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# **DYS SCHOOL DISTRICT 210**

**POLICY AND PROCEDURE MANUAL**



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## CHAPTER 1 – SCHOOL BOARD

### CHAPTER 1 – SCHOOL BOARD - OPERATIONAL AUTHORITY

POLICY NO. 1.1

#### **Related References, Standards, or Policies**

Alabama Code § 44-1-20; § 44-1-50; § 44-1-70; § 44-1-76; § 16-1-30; DYS policy 1.

#### **I.POLICY**

The Department of Youth Services (DYS), as presently constituted by the Code of Alabama 1975 Section 44-1-70 has been designated as a special School District of the state to be known as the Youth Services Department District ("School District"). The relationship between the School District and the State Board of Education is the same as local boards of education to the State Board of Education.

The Alabama Legislature has granted the Board authority to operate in its capacity as the Board of Education of the School District; in such capacity to oversee the proper administration and management, establish policy, and prescribe rules and regulations for the School District. The Board executes this function in its capacity as the Board of Education for the School District (the "District Board").

#### **II.DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**STATE BOARD OF EDUCATION:** The chief policy-making and coordinating body of public schools in Alabama. Through the State Superintendent of Education, the State Board of Education controls and supervises public schools throughout Alabama. The Governor is the president of the State Board of Education and the State. The Superintendent of Education is its secretary. Eight (8) members of the State Board of Education are elected from districts provided by law.

#### **III.PROCEDURES**

Youth Services Department District must operate in accordance with all applicable constitutional and statutory provisions and requirements of the State of Alabama and the United States.

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## CHAPTER 1 – SCHOOL BOARD - DISTRICT BOARD AND SCHOOL DISTRICT

### POLICY NO. 1.2

#### **Related References, Standards, or Policies**

Alabama Code § 44-1-71; 16-9-2; 16-1-30; 16-11-13 *et seq.*;

#### **I. POLICY**

The District Board shall be responsible for establishing and appraising the educational activities of the School District.

- a. The specific duties of the District Board shall include, but not be limited to, the following:
- b. To appoint, upon the recommendation of the Director, the person to serve as the Superintendent of Education and to support such person in the discharge of his/her duties
- c. To establish and approve policies relating to the operation of the schools;
- d. To adopt a school year calendar for the ensuing year;
- e. To approve and cancel employment contracts of School District employees upon written recommendation of the Superintendent;
- f. To approve the hiring and discharging of School District staff upon the written recommendation of the Superintendent;
- g. To approve salary schedules;
- h. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs; and,
- i. To perform such other duties as required by state law.

#### **II. DEFINITIONS**

**DIRECTOR:** The Alabama Youth Services Director.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**SUPERINTENDENT OF EDUCATION:** The superintendent of the State Department of Education.

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## CHAPTER 1 – SCHOOL BOARD – BOARD MEMBERS AND LEGAL STATUS

### POLICY NO. 1.3

#### **Related References, Standards, or Policies**

Alabama Code§ 44-1-20; 44-1-21; 44-1-51; 44-1-70.

#### **I.POLICY**

The District Board is comprised of the same members as the Board and the legal status of the District Board is the same as the legal status of the Board.

#### **II.DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

#### **III.PROCEDURES**

- a. Five members of the Board are:
  - i. The Commissioner of the State Department of Human Resources; The State Superintendent of Education;
  - ii. The Commissioner of the State Department of Mental Health; The State Health Officer; and
  - iii. The Secretary of Alabama Law Enforcement Agency.
  - iv. Any of these five members may delegate his/her vote to any agents or employees of said agencies by written notification ten days prior to a meeting of the Board.
- b. The other thirteen members of the Board shall be appointed as follows: The Alabama Speaker of the House of Representatives shall appoint two
  - i. The President of the Alabama Senate shall appoint two;
  - ii. The President of the Alabama Council of Juvenile Court Judges shall appoint one;
  - iii. The Chairman of the Alabama Chief Probation Officers Association shall appoint one, and
  - iv. The Governor shall appoint the remaining seven members of the Board, one from each congressional district.
- c. The Board members shall serve six-year terms of office with the following exceptions:
  - i. The agency heads shall serve as long as they hold their respective positions;
  - ii. The legislative representatives shall serve for the duration of their elected term of office;
  - iii. The juvenile judges shall serve during their terms; and
  - iv. The probation officers shall serve during their terms.
- v. If any appointed legislative member should die, cease to be a member of the legislature, or resign from the Board, such vacancy shall be filled by the Speaker of the House or presiding Officer of the Senate, such member to be selected from the respective legislative body. Vacancies in other positions appointed by the Speaker of the House of Representatives or the presiding officer of the Senate shall be filled by

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said appointing authorities. If the appointed juvenile court judge should die, cease to be a juvenile court judge or resign from the Board, the President of the Alabama Council of Juvenile Court Judges shall appoint a successor for the unexpired term of such a member. If the appointed chief probation officer should die, cease to be a probation officer, or resign from the Board, the Chairman of the Alabama Chief Probation Officers Association shall appoint a successor for the unexpired term of the member. If a vacancy occurs in the other appointed membership, upon certification thereof by the Board, the Governor shall appoint a person to fill the vacancy for the unexpired terms of said member. If any person holding any state office named in this section should cease to hold such office by reason of death, resignation, expiration of term of office or for any other reason, then his/her successor in office shall take his/her place as a member of the Board.

## CHAPTER 1 – SCHOOL BOARD - SUPERINTENDENT

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### POLICY NO. 1.4

#### **Related References, Standards, or Policies**

Alabama Code§ 44-1-71; 16-9-2.

#### **I.POLICY**

The Superintendent shall serve at the pleasure of, and be directly responsible to, the Director.

The Superintendent shall be charged with the implementation of all adopted policies. He/she shall be charged with managing the resources of the School District.

The Superintendent shall have such qualifications as provided by the Code of Alabama

#### **II.DEFINITIONS**

**DIRECTOR:** The Alabama Youth Services Director.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

## CHAPTER 1 – SCHOOL BOARD – SCHOOL YEAR

### POLICY NO. 1.5

#### **Related References, Standards, or Policies**

Alabama Code § 16-1-1 *et seq.*; § 16-3-17.3.

#### **I. POLICY**

The Superintendent shall recommend a school calendar to be approved by the District Board. The school calendar shall be available prior to the closing date of the preceding school year.

The instructional year shall consist of a minimum of 221 days of not less than six hours of instructional time per day.

