

## CHAPTER 8.00 - AUXILIARY SERVICES

### SAFETY

8.10

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

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-1-2](#), [16-1-7](#), [16-8-9](#), [16-9-18](#)

#### HISTORY:

ADOPTED: JANUARY 8, 2013

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

FORMERLY: \_\_\_\_\_

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### INSPECTIONS

8.14

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

The Board directs the Superintendent to develop appropriate reporting procedures for the implementation of this policy.

#### REFERENCE(S):

CODE OF ALABAMA

[16-9-18](#), [16-1-2](#)

#### HISTORY:

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### EMERGENCY DRILLS

**8.15**

- I. Fire Drills – The Lee County Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Weather Drills – At least one (1) severe weather (tornado) drill shall be held each semester at each school. Each Lee County school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Lee County School System’s Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

#### REFERENCE(S):

**CODE OF ALABAMA**  
[36-19-10](#), [36-19-11](#)

#### HISTORY:

**ADOPTED: JANUARY 8, 2013**  
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### SANITATION

8.20

Each Lee County School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#), [16-8-43](#)

#### HISTORY:

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### VEHICLE INSPECTIONS

8.30

All Lee County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.

Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

#### REFERENCE(S):

CODE OF ALABAMA

[16-27-5](#)

#### HISTORY:

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### SPECIAL USE OF SCHOOL BUSES

8.31

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least ten (10) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons who have been approved by the principal shall be permitted to ride the bus on such trips. A teacher who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver's home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Lee County Board of Education will waive the mileage reimbursement charges for certain trips. In years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

- Academic Competition – those events sponsored by the Lee County School System where all schools are asked to participate and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.
- Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.
- Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year's usage. Additional buses may be used and appropriate charges shall be paid by the school.

#### REFERENCE(S):

CODE OF ALABAMA  
[16-8-8](#), [16-27-1](#)

#### HISTORY:

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

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### CHILD NUTRITION PROGRAM

8.40

- I. The Lee County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Lee County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Lee County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.
- V. All food or beverages items sold to students during the school day are required to meet the USDA smart snack guidelines. Schools may submit a fundraiser exemption form to the superintendent for approval using the state department procedures. However, no food or beverages may be sold to students during meal periods.
- VI. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-22-3](#),

PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204

#### HISTORY:

ADOPTED: JANUARY 8, 2013

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FORMERLY: \_\_\_\_

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### MEAL PATTERNS

8.41

- I. All Lee County schools with grades PreK-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:30 a.m. and 1:30 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

#### HISTORY:

ADOPTED: JANUARY 8, 2013

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FORMERLY: \_\_\_\_



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### UNCOLLECTED CHARGED MEALS

8.42

The Lee County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing a non-public fund source.

All adult visitors and employee meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

#### REFERENCE(S):

CODE OF ALABAMA  
[16-8-9](#)

#### HISTORY:

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### FACILITIES

8.50

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-9-17](#), [16-9-18](#), AAC §290-2-2-03(1)

#### HISTORY:

ADOPTED: JANUARY 8, 2013

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### SUPERVISION OF CONSTRUCTION

8.51

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-9-17](#), [16-9-18](#), [16-13-90](#)

#### HISTORY:

ADOPTED: JANUARY 8, 2013  
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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 Lee County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Lee County School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-8-40](#)

#### HISTORY:

ADOPTED: JANUARY 8, 2013

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

FORMERLY: \_\_\_\_\_

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### TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

**8.60**

- I. The Lee County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be updated periodically.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Lee County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Lee County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
  - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.
  - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
    1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.
    2. User information will require the same handling as other public records.
  - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
  - D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.

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- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected personnel.)
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- H. Connection of non-system-owned devices to the School System technology network must be approved by the Technology Coordinator or his/her designee.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Lee County Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Lee County School System Acceptable Use Policy. The Lee County School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#)

CHILDREN'S INTERNET PROTECTION ACT

### HISTORY:

ADOPTED: JANUARY 8, 2013

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

FORMERLY: \_\_\_\_\_

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### REMOTE ACCESS

8.61

#### Purpose

The purpose of this policy is to define standards for connecting to the Lee County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Lee County Board of Education to damages which may result from unauthorized use of Lee County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Lee County Board of Education internal systems, etc.

