, and for making sure all AEDs are in proper working order, and if used, will file a report with all appropriate authorities, including the Superintendent, the Principal of the school, and the manufacturer of the AED. The school nurse will keep records of any repairs and/or updates made to AEDs in the school system and will keep records of any new AEDs added.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 08/16/11

REVISION DATE(S): 03/12/15

FORMERLY: NEW

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EMERGENCY DRILLS

8.15+

The Attalla City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills including fire drills, severe weather drills, and lock down or “code red” drills as described in the school and system safety plans. As an enhancement, in the event of an actual school crisis, the Attalla City Schools will implement the ALICE training the staff has been given.

A fire drill shall require complete evaluation of the building. A lockdown drill for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, five drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan shall be considered at least annually.

The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action.

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LAW(S) IMPLEMENTED:
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36-19-10

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FORMERLY: EBBC, JGFA, EBBA

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SANITATION

8.20*

The school principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

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

CODE OF ALABAMA 16-1-30
16-22-3
290-080-030-.03
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REVISION DATE(S): 03/08/07
FORMERLY: EB, EBF, EEC, EBE

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VEHICLE INSPECTIONS

8.30

- I. All School boards used for the transportation of children, whether privately or publicly owned, will be inspected annually by authorized and qualified State Department of Education employees.
- II. All School Board vehicles used for the transportation of children, whether privately or publicly owned, shall be inspected monthly by local transportation personnel in accordance with standards established by the State Department of Education.
- III. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-1-30

16-27-1, 16-27-3, 16-27-5, 16-27-6, 16-27-8,

32-6-49.1 to 32-6-49-.20

§290-1-4-.01(2)

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: EDC

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SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips.
- II. The School Board shall be responsible for providing financial support for approved extracurricular activities, except the school shall be responsible for driver expenses. The school shall be responsible for reimbursing the School Board for salaries as determined by the Board.
- III. A school bus may not be used for an extracurricular trip without approval of the Superintendent.
- IV. Buses for extracurricular, field, and educational trips shall be owned and operated by the School Board except where a trip warrants a charter bus operated by a commercial line. Approval for charter buses shall be obtained from the Superintendent.
- V. Written requests for school buses must be submitted to the Superintendent at least five (5) school days in advance of the planned trip. If the trip requires approval of the School Board, the written request should be submitted at least thirty (30) days in advance of the planned trip.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:

CODE OF ALABAMA 16-1-30
16-11-9, 16-27-2,

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

ADOPTED: 03/08/07
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FORMERLY: EDAC, EDDA

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SEAT BELTS

8.33

- I. The operator and each front seat passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion.
- II. School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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CODE OF ALABAMA 16-1-30
16-27-6, 32-5B-4

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FORMERLY: EDC

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CHILD NUTRITION PROGRAM

8.40+

- I. The Board shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the system that all students have the opportunity to participate in the school lunch program. The principal shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.
- IV. Attalla City's Child Nutrition Program (CNP) participates in the Offer Versus Serve Provision, which is the USDA regulation that allows students to choose fewer than five of the food items offered in the Food Based Lunch. Students are allowed to decline two of the five required items.
- V. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchroom.

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

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290-080-030-.03
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REVISION DATE(S): 03/08/07, 12/13/16
FORMERLY: EE, EEA, EEB, EEC, JGH

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METAL PATTERNS

8.41*

- I. All schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student lunches according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunchtime for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the superintendent or designee.

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REVISION DATE(S): 03/08/07
FORMERLY: EEC, EE, JHG

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STUDENT WELLNESS

8.42*

The Attalla City Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices. The Local Wellness Policy has four components: Setting Nutrition Education Goals, Setting Physical Activity Goals, and Establishing Nutrition standards for All Foods Available on School Campus during the School Day and Setting Goals for Other School-Based Activities Designed to Promote Student Wellness. To satisfy the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, the Local Wellness Committee will monitor the school's implementation of the wellness policy and evaluate student health and activities. The committee shall offer revision to the policy annually or more often if necessary. The Child Nutrition Director and school principals are charged with the operational responsibility for ensuring that each school remains in compliance with the local wellness policy. The results will be reported to the Superintendent of Education.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state, and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education.
- All school-based activities are consistent with local wellness policy goals.
- All food and beverage made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
- All foods made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

Local Wellness Policy Component 1: Setting Nutrition Education Goals

The primary goal of nutrition education is to influence students' eating behaviors.