A teacher contract shall be for a minimum of 235 work days per year, which includes:

1. at least seven contract days used for professional development; and
2. at least four contract days are used for Department training.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

## CHAPTER 2 – SCHOOL BOARD OPERATIONS

### CHAPTER 2 – SCHOOL BOARD OPERATIONS - ORGANIZATION

#### POLICY NO. 2.1

#### **Related References, Standards, or Policies**

Alabama Code § 44-1-51; § 44-1-70; § 16-24C-6; § 16-24C-7

#### **I. POLICY**

The chairperson and vice-chairperson of the Board shall also serve as chairperson and vice-chairperson of the District Board.

The Superintendent may serve as secretary and perform all the duties which are prescribed by law and such other duties as a majority of the District Board may direct.

The Superintendent attends all meetings of the District Board and of its committees.

#### **II. DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III. PROCEDURES**

Unless otherwise specifically provided by law, any motion or resolution of the District Board shall be declared adopted with the concurrence of a majority of the voting members present at a duly called meeting at which a quorum of the District Board is present. A quorum of the District Board shall be at least nine (9) members.

However, certain terminations of employment or transfers outside the feeder pattern require a majority vote of the membership of the board or ten (10) members and the chairperson of the District Board does not vote. Therefore, for purposes of certain personnel actions pursuant to the Students First Act or other applicable state law, the attendance of at least eleven (11) board members are required.

The secretary (the Superintendent) conducts all correspondence of the District Board, keeps and preserves all its records, receives all reports required by the District Board, and sees that such reports are in proper form, complete, and accurate

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## CHAPTER 2 – SCHOOL BOARD OPERATIONS - DISTRICT BOARD MEMBER COMPENSATION AND EXPENSES

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POLICY NO. 2.2

### **Related References, Standards, or Policies**

Alabama Code §44-1-51 (1975)

### **I. POLICY**

Members of the District Board are compensated the same as members of the Board.

### **II. DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

### **III. PROCEDURES**

No member of the District Board draws a salary in addition to that now authorized by law for any services that he/she may render for any deed he/she may perform in connection with the District Board.

The member representative of the Alabama Council of Juvenile Court Judges, the member representative of the Alabama Chief Probation Officers Association and each member representative of the public receive the approved per diem and mileage expense at the rate of mileage reimbursement approved by the state Finance Director while attending meetings of the District Board or while engaged in other official duties at the request of the District Board.

The legislative members receive their legislative compensation and mileage when actively engaged in District Board business.

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## CHAPTER 2 – SCHOOL BOARD OPERATIONS – BOARD COMMITTEES

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### POLICY NO. 2.3

#### **Related References, Standards, or Policies**

Alabama Code§

#### **I.POLICY**

The chairperson of the District Board upon recommendation of the Superintendent may establish committees to study specific issues as deemed necessary and such committees may make recommendations to the Board or District Board.

The Education Committee is a standing committee. The Education Committee shall meet upon request of the committees' chairperson. All other committees shall be dissolved at the time that their final report and/or recommendation is presented.

#### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.



**CHAPTER 2 – SCHOOL BOARD OPERATIONS – SCHOOL ATTORNEY**

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**POLICY NO. 2.4****Related References, Standards, or Policies**

Alabama Code§ 44-1-51 (1975)

**I.POLICY**

The legal counsel for the Department appointed pursuant to Ala. Code 44-1-23, shall serve as counsel for the District Board.

**II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

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## CHAPTER 2 – SCHOOL BOARD OPERATIONS – AGENDAS AND CONDUCT OF MEETING

### POLICY NO. 2.5

#### **Related References, Standards, or Policies**

Alabama Code of Alabama 1975, Section 36-25A-1 *et seq.*

#### **I.POLICY**

All deliberative meetings of the District Board, committees and sub-committees are open to the public except to the extent provided by the Alabama Open Meetings Act. Public notice of meetings and agenda is provided for all deliberative meetings as required by the Alabama Open Meetings Act.

#### **II.DEFINITIONS**

**DIRECTOR:** The Alabama Youth Services Director.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**SUPERINTENDENT OF EDUCATION:** The superintendent of the State Department of Education.

#### **III.PROCEDURES**

The Superintendent of Education or designee submits an agenda to the Director for all District Board and education committee meetings. Items of business may be suggested to the Superintendent by District Board members, administrative staff and employees or their representatives. The agenda and supportive materials are provided to each District Board member at least seven days prior to general meetings unless under special or emergency circumstances.

The agenda is published on the Secretary of State's Open Meetings Act website. Items of business may not be suggested from the floor. All delegations or individuals who wish to appear before the District Board must submit their request to the Superintendent at least ten days prior to the meeting date.

The suggested agenda submitted by the Director is subject to amendment only at the discretion of the chairperson or by majority vote of members present at the meeting. If so amended it may be changed only by 2/3 vote. Motions and/or resolutions may be made by any District Board member or on behalf of any committee or sub-committee

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## CHAPTER 2 – SCHOOL BOARD OPERATIONS – RULES OF ORDER

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### POLICY NO. 2.6

#### **Related References, Standards, or Policies**

#### **I.POLICY**

Except to the extent inconsistent with state law, to the extent necessary and useful for orderly deliberation and conduct of business, the District Board generally observes the latest edition of Robert's Rules of Order.

#### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

#### **III.PROCEDURES**

The chairperson presides over meetings in an orderly fashion, taking up one business item at a time, promoting impartially, courtesy, justice and equality, and ensuring that the majority rules, but also ensuring that the rights of individuals, the minority and absent members are protected.

In the event any issue, motion, resolution or committee recommendation or other business item requiring deliberation appears to be controversial the chairperson may ask for and rely on the advice of the Department's legal counsel regarding procedural conduct of the meeting.

## CHAPTER 2 – SCHOOL BOARD OPERATIONS – MINUTES

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### POLICY NO. 2.7

#### **Related References, Standards, or Policies**

Alabama Code§ 44-1-76 (1975); Ala. Admin. Code Section 950-1-1-.10

#### **I.POLICY**

The District Board delegates the responsibility of recording minutes of board meetings to the Secretary. Minutes of the Board and District Board are kept together.

A copy of all motions shall be carefully recorded. At each District Board meeting other than working sessions, the District Board minutes not previously approved shall be approved by the District Board.

The official minutes shall be kept in bound volumes. All official records of the District Board shall be available to citizens for inspection in compliance with the Department's rules for Public Requests for Information.