#### Scope

This policy applies to all Lee County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Lee County Board of Education network. This policy applies to all remote access connections to the Lee County Board of Education network including those remote access connections used to do work on behalf of the Lee County Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

#### Policy

It is the responsibility of the Lee County Board of Education employees, contractors, vendors and agents with remote access privileges to the Lee County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Lee County Board of Education. General access to the Internet for recreational use by immediate household members through the Lee County Board of Education Network on personal computers is not permitted. The Lee County Board of Education employee is responsible to ensure that family members do not violate any Lee County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Lee County Board of Education employee bears responsibility for the consequences should the access be misused.

#### Requirements

- 1) Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
- 2) At no time should any Lee County Board of Education employee provide their login password to anyone, not even family members.
- 3) Lee County Board of Education employees and contractors with remote access privileges must ensure that their Lee County Board of Education owned or their personal computer or workstation, which is remotely connected to the Lee County Board of Education corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- 4) Lee County Board of Education employees and contractors with remote access privileges to the Lee County Board of Education corporate network must not use non-Lee County Board of Education email accounts (i.e., *Hotmail*, *Yahoo*, *AOL*), or any other external resources to conduct Lee County Board of Education business, thereby ensuring that official business is never confused with personal business.
- 5) Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

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6) All hosts that are connected to the Lee County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Lee County Technology Operations Department.

7) Personal equipment that is used to connect to the Lee County Board of Education corporate network must meet the requirements of the Lee County Board of Education owned equipment for remote access.

8) Organizations or individuals who wish to implement non-standard remote access solutions to the Lee County Board of Education production network must obtain prior approval from the Lee County Technology Operations Department.

### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

### Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Lee County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Lee County Board of Education and agree to accept remote access “as is” with no warranty for server-ability or usage.

### Term Definitions

- **Remote User** – Individuals or Administrators with proper security credentials that access the Lee County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
- **Cable Modem** – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain areas.
- **CHAP Challenge Handshake Authentication Protocol** – is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name “modem” for modulator/demodulator.
- **Dual Homing** – Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into AOL or another Internet service provider (ISP) Being on a Lee County Board of Education provided remote access home network, and connecting to another network, such as a



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spouse's remote access. Configuring an ISDN router to dial into the Lee County Board of Education and an ISP, depending on packet destination.

- **DSL / Digital Subscriber Line** – is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

- **Frame Relay** – A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company's network.

- **ISDN** – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.

- **Remote Access** – Any access to the Lee County Board of Education corporate network through a non-Lee County Board of Education controlled network, device, or medium. Split-tunneling - Simultaneous direct remote access to a non-Lee County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Lee County Board of Education corporate network via a VPN tunnel.

- **VPN Virtual Private Network** – is a method for accessing a remote network via "tunneling" through the Internet

### REFERENCE(S):

CODE OF ALABAMA

[16-8-8](#)

### HISTORY:

ADOPTED: JANUARY 8, 2013

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### WELLNESS

8.62

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

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

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

#### REFERENCE(S):

CODE OF ALABAMA  
[16-8-9](#), PUBLIC LAW 108-265 SECTION 204

#### HISTORY:

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FORMERLY: \_\_\_\_

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### INFORMATION MANAGEMENT SYSTEM

**8.70**

The Lee County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-13-231](#)

#### HISTORY:

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### RECORDS RETENTION AND DISPOSAL

8.80

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

#### III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

#### REFERENCE(S):

CODE OF ALABAMA

[16-8-9](#), [16-13A-6](#), [36-12-2](#), [36-12-40](#), [41-13-1](#)

ALABAMA STATE RECORDS RETENTION SCHEDULE #917

#### HISTORY:

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