

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### ADMINISTRATIVE ORGANIZATION

3.10

The Lee County Board of Education is the policy-forming body of the Lee County School System. The Board shall approve all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions.

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

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

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent, to whom they are professionally and administratively responsible. Teachers and other school-based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

#### REFERENCE(S):

CODE OF ALABAMA  
16-8-7, 16-8-8, 16-8-10, 16-9-23

#### HISTORY:

ADOPTED: JANUARY 8, 2013  
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### CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

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

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

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

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

#### REFERENCE(S):

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

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**SUPERINTENDENT SELECTION**

**3.13**

The Lee County Board of Education shall appoint the Superintendent as provided by the laws of the State of Alabama. The Superintendent is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/her duties include serving as secretary and executive officer of the Lee County Board of Education.

The Superintendent may delegate certain administrative authority and responsibilities to his/her staff and principals.

The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the Lee County School System shall be responsible directly to the Superintendent.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-9-1, 16-9-2, 16-9-11**

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### QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Lee County Board of Education shall possess the following qualifications as minimum requirements:
  - A. Hold an appropriate advanced degree from a recognized four-year college or university;
  - B. Five (5) years of successful educational experience as a teacher, principal, supervisor, superintendent, educational administrator, or instructor in school administration during the five (5) years immediately preceding his/her appointment;
  - C. Hold or be eligible to receive an Alabama certificate in administration and supervision;
  - D. Have demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
  - E. Possess the ability to view all aspects of issues and deal fairly, even when views differ from his/her own;
  - F. Demonstrate knowledge of school finance;
  - G. Demonstrate knowledge of educational research and methods of research;
  - H. Possess the ability to delegate authority;
  - I. Possess good character, high moral standing, and integrity; and
  - J. Have other qualifications that the Board deems necessary and proper.
  
- II. The appointed candidate must satisfactorily complete any required State Department of Education's training on school finance, education law and curriculum/instruction.

**REFERENCE(S):**

**CODE OF ALABAMA**  
[16-1-38](#), [16-8-7](#), [16-9-2](#)  
**LEGISLATIVE ACT 1969-1039**

**HISTORY:**

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### CONTRACT OF SUPERINTENDENT

**3.21**

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

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 Lee County School System staff members.

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

#### REFERENCE(S):

**CODE OF ALABAMA**  
[16-8-8](#), [16-9-12](#), 16-9-1, 16-12-1, 16-11-19

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### DUTIES OF THE SUPERINTENDENT

3.22

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

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

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

1. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the system.
2. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
3. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.
4. Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school system.
5. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
6. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.
7. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
8. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
9. Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.

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10. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
11. Represent the school system in community affairs.
12. Perform such official duties as may be prescribed by law or the Board.
13. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.
14. Assume other duties as assigned by the Board.

### REFERENCE(S):

CODE OF ALABAMA  
[16-9-13 TO -16](#), [16-9-23](#), 16-12-1 TO -21

### HISTORY:

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### OPENING AND CLOSING OF SCHOOLS

3.24

The time set for the official opening and closing of the schools of the Lee County School System are thirty (30) minutes prior to the time students are to report to homeroom/first class and thirty (30) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, School System personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-1-1](#), [16-8-8](#)  
AAC §290-030-010-06

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### CARE OF STUDENTS BEFORE AND AFTER SCHOOL

3.24.1

#### **Parents' Responsibilities**

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

#### **Students Not Picked Up Promptly After School**

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

#### **Before and After-School Supervision Plan**

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

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

#### **Notification**

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

#### **Care of Students after School-Sponsored Events**

The schools of the Lee County School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students' involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral groups, etc. are vital components of each school's curriculum. The Board supports and

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encourages such after-school learning opportunities for students of the School System. However, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra-curricular events. While the Board encourages parents/guardians to contribute to such school-sponsored events, the Board further encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

### **Limits of Care: School System's Responsibility**

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

### **Students Not Picked Up Promptly After School-Sponsored Events**

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

### **REFERENCE(S):**

**CODE OF ALABAMA**  
[16-1-1, 16-8-8](#)

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### EMERGENCIES

3.25

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-8-8](#), [36-19-10](#), [16-6B-5](#)

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### RESPONSIBILITIES OF PRINCIPALS

3.30

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

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-8-8](#), [16-24B-4](#)

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### SAFE AND SECURE SCHOOLS

3.40

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

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### IV. Safety Procedures

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

### V. Violence Prevention

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Lee County School System according to specifications of required Safe Schools Plan(s) and ALSDE regulations.