- Nutrition education will be integrated into areas of the curriculum such as math, science, language arts, and social studies. Students in kindergarten through twelfth grade will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students in second grade, fifth grade sixth grade, eighth grade, and ninth grade will be specifically targeted to receive nutritional information in the form of take-home booklets, magnet, pencils or bookmarks.

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- Nutrition education is offered in the cafeteria as well as in the classroom, with coordination between the foodservice staff and teachers.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned, preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy habits.
- The Child Nutrition staff will consider student need in planning for a healthy school menu. Students will be asked for input and feedback through the use of student surveys.
- Menus will meet the nutrition standards established by the U.S. Department of Agriculture and the Alabama State Department of Education, conforming to good menu planning principals, and featuring a variety of healthy choices that are tasty. Attractive, of excellent quality, and are served at the proper temperature.
- Students will receive consistent nutrition message through the school, classroom and cafeteria, home and community.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environments goals of the school.
- Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
- Students will be encouraged to start each day with a healthy breakfast.

Local Wellness Policy Component 2: Setting Physical Activity Goals

The primary goal for a school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short-term and long-term benefits of a physically active and healthful lifestyle.

- Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, math, social studies, and language arts.
- Physical education courses will be in an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
- Students in second grade, fifth grade, sixth grade, eighth grade, and ninth grade will be specifically targeted to receive physical education information in the form of take-home booklets, magnets, pencils, or bookmarks.

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- Policies ensure that state-certified physical education classes instructors teach all physical education classes
- Policies ensure that physical education classes have a student/teacher ratio similar to other classes.
- Time allotted for physical activity will be consistent with research, national and state standards. For example, the Nations Association for Sport and Physical education includes recommendations for at least 60 minutes and up to several hours of physical activity per day for children 5 to 12 years of age. Children will be encouraged to participate in physical activities after school.
- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Adequate equipment is available for students to participate in physical education. Physical activity facilities on school grounds will be safe.
- The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted.
- Information will be provided to families to help them incorporate physical activity into their student's lives.
- Schools are encouraged to provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day.
- School will encourage families and community members to institute programs that support physical activity, such as a walk to school program.
- Schools will work with the community to create an environment that is safe and supportive of students' physically active commute to and from school.

Local Wellness Policy Component 3: Establishing Nutrition Standards for All Foods Available on School Campus during the School Day.

Students' life-long habits are greatly influenced by the type of foods and beverages available to them. Schools must ensure that reimbursable meals meet the program requirements and nutrition standards. They must also establish standards to address all foods and beverages sold or served to students, including those available outside of the school meal program.

- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to section 10 of the Child Nutrition Act and section 9 of the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools.

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- All foods made available on campus will comply with the current USDA Dietary Guidelines for Americans:
 1. Vending machines
 2. A la carte
 3. Beverage contracts
 4. Fundraisers
 5. Concession stands
 6. Student stores
 7. School parties/celebrations
- Food providers will take measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. Food providers will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.
- Students in possession of foods or beverage of minimal nutritional value will be asked to surrender such items to school staff members, who in turn will follow school procedures as to disposal or return of the items.
- Nutrition information for products offered in snack bars, a la carte, vending, and school stores is readily available near the point of purchase.
- Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in schools will be connected to activities that encourages physical activity, academic achievement or positive youth development, and are in compliance with local guidelines.
- Food providers will be sensitive to the school environment in displaying their logo and trademarks on school grounds.
- Classroom snacks, parties, celebrations, and meetings will feature healthy choices.
- Foods and beverages sold at fundraisers will include healthy choices and provide age appropriate selections for elementary schools, middle schools, and high schools.
- Advertising of foods or beverages in the area accessible to students during meal times must be consistent with established nutrition environment standards.

Local Wellness Policy Component 4: Setting Goals for Other School-Based Activities Designed to Promote Student Wellness.

Guidelines established under this category create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

- A clean, safe, enjoyable meal environment will be provided for students. Dining areas are attractive and have enough space for seating all students.
- School personnel will assist all students in developing the healthy practice of washing hands before eating.