#### **II.DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**CHAPTER 2 – SCHOOL BOARD OPERATIONS – ADMINISTRATION IN POLICY ABSENCE**

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**POLICY NO. 2.8****Related References, Standards, or Policies****I.POLICY**

The District Board shall authorize the Superintendent to take administrative action when the District Board has provided no guidance. The Superintendent has power to act unless state law vests the power to take such action exclusively in the District Board.

**II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**III.PROCEDURES**

Administrative actions of the Superintendent are subject to review by the District Board at its regular meetings. The Superintendent of Education informs the District Board of significant actions under this policy and, if applicable, of the need for new policy.

## CHAPTER 2 – SCHOOL BOARD OPERATIONS – MEMBERSHIP IN SCHOOL BOARD ASSOCIATION

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POLICY NO. 2.9

### **Related References, Standards, or Policies**

Ala. Code 16-1-6 (1975)

### **I.POLICY**

The District Board may maintain membership in the Alabama Association of School Boards. Each individual District Board member is encouraged to participate as fully as possible in the activities of the association.

### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**CHAPTER 2 – SCHOOL BOARD OPERATIONS – ACCREDITATION**

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POLICY NO. 2.10

**Related References, Standards, or Policies****I.POLICY**

It shall be the goal of the School District to maintain appropriate school accreditation.

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## CHAPTER 3 – GENERAL SCHOOL ADMINISTRATION

### CHAPTER 3 – GENERAL SCHOOL ADMINISTRATION – DUTIES AND RESPONSIBILITIES

POLICY NO. 3.1

#### **Related References, Standards, or Policies**

Alabama Code§ 16-12-3, 16-12-5, 16-12-15, 16-12-16, 16-12-20, 44-1-76

#### **I.POLICY**

The Superintendent is responsible for enforcing the policies of the School District and interpreting, with assistance of the Department's legal counsel, all legal issues that pertain to the School District. The Superintendent's authority in all areas is commensurate with responsibilities designated by law and by the District Board. The administration of all facets of operation of the School District is the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, selection, evaluation, and improvement of personnel, and planning and development of the physical plants.

#### **II.DEFINITIONS**

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of Principal as prescribed by the State Board of Education and who are employed by the District Board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The Superintendent organizes his/her staff and schools, creates and fills positions, and assigns duties and responsibilities. Personnel who work in the School District are responsible to the Superintendent.

The Central Office Administrators, under the direction of the Executive Director, assist the Superintendent in performing his or her duties.

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Principal, Contract Principal, and Probationary Principals supervise and direct the programs in the school of their assignment. Principals work under the direction of the Superintendent and are professionally and administratively responsible to the Superintendent.

Teachers and other school-based employees are responsible to the building Principal/lead teachers and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

Teachers and other school-based employees are responsible for abiding by the applicable Policies and Procedures of both the School District and the Department.

## CHAPTER 3 – GENERAL SCHOOL ADMINISTRATION – SUPERINTENDENT’S TERM OF EMPLOYMENT

### POLICY NO. 3.2

#### **Related References, Standards, or Policies**

Alabama Code§ 44-1-76, 44-1-71; 16-9-2; 16-22A-3; 16- 24B-1 *et seq.*; 16-1-30;

#### **I.POLICY**

The District Board appoints the Superintendent upon the recommendation of the Executive Director as provided by state law. The Superintendent serves at the pleasure of, and is responsible to, the Executive Director. The Superintendent participates in the Teachers' Retirement Systems of Alabama.

The Superintendent, with the advice and consent of the Executive Director, prepares a salary schedule for all personnel employed by the District.

#### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The Superintendent is a statutory officer as provided by the laws of the state of Alabama. As such, he/she has certain authorities and functions which are provided by law. His/her duties include serving as secretary and chief executive officer of the District Board.

The Superintendent possesses such qualifications as may be specified by the District Board. He/she must also meet the following criteria:

Hold an Alabama certificate in administration and supervision based upon requirements established by the State Board of Education for such certificate; and

Has had not less than five years of experience in public school work at the time he assumes office; and

Submits proof to the State Superintendent of Education of three years of successful educational experience as a teacher, principal, supervisor, superintendent, educational administrator or instructor in school administration during the five years next preceding his appointment or election.

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**Issued By:** DYS 210 Board of Education

The District Board appoints a Superintendent for a term agreed upon by the District Board and the Superintendent, subject to such conditions and limitations as prescribed by law. The District and Superintendent enter a written employment agreement describing the terms and conditions of employment.

The Executive Director may terminate the contract of the Superintendent for reasons as stated in the contract.

The Superintendent may submit his/her resignation as agreed upon by the Board and Superintendent under the terms of the employment agreement.

## CHAPTER 3 – GENERAL SCHOOL ADMINISTRATION – QUALIFICATIONS AND DUTIES OF CENTRAL OFFICE ADMINISTRATION

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### POLICY NO. 3.3

#### **Related References, Standards, or Policies**

DYS Policy and Procedure 16.2

#### **I.POLICY**

The District Board, pursuant to its supervisory powers, has inherent authority to establish the qualifications and duties of Administrative Personnel in accordance with statutory requirements.

#### **II.DEFINITIONS**

**ADMINISTRATIVE PERSONNEL:** Professional administrative and supervisory personnel employed by the School District necessary for the proper functioning of the schools within the School District.

**BOARD:** The Alabama Youth Services Board.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**SUPERINTENDENT OF EDUCATION:** The superintendent of the State Department of Education.

#### **III.PROCEDURES**

The District Board appoints, upon recommendation of the Superintendent, Administrative Personnel, who in the judgment of the District Board, are necessary for the proper functioning of schools within the School District. The Superintendent prepares job descriptions for all Administrative Personnel in the School District. The Superintendent or designee maintains written job descriptions formalizing the duties and responsibilities of Administrative Personnel.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 4 – FISCAL MANAGEMENT

### CHAPTER 4 – FISCAL MANAGEMENT – ANNUAL OPERATING BUDGET

POLICY NO. 4.1

#### **Related References, Standards, or Policies**

Alabama Code § Ala. Code: 44-1-72, DYS Policy 2.1

#### **I. POLICY**

The Superintendent submits to the Department's Deputy Director for Administration, or to the Director's designee, educational budget recommendations which are based on funds made available to the Department for educational purposes. The budget is approved by the District Board upon submission by the Director. (The District Board may approve the budget while sitting in its capacity as the Board.)

#### **II. DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DIRECTOR:** The Alabama Youth Services Director.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III. PROCEDURES**

The Superintendent complies with Department policy and procedure.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 4 – FISCAL MANAGEMENT – FISCAL YEAR

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POLICY NO. 4.2

### **Related References, Standards, or Policies**

Alabama Code§ 16-1-1

### **I.POLICY**

The fiscal year has been set by state law for the School District as October **1** through September 30.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 4 – FISCAL MANAGEMENT – AUDITS

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POLICY NO. 4.3

### **Related References, Standards, or Policies**

Alabama Code§ 44-5-23, 44-1-72, DYS Policy 2.1

### **I.POLICY**

In accordance with applicable federal and state law and regulations, the Superintendent or the Director's designee maintains accounts and records in accordance with regulations prescribed by the State Department of Education and by the Department.

### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DIRECTOR:** The Alabama Youth Services Director.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 4 – FISCAL MANAGEMENT – INVENTORY

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### POLICY NO. 4.4

#### **Related References, Standards, or Policies**

Alabama Code§ 16-4-7, 41-5-14; DYS Policy and Procedure 2.6

#### **I.POLICY**

The School District follows Department inventory policies and procedures.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.



## CHAPTER 4 – FISCAL MANAGEMENT – AUDITS

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### POLICY NO. 4.4

#### **Related References, Standards, or Policies**

Alabama Code§ 16-4-7, 41-5-14; DYS Policy and Procedure 2.3

#### **I.POLICY**

Financial records and accounts, including business transactions of the School District and each school are audited periodically in conjunction with audits of the Department as prescribed by state law. The Department of Examiners of Public Accounts governs the auditing process. Audits occur annually or at least every three years.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 5 – EMERGENCY PROCEDURES

### CHAPTER 5 – EMERGENCY PROCEDURES – SAFETY PROGRAMS

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POLICY NO. 5.1

#### **Related References, Standards, or Policies**

Alabama Code§ 16-1-7, 16-3-12, 16-1-24.1, DYS 8.1-8.11

#### **I.POLICY**

The School District safety program follows Department policies and procedures and complies with state and federal program requirements, including inspections and drills.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

**CHAPTER 5 – EMERGENCY PROCEDURES – EMERGENCY DRILLS**

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**POLICY NO. 5.2****Related References, Standards, or Policies**

Ala. Admin. Code 482-2-102-.01, DYS Policy 8.3

**I.POLICY**

Emergency drills are to be held in each school monthly. Each school keeps records on file.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL

### CHAPTER 6 – PERSONNEL – EQUAL EMPLOYMENT OPPORTUNITIES

POLICY NO. 6.1

#### **Related References, Standards, or Policies**

Title VI1-1964 Civil Rights Act; ADA-1990 Americans with Disabilities Act; Age Discrimination in Employment Act of 1967; as amended; ACA: 4-JCF; 6C-02; 6D-06; 6D-07; DYS Policies 3.2, 3.2.1, 3.7

#### **I.POLICY**

The Department's Equal Employment Opportunity policies apply to the School District.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### **III.PROCEDURES**

The Department's Equal Employment Opportunity procedures enumerated in DYS Policies 3.2, 3.2.1 and 3.7 apply to the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – EQUAL PARTICIPATION IN DECISION MAKING

### POLICY NO. 6.2

#### **Related References, Standards, or Policies**

Alabama Code 16-01-30; ACA: 3JTS 1A-1

#### **I.POLICY**

The School District provides opportunities for employees to have input in the decision-making process including, but not limited to, policy development. This applies to all educational personnel within the School District.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**EDUCATIONAL PERSONNEL:** Employees of the School District.

**FACILITIES:** The Department of Youth Services operated campus in which School District educational programs are an integral part.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

Educational personnel seeking to provide recommendations may do so formally or informally through the chain of command. Formal or informal communication may consist of verbal or written communication.

The Superintendent seeks input from Educational Personnel, advisory committees, and representatives of the local professional organization, as applicable, in the development of educational policies, procedures and programs for the School District.

The Superintendent provides the District Board feedback from Educational Personnel regarding policy, procedure or program development.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – EQUAL EMPLOYMENT OPPORTUNITIES

### POLICY NO. 6.3

#### **Related References, Standards, or Policies**

Ala. Admin. Code 290-1-4 (1997); DYS Policies 4.3, 4.4

#### **I.POLICY**

School District employees participate in all professional development required by the School District and the Department.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

- a. Minimum training requirements as stated in Department Policies and Procedures 4.4 apply to School District employees.
- b. School District employees may have opportunities to participate in professional development offered through other resources, such as workshops, conferences, seminars and professional meetings. To participate in these activities professionally, prior approval is required as stated in Department Policies and Procedure 4.3.
- c. The Board annually approves a school calendar with days designated for professional development.
- d. The Department's Office of Training and Staff Development in cooperation with the Superintendent or designee(s) structures the format of the professional development activities.
- e. Required professional development content is to be determined by the Department's Office of Training and Staff Development and by the Superintendent or designee(s), in accordance with guidelines set by the Alabama State Department of Education
  - 1) A needs assessment, including teacher input and data collected from professional evaluations, is conducted annually by the Superintendent or designee(s) for the purpose of identifying essential topics relative to job assignment and performance.
  - 2) Priorities are determined from the assessment to plan professional development activities.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – GRIEVANCES

### POLICY NO. 6.4

#### **Related References, Standards, or Policies**

#### **I.POLICY**

The School District provides a procedure for the resolution and alleviation of Grievances that might arise during the course of performing work-related activities. The School District's employee Grievance procedure is a method of settling disputes and break-downs in communication in job-related situations. Performance evaluations, suspensions, dismissals and other disciplinary actions are not covered by this procedure. Complaints of any kind which are enforceable by the EEOC, Title IX, or other federal civil rights statutes are not covered by this procedure and must be made to the Personnel office pursuant to School District Policy 6.1 (enumerated in DYS Policies 3.2, 3.2.1 and 3.7).

#### **II.DEFINITIONS**

**GRIEVANCE:** Grievance shall mean a claim submitted by a School District employee of a violation, misinterpretation, or inequitable application of policy, rules, regulations, existing laws, or administrative code. Complaints of any kind which are enforceable by the EEOC are not Grievances and must be made to the Personnel office pursuant to School District Policy 6.1.

**GRIEVANT:** Grievant shall mean any employee hired by the Board to perform services, either on a full or part-time basis who files a Grievance either individually or through a representative.

**IMMEDIATE SUPERVISOR:** Immediate Supervisor is the employee possessing the degree of administrative authority next in rank above any Grievant.

#### **III.PROCEDURES**

An employee who has a Grievance may within ten (10) working days of the event present the matter orally to the Immediate Supervisor. If the Grievant feels the Grievance is resolved at that meeting, no further action is needed. If the Grievance has not been resolved he/she may proceed to the formal process by following the process outlined in the Grievance Form available from the Central Office or the DYS Website. (Note that the formal process must be initiated within ten (10) working days of the event on which the Grievance is based.)

**CHAPTER 6 – PERSONNEL – HARASSMENT AND DISCRIMINATION**

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POLICY NO. 6.5

**Related References, Standards, or Policies**

DYS Policy 3.7

**I.POLICY**

The Department's Harassment and Discrimination 3.7 applies to the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education



## CHAPTER 6 – PERSONNEL – ETHICS

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### POLICY NO. 6.6

#### **Related References, Standards, or Policies**

DYS Policy 3.15.1

#### **I.POLICY**

The Department's Ethics Policy 3.15.1 applies to the School District

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### **III.PROCEDURES**

School District employees are subject to procedures identified in DYS Policy 3.15.1

## CHAPTER 6 – PERSONNEL – PERSONNEL RECORDS

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### POLICY NO. 6.7

#### **Related References, Standards, or Policies**

DYS Policy 3.6

#### **I.POLICY**

The District Board, through the Department's Human Resources Manager, maintains a personnel file on each employee in compliance with DYS policy 3.6 (except as otherwise specifically stated herein).

No confidential information contained in an employee's records shall be transmitted to other persons or agencies in violation of applicable law.

#### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The Superintendent works with the Human Resources Manager to ensure the maintenance of personnel files and to maintain up-to-date, complete, and accurate records

## CHAPTER 6 – PERSONNEL – FIREARMS

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POLICY NO. 6.8

### **Related References, Standards, or Policies**

DYS Policy 3.10

### **I.POLICY**

The Department's Firearms policy identified in DYS Policy 3.10 applies to the School District.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**Effective Date:** March 22, 2024

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## CHAPTER 6 – PERSONNEL – DRUG FREE WORKPLACE

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POLICY NO. 6.9

### **Related References, Standards, or Policies**

DYS Policy 3.80

### **I.POLICY**

The Department's Drug Free Workplace policy and procedures identified in DYS Policy 3.8 apply to the School District.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**Effective Date:** March 22, 2024

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## CHAPTER 6 – PERSONNEL – TOBACCO

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POLICY NO. 6.10

### **Related References, Standards, or Policies**

DYS Policy 3.9

### **I.POLICY**

DYS Policy 3.9, Tobacco Products and E-Cigarettes, applies to the School District.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – COMPENSATION

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### POLICY NO. 6.11

#### **Related References, Standards, or Policies**

Ala. Code 44-1-74; 44-1-75 DYS Policy 3.5

#### **I.POLICY**

Employee compensation and benefits are governed by the Rules of the Alabama State Personnel Board, including all amendments, and the State Personnel Department. Salaries and other compensations are fixed by the State Personnel Director, under directions from the Governor, or for teachers, pursuant to the Alabama State teacher salary matrix and in compliance with applicable law. Retirement benefits are provided through the State Teachers' Retirement System and insurance benefits are administered through the State Employees Insurance Board (SEIB).

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – QUALIFICATION OF PERSONNEL

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### POLICY NO. 6.12

#### **Related References, Standards, or Policies**

DYS Policy 3.3

#### **I.POLICY**

Code of Alabama Titles 44 and 16, the Rules of the Alabama State Personnel Board, state law, and federal law govern the School District's personnel practices.

#### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The State Department of Education or the Superintendent requires certification for certain positions. Continued employment for all School District employees in such positions requires a current and valid certificate or compliance with the requirements of the State Department of Education for provisional certification.

It is the responsibility of the certified employee to ensure a current and valid certificate is given to the Superintendent for placement in the personnel file.

An employee shall be paid for an advanced degree in the pay period that begins after the advanced degree is recognized by the State Department of Education and notification has been given to the Superintendent or designee.

Background checks shall be performed on all new personnel as required by DYS policy 3.3.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – PERSONNEL EVALUATION

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### POLICY NO. 6.13

#### **Related References, Standards, or Policies**

Alabama Code 16-24B-1

#### **I.POLICY**

Certified employees and contract principals will be evaluated in accordance with criteria and procedures to be developed by the Superintendent.

#### **II.DEFINITIONS**

**CONTRACT PRINCIPALS:** Those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed as the chief administrator of a school, including a vocational center.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by an employing board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPALS:** a principal hired for the first time in the employing school system after June 1, 2000.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.



## CHAPTER 6 – PERSONNEL – SUSPENSIONS, TRANSFERS, REASSIGNMENTS, NON-RENEWALS AND TERMINATIONS

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POLICY NO. 6.14

### **Related References, Standards, or Policies**

Ala. Code §§ 16-24C-5; 16-24C-6; 16-24C-7; 16-24C-10; 16-24C-11; 16-24C-9

### **I. POLICY**

The Superintendent has the authority, in accordance with state law, to place an employee on administrative leave with pay. The District Board has the authority, in accordance with state law, to suspend without pay, non-renew, transfer, reassign, or terminate the employment of School District employees.

### **II. DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – REDUCTION IN FORCE

### POLICY NO. 6.15

#### **Related References, Standards, or Policies**

Ala. Code §§ 16-24C-5; 16-24C-6; 16-24C-7; 16-1-33

#### **I.POLICY**

The School District maintains a Reduction in Force plan adopted by the District Board. At a minimum, the plan includes Layoffs, recalls, and notification procedures.

#### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**LAYOFF:** An unavoidable reduction in the work force beyond normal attrition due to decreased student enrollment or shortage of revenues. The term "Layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

**OBJECTIVE CRITERIA:** Any lawful selection standard (or combination of standards) that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons.

**REDUCTION IN FORCE (RIF):** An unavoidable reduction in the work force beyond normal attrition due to decreased student enrollment or shortage of revenues.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The following procedures serve as the School District's Reduction in Force (RIF) plan.

A RIF may be declared by the Superintendent and submitted to the District Board for review when the Superintendent determines that a Reduction in Force is required in order to provide effective educational services or to meet the District's financial, legal, or operational obligations.

##### **Criteria for Implementing Layoffs**

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

- a. The order, priority, rank, or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of Objective Criteria. Such Objective Criteria shall be submitted to the District Board for review. Nothing herein shall be deemed or construed to limit or abridge the District Board's legislative discretion to identify areas, departments, groupings, or classifications for reductions (Layoffs). (For example, the District Board is not required to justify by Objective Criteria or otherwise a decision to implement Layoffs in non-instructional categories or employees before doing so with instructional staff).
- b. The criterion or criteria on which the Layoffs are based shall be announced or otherwise made known by the District Board to employees affected by the Layoff no later than the date notice of the Layoff is provided to the employees.
- c. Employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy.
- d. For purposes of this policy, Objective Criteria may include, but are not limited to:
  - i. Seniority, longevity, or time in service that will be more specifically described in the notice of Layoff that is provided to affected employees;
  - ii. Years of experience;
  - iii. Degrees, certification, or licensure;
  - iv. Job classification, schools, departments, subjects (including core or non/core), program, enrollment in class offerings, and required staffing levels for purposes of accreditation; and
  - v. Written or otherwise documented performance evaluations that can be fairly, accurately, and objectively compared to other similarly situated employees for the purpose of ordering or ranking, provided that such evaluations predate the RIF announcement.

#### **Recall**

- a. Employees who have been laid-off under the terms of this policy will be given priority in refilling positions as enrollment or financial circumstances, warrant, subject to the limitations herein. If the RIF plan approved by the District Board includes a designation of non-tenured employee(s) that would have been rehired but for the RIF, such non-tenured employee(s) have a right to recall as described herein. In addition to the other limitations and prerequisites described herein, the following limitations and prerequisites apply to all rights to recall:
  - i. The nature of the position and qualifications therefore have not materially changed;
  - ii. The individual remains properly qualified, licensed, or certified;
  - iii. The individual confirms in writing his or her availability for and interest in re-employment to the Superintendent or his or her designee in accordance with any directives that may be contained in or transmitted in conjunction with the notice of Layoff; and
  - iv. In no case will any right to recall extend beyond one year from the effective date of the employee's Layoff.
- b. If there are more employees eligible for recall than positions available to fill, to the extent practical, the selection of employees for recall will be based on the criteria that were applied to the Layoffs.

- c. When Layoffs occur over a period of time, the Superintendent will take relative length of separation from service into consideration in assigning recall priority, other factors being equal.
- d. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their Layoff, provided however, that such retention excludes any accruals that may have occurred between the date of Layoff and the date of rehire (see below).
- e. No pay, benefits, status, or additional rights (including but not limited to tenure) will accrue or be credited to the recalled employee for the time he or she has been laid off.

**Notice**

- a. Notification of Layoff (after approval by the District Board) and recall will be by United States certified or registered mail, hand delivery, or by other means as are reasonable under the circumstances.
- b. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively in accordance with the specific directions or instructions contained therein.
- c. Any laid-off employee who does not so respond or who otherwise declines an offer of reemployment will be deemed to have waived any right to be recalled under the terms of this policy.

When circumstances warrant, the Superintendent or his or her designee develops a RIF in compliance with the plan outlined herein and submits it to the District Board for adoption.

## CHAPTER 6 – PERSONNEL – RESIGNATION

### POLICY NO. 6.16

#### Related References, Standards, or Policies

Ala. Code §§ 16-24C-11, 16-24C-12

#### I. POLICY

School District employees seeking to resign/separate employment are required to give advanced notice in accordance with established state guidelines.

#### II. DEFINITIONS

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of Principal as prescribed by the State Board of Education and who are employed by the District Board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**TEACHER:** All Principals (excluding Contract Principals), and certified employees, including instructors, counselors, librarians, and supervisors.

#### III. PROCEDURES

No teacher (including all positions under the “teacher” umbrella) can resign his employment during the 30-day window before the first day of classes without the boards’ consent. Thereafter, the teacher may resign with 30 days’ notice to the Superintendent. Any teacher violating this provision may be subject to certificate suspension or revocation for unprofessional conduct. *Ala. Code* 16-24C-11, as amended by ACT 2018-83.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – RETIREMENT

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### POLICY NO. 6.17

#### **Related References, Standards, or Policies**

Ala. Code §§ 16-1-18.1; 16-22-17

#### **I. POLICY**

School District employees seeking to retire will follow the Teachers' Retirement System's, the School District's, and the Department's personnel office procedures.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services was established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### **III. PROCEDURES**

School District employees seeking to retire are expected to complete and submit the applicable documentation to the Department's personnel office and a letter of intent to retire to the Superintendent.

## CHAPTER 6 – PERSONNEL – TUBERCULOSIS EXAMINATION

POLICY NO. 6.18

### **Related References, Standards, or Policies**

DYS Policy 3.3.1

### **I.POLICY**

The District Board in accordance with state law shall require a physical examination for tuberculosis, including adequate test and X-rays, of all employees of the District Board. Such examinations, test and X-rays shall be made by the area health department, or the employee may be examined at his own expense by a private physician at least once every three years.

If the results of such examinations indicate the presence of tuberculosis in an infectious state, the employee shall be ineligible for further service until satisfactory proof of recovery is furnished. Failure to comply with this policy constitutes malfeasance and is grounds for termination.

### **II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 6 – PERSONNEL – LEAVE

POLICY NO. 6.19

### **Related References, Standards, or Policies**

Ala. Code §§ 44-1-75, 16-1-18.1, 16-8-26; Ala. Admin. Code 670-x-15-.03

### **I.POLICY**

The School District will provide a system of leaves and absences in accordance with guidelines established under the Code of Alabama. The system includes the following types of leave:

1. Annual Leave;
2. Personal Leave;
3. Sick Leave;
4. Leave Without Pay;
5. Family Medical Leave Act (FMLA); and
6. Other Types of Leave Specifically Authorized Herein.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

### **III.PROCEDURES**

School District employees seeking to retire are expected to complete and submit the applicable documentation to the Department's personnel office and a letter of intent to retire to the Superintendent.

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**CHAPTER 6 – PERSONNEL – ANNUAL LEAVE**

POLICY NO. 6.19.1

**Related References, Standards, or Policies**

Ala. Code §§ 44-1-75, 16-1-18.1, 36-296-36; Ala. Admin. Code 670-x-14 *et.al*

**I.POLICY**

School District employees hired before October 1, 1983 receive annual leave.

**II.DEFINITIONS**

**PAY STATUS:** Employees are in "Pay Status" on days (1) when they are actually working, (2) when on authorized leave, and (3) during approved holidays which fall during the work week

**III.PROCEDURES**

Employees hired before October 1, 1983 receive the first 13 of the 26 school district holidays. In instances where the Governor grants additional holiday time to Merit System employees, they will receive the additional holiday time. The remainder of the 26 days will be taken as annual leave.

Annual leave is computed on a semi-monthly pay period as follows:

<b>Employee Works</b>	<b>Annual Leave Accrued each Leave Period</b>
Fulltime (80 hours per leave period)	Four hours & twenty minutes
¾ time	Three hours & fifteen minutes
½ time	Two hours & ten minutes
Less than ½ time	None

No annual leave is earned if an employee is in Pay Status for less than eighty percent of their work schedule. Annual leave is accrued if an employee is in Pay Status more than eighty (80 %) percent of their work schedule at the following rate:

<b>Employee’s Service with</b>	<b>Accumulation of Annual Leave</b>	<b>Actual Accumulation Per Pay Period</b>

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25 years or more	9 Hours & 45 minutes	29 days 2hours
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In computing service, the following are not counted as periods of employment in determining eligibility for increased annual leave after five or more years:

Periods during which the individual was not employed in full time state service.

Periods during which the individual was in approved Leave Without Pay Status for more than fifteen calendar days during the month.

Sixty days annual leave is the maximum amount which can be carried over from one calendar year to the next or can be paid for at separation (of any kind). Any unused annual leave above sixty days remaining at the close of business on December 31st at the end of each year will be lost by the employee.

Annual leave can be used as sick leave when an employee's sick leave is exhausted.

Annual leave is recorded at the end of each pay period. Leave earned during the pay period cannot be taken until it is recorded.

## CHAPTER 6 – PERSONNEL – PERSONAL LEAVE

### POLICY NO. 6.19.2

#### **Related References, Standards, or Policies**

Ala. Code §§ 44-1-75; 16-1-18.1; 16-8-26; Ala. Admin. Code 670-x-14 *et. al.*

#### **I.POLICY**

Under the discretionary power given by the State Legislature, the Superintendent grants personal leave days.

#### **II.DEFINITIONS**

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

1. The maximum number of personal days granted shall not exceed five annually. Leave will be prorated for time both within years and between years.
2. Any employee working between eighty and one hundred and eighty days will be eligible for one-half of the personal leave days usually granted based on experience. Any employee working over one hundred eight days will be granted the appropriate number of personal leave days based on experience.
3. Three days shall be granted to employees hired before October 1, 1983 and employees with less than 15 years of public service.
4. After the completion of fifteen years of service in public education, employees hired after October 1, 1983 shall receive four days of personal leave.
5. After the completion of twenty years of service in public education, employees hired after October 1, 1983 shall receive the fifth day of personal leave.
6. Personal leave shall be noncumulative from year to year. Such leave shall run concurrent to the fiscal year, from October 1 through September 30.
7. The employee should notify the supervisor at least five days in advance when planning to take personal leave; however, when such notice is not practical leave may be taken in the same manner and under the procedure governing sick leave. The employee is not required to give the reason for the leave request.
8. No more than ten percent of certified personnel at a job site may take personal leave without prior notice of the supervisor and Superintendent.
9. The employee may receive compensation at the same daily rate as substitute teachers or convert to sick leave up to two days of unused personal leave by October 31 of the same calendar year. The number of personal leave days that may be compensated or converted to sick leave shall be limited to the first two.

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## CHAPTER 6 – PERSONNEL – SICK LEAVE

### POLICY NO. 6.19.3

#### Related References, Standards, or Policies

Ala. Code §§ 44-1-75; 16-1-18.1; 16-25-11.1; 36-26-36; 36-26-36.1; Ala. Admin. Code 670-x-14 *et al.*

#### I.POLICY

The School District provides Sick Leave in accordance with the Code of Alabama and pursuant to the financial limitations allowed/imposed for such purposes by the Alabama Department of Finance.

#### II.DEFINITIONS

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**EXCESSIVE OR ABUSIVE USE OF SICK LEAVE:** A pattern of intermittent, short-term usage of Sick Leave. Establishment of this pattern shall include, but not be limited to, the following indicators:

1. Frequent use of Sick Leave in conjunction with holidays, scheduled days off, or distribution of paychecks.
2. Frequent use of Sick Leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workload.
3. Requesting Sick Leave for an absence for which leave has previously been denied.
4. Frequent occurrences of illness during the workday.
5. Peculiar and increasingly improbable excuses.
6. Receiving prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by an employing board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SICK LEAVE:** Approved absence from regular duty by an employee because of the following:

1. Personal illness or doctor's quarantine;

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2. Incapacitating personal injury;
3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie;
4. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle, or aunt); or
5. Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person in loco parentis.

### III. PROCEDURES

#### a. Accumulation and Transfer

- i. School District employees earn four (4) hours 20 minutes of Sick Leave per pay period and are allowed to accumulate an unlimited number of Sick Leave days,
- ii. Leave in excess of 1200 hours shall be placed in escrow for the employee who earned the Sick Leave to be used only as may be provided by the Rules of the State Personnel Board,
- iii. Excess Sick Leave shall be accrued and credited to the employee for use as Sick Leave in the year the excess Sick Leave is earned.
- iv. When an employee transfers employment, all of the earned and unused Sick Leave days which an employee has accumulated shall be transferred to the new employer for use by the employee as provided by law.

#### b. Retirement

- i. As pertains to receiving retirement credit for accrued Sick Leave, employees may use their accrued Sick Leave (up to a maximum number of accrued sick days allowed by law) to be included as membership service in determining the total years of creditable service in the Teachers' Retirement System of Alabama; provided, any teacher not authorized by law to receive Sick Leave may use any accrued Sick Leave provided by his or her employer, provided, that employer is lawfully empowered to grant such leave, which cannot be without pay; and provided further that the amount of such accrued leave shall not exceed the maximum number of accrued Sick Leave days allowed by law.
- ii. Unused Sick Leave may be converted to membership service only for the purpose of applying for service requirement.
- iii. Sick Leave conversion shall not apply to eligibility for deferred retirement; provided that a person eligible for service retirement, if also eligible for disability retirement, may elect disability retirement and also receive credit for accumulated Sick Leave pursuant to this section.
- iv. This section shall not be applicable to any person who is eligible to receive partial payment for accrued Sick Leave.
- v. The conversion of accrued Sick Leave into creditable service provided in this section shall not apply to any Tier II plan member.
- vi. Any member of the Teachers' or Employees' Retirement System of Alabama not otherwise covered by a provision to convert unused Sick Leave into membership service for purposes of service retirement may, at their option and in lieu of receiving payment for 50 percent of their accrued and unused Sick Leave at the time of their retirement as

provided in Section 36-26-36, or any other payment that may be provided for such unused Sick Leave, use their accrued Sick Leave, up to a maximum number of 180 accrued Sick Leave days or as otherwise allowed by law, to be included as membership service in determining the total years of creditable service in the Employees' Retirement System of Alabama or the Teachers' Retirement System of Alabama; provided that no employee or an employer participating in the Employees' Retirement System pursuant to Section 36-27-6 shall be entitled to the benefits provided herein unless such employer shall elect to come under the provisions of this section and further elects to fund the benefits provided herein.