### VI. Security

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-1-24](#), [16-1-24.1](#), [16-3-12](#), [16-4-13](#), [16-1-2](#), [16-1-7](#),  
[16-6B-5 TO -6](#), [16-8-8](#), [36-19-10](#), [36-19-11](#)

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### PROHIBITION OF HARASSMENT

3.43

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

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person’s body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;

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7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
  - C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent' designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and should be signed by the complainant.
    1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
    2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
  - D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
  - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
  - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.
  - D. Examples of sexual harassment may include, but are not limited to, the following:



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1. Verbal harassment or abuse of a sexual nature;
  2. Subtle pressure for sexual activity;
  3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
  4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
  5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
  6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
  2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
  3. It is sexual harassment for a Lee County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

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

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

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

**REFERENCE(S):**

**CODE OF ALABAMA [16-8-23](#)  
TITLE IX OF EDUCATION AMENDMENTS OF 1972  
PUBLIC LAW 100-960, PUBLIC LAW 102-143**

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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 Lee County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.
- IV. The Superintendent shall develop procedures to notify Lee County School System employees, applicants for employment, and other affected groups.

#### REFERENCE(S):

CODE OF ALABAMA  
[16-1-30](#), [16-8-8](#), AMERICANS WITH DISABILITIES  
ACT OF 1990, TITLE IX OF EDUCATION AMENDMENTS OF 1972,  
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,  
SECTION 504 OF REHABILITATION ACT OF 1973

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**TOBACCO USE IN SYSTEM FACILITIES**

**3.45**

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

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

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

Lee County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension, and termination of employment. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-8-10, 16-9-15**

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### PUBLIC INFORMATION

3.50

- I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Lee County School System office or other offices in which records are maintained.
- II. The Superintendent shall:
  - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Lee County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
  - B. Seek input from community members.
  - C. Encourage Lee County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

#### REFERENCE(S):

CODE OF ALABAMA  
16-3-11, 16-8-8 TO -10, [16-18-18](#), [36-12-40](#), [41-13-1](#), AAC §290-1-4-.01

#### HISTORY:

ADOPTED: JANUARY 8, 2013  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COPYING OF PUBLIC RECORDS

3.51

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

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-1-30](#)

#### HISTORY:

ADOPTED: JANUARY 8, 2013

REVISED: \_\_\_\_\_

FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL CEREMONIES AND OBSERVANCES

3.61

#### Flag Display

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

#### Pledge of Allegiance

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

#### Prayer and Religious Expression

The Eleventh Circuit Court of Appeals has ruled that school-sponsored prayer or other religious observances at public school activities is illegal. The Lee County Board of Education, in compliance with federal law as it applies to the State of Alabama, allows student-initiated prayer or other religious observances at school activities.

As required by the No Child Left Behind Act of 2001, the Superintendent shall, by October 1 of each year, certify in writing to the state that students of the School System are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent shall ensure that the staff, parents/guardians, and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent shall also distribute guidelines to each school concerning religion in the schools.

#### Moment of Quiet Reflection

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-1-20.4](#), [16-43-1](#), [16-43-5](#)  
NO CHILD LEFT BEHIND ACT OF 2001

#### HISTORY:

ADOPTED: JANUARY 8, 2013  
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FORMERLY: NEW

**SCHOOL VOLUNTEERS**

**3.70**

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

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

Volunteers are individuals who donate their time, without financial compensation, to benefit the students of Lee County Schools. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.

A volunteer may perform any of the following tasks on a regular or semi-regular basis: tutoring, mentoring, classroom assistance, school or classroom events like career fairs, chaperons, before or after school programs, non-classroom (main office, library/media center, cafeteria, etc.) assistance, panelist for exhibitions (senior portfolios, science fair, social studies fair, etc.), school organizations and committees (PTA, School Site Councils, etc.).

Before being allowed to volunteer in the schools, all volunteers must complete a volunteer application, submit to a national criminal and sexual offender background check by a board approved agency, participate in a volunteer orientation, sign a volunteer agreement, and sign a confidential agreement.

Any volunteer (i.e., a person performing services for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

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



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A school volunteer shall not have unsupervised access to students.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal/assistant principal. Volunteers must comply with the sign-in procedures at the school site. Volunteers do not receive compensation of employee benefits.

**REFERENCE(S):**

**CODE OF ALABAMA**

**16-8-8**

**REVISED: February 16, 2017**

**Approved: March 14, 2017**

**FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COMMUNICABLE DISEASES AND PARASITES

3.80

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

#### **Communicable/Infectious Diseases or Conditions**

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

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

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

#### **Infection Control**

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

#### **Exposure Control Plan and Staff Development**

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

#### **Certificate of Immunization**

A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in the Lee County School System.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

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

### **Confidentiality of Medical Information**

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

### **REFERENCE(S):**

**CODE OF ALABAMA**  
**[16-8-9, 16-29-1 TO -6](#), AAC §290-1-4-.01**

### **HISTORY:**

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