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- Adequate time for students to enjoy eating healthy foods will be provided. Students shall be provided adequate time to eat lunch and breakfast, at least 10 minutes for breakfast and 20 minutes for lunch from the time the students are seated.
- Lunch periods will be scheduled as near the middle of the school day as possible.
- Food is prohibited as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).
- After-school programs will encourage physical and healthy habit formation.
- Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
- Support for the health of all students is demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medical and other state children's insurance programs.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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FORMERLY:

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FACILITIES

8.50+

- I. It shall be the responsibility of the Board and Superintendent to develop and/or implement plans that will meet and present and future educational requirements for the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The board will involve administrators, teachers students, parents, local citizen groups, specially designated committees, and technical personnel, e.g., architects, planners and approved outside consultants in the design, development and/or revision of the long range capital program
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA 16-1-30

LAW(S) IMPLEMENTED:

16-3-17, 16-4-21, 16-12-6, 16-12-7, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-2-2-03-.01

HISTORY:

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: NEW

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SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Board a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, any other matters relating to the interest of the school system. The superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.
- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the Superintendent.

STATUTORY AUTHORITY:
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ALABAMA ADMINISTRATIVE PROCEDURE ACT:
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CODE OF ALABAMA 16-1-30
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FORMERLY: NEW

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CHANGE ORDERS

8.52

- I. The Superintendent or his/her facility designee is authorized to approve and execute any construction contract charge order. Each approval shall be reported by the Superintendent to the School board and entered in the official minutes at the next regular School Board meeting. Change orders must be approved by the State Department of Education.
- II. Any change order which will increase the construction contract amount shall be submitted by the Superintendent to the School Board for review and action thereon. No such change order shall be binding until it is approved and executed by the School Board and the appropriate state authority.
- III. The Superintendent shall have the authority to approve emergency change orders in a contract for construction or alteration of school facilities. Any such change order shall be submitted to the School Board for information and entered in its official minutes and must be approved by the appropriate state authority.

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FORMERLY: NEW

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IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Board approval. Any such improvement or addition shall become the property of the School Board. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

STATUTORY AUTHORITY:
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290-2-2-.02 et seq.
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FORMERLY: NEW

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TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

- I. The system shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan, which shall be presented to the School Board for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of students use by staff. Any user violating such guidelines shall be subject to denial of school-based assess and such other legal or disciplinary actions as are appropriate to the violation.
- IV. System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Board property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World Wide pages, and other forms of electronic documentation:
 1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.

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- C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- E. Users shall not take unauthorized actions, which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letter and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no exception of privacy when using School Board provided equipment and network resources.
- VI. Students must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Acceptable Use Policy. The system will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

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FORMERLY: IFBH, IFB, IFBGB

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DATA GOVERNANCE

8.60.1

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data in any format, maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including physical security measured, third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that, which is established by law or specific Board policy. Any unauthorized access, use, transfer, or distribution of Board data by any employees, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

SEE DETAILED DATA GOVERNANCE POLICY IN DATA GOVERNANCE BOOK

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

LEGISLATIVE ACTS:

HISTORY:

CODE OF ALABAMA

ADOPTED: 08/11/16

REVISION DATE(S):

FORMERLY:

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TELEPHONE SERVICE

8.61

- I. To promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service system, including use of telephone lines to support technology. School personnel shall be informed of this system.
- II. The system shall encourage use of toll free network or equivalent services.
- III. Telephone service and long distance billings shall be subject to periodic review and audit, No person shall charge long distance personal calls to the School Board.

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

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WELLNESS

8.62

The Attalla city Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with USDA and the Alabama State Board of Education's implementation Guidelines for Exercise and Nutrition, the Board supports activities to encourage students wellness, including:

- I. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
- II. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
- III. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
- IV. Encouraging students to participate in the school meal program for which they are eligible; and
- V. Supporting professional development for staff and informational program for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parent, students, administrators and food authority representatives when developing student wellness policies and programs.

STATUTORY AUTHORITY:
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ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY:

CODE OF ALABAMA
16-8-9, PUBLIC LAW 108-265 SECTION 204

ADOPTED: 02/11/16
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FORMERLY:

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MANAGEMENT INFORMATION SYSTEM

8.70+

The system shall develop and maintain an integrated information system for educational management.

The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines and shall be developed to ensure that adequate management information support needs are met.

STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED:

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

CODE OF ALABAMA 16-11-30

16-8-8, 16-11-9, 16-12-3, 13-13-231

ADOPTED: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: NEW

CHAPTER 8: AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80+

- I. The School Board shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the system more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines.

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

RECORDS DISPOSITION AUTHORITY, ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY

ADOPTED NEW POLICY: 03/08/07

REVISION DATE(S): 03/08/07

FORMERLY: NEW