- vii. Unused Sick Leave converted to membership service for the purpose of applying for service retirement may be considered in the determination of eligibility for retirement. Said conversion shall not apply to eligibility for deferred retirement.
- viii. An employee eligible for service retirement who is also eligible for disability retirement may elect disability retirement and also receive credit for accumulated Sick Leave pursuant to this section.
- ix. No employee shall receive both service credit provided for by this section and payment or partial payment for accrued Sick Leave pursuant to any other provision of law.
- x. Upon retirement, each employee who acquires Sick Leave pursuant to the state Merit System shall receive payment of 50 percent of his or her accrued and unused Sick Leave, not to include escrowed Sick Leave as provided herein, at the time of his or her retirement, and payments for the Sick Leave shall be made at the same rate as his or her regular pay, not to exceed 600 hours.

c. Other Provisions

- i. When a state employee in the classified service dies while in active service to the state, the estate of the deceased employee shall receive a monetary payment of 50 percent of the accrued and unused Sick Leave, not to exceed 600 hours, which the employee was credited with at the time of his or her death.
- ii. When an employee suffers an extended illness or disability lasting more than 180 days, the Superintendent, with approval of the Executive Director, may approve the restoration and use of any Sick Leave which the employee might have earned in excess of the 1200 hour maximum.
- iii. If an employee leaves the School District service in good standing and is re-employed within a period of four years from the date of separation, unused Sick Leave accumulated during previous employment or any part thereof may be restored upon recommendation by the Superintendent of Education to the Executive Director.
- iv. In no cases shall Sick Leave be used until it has been earned, except as may otherwise be provided by policies governing sick leave banks.
- v. It is District Board policy to require certification by a doctor if an employee is on Sick Leave for three or more consecutive work days. However, if the administrative teacher, Principal, Contract Principal, and Probationary Principal or Superintendent has reason to believe an employee is or has been guilty of Excessive or Abusive Use of Sick Leave, the supervisor may request certification by a doctor for any amount of Sick Leave taken.

- vi. Failure to submit certification by a doctor after the request has been made in writing to the employee may result in suspension and/or termination for failure to follow established policy.
- vii. An employee separated from School District service for any reason other than retirement is not entitled to any pay for accumulated Sick Leave.
- viii. The School District Employee seeking approval for Sick Leave should notify the Principal, Contract Principal, and Probationary Principal or Superintendent (whichever is applicable) of illness on the first day of absence and give the tentative date of return to work. The employee should advise the Principal, Contract Principal, and Probationary Principal or Superintendent (whichever is applicable) on a daily basis if they are still on Sick Leave. Immediately upon return from Sick Leave the employee completes form "Request for Leave."
- ix. For purposes of retirement there is a limit of 1200 hours for Sick Leave. Anything above this amount goes into excess Sick Leave. When an employee suffers an extended illness or disability lasting more than 180 days, the Superintendent may request the restoration and use of any Sick Leave which the employee might have earned in excess of this 1200 hour maximum. However, if an employee leaves the School District service in good standing and is re-employed within a period of four years from the date of separation, unused Sick Leave accumulated during previous employment or any part thereof may be restored upon recommendation by the Superintendent of Education to the Executive Director.
- x. In no cases shall Sick Leave be used until it has been earned, except as may otherwise be provided by policies governing Sick Leave banks.

## CHAPTER 6 – PERSONNEL – SICK LEAVE BANK AND CATASTROPHIC LEAVE

POLICY NO. 6.19.3.1

### Related References, Standards, or Policies

Ala. Code §§ 16-22-9; 16-1-18.1; DYSSD Policy 7.19.3

### I. POLICY

District Board shall follow established law in relation to sick leave banks.

### II. DEFINITIONS

**BOARD:** The Alabama Youth Services Board.

**CATASTROPHIC ILLNESS:** Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician, which causes the employee to be absent from work for an extended period of time.

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**EMPLOYEE:** Any person employed by the District Board on a full-time or part-time basis.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**SICK LEAVE BANK COMMITTEE (SLB):** A committee of five employees, one representing the authority and four representing members of the SLB.

### III. PROCEDURES

#### a. THE PLAN AND COMMITTEE

- i. The District upon request of 10 percent of its full-time certified personnel shall establish a sick leave bank plan. An election shall be held at the beginning of each school year among the sick leave bank members to determine by secret ballot the four members who are to serve on the Sick Leave Bank Committee. The term of office shall be one year.
- ii. The Superintendent shall be responsible for conducting the election.
- iii. The Superintendent shall appoint the representative for the authority on the sick leave bank subject to Board approval.
- iv. Duties of the Sick Leave Bank Committee:

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1. Write the guidelines and administrative procedures for the sick leave bank, including the catastrophic leave provisions.
  2. Develop all necessary forms for the orderly operations of the sick leave bank.
- v. The District will use the State Board of Education form to ensure the orderly transfer and acceptance of catastrophic leave days from one sick leave bank to another.
  - vi. The District plan shall allow the employees to deposit an equal number of days (not to exceed five (5) of his/her earned sick leave) into the bank. The days deposited shall be available to be loaned to any participating member whose sick leave has been exhausted.
  - vii. The Sick Leave Bank Committee shall establish procedures for providing for the uniform administration of the sick leave bank.
  - viii. The Sick Leave Bank Committee shall develop guidelines for the operation of the sick leave bank.
  - ix. The guidelines shall be approved by a secret ballot vote of the participating members of the sick leave bank.
  - x. The accounting of the sick leave bank shall be the responsibility of the authority.
  - xi. Vacancies on the Sick Leave Bank Committee shall be filled by the respective parties. No representatives shall serve for a term longer than five (5) years.
- b. REGULATIONS
- i. No employee may be advanced sick leave except through the sick leave bank.
  - ii. No employee shall be allowed to owe more than 15 days to the sick leave bank, unless over 50 percent of the members vote to extend the limit.
  - iii. The sick Leave Bank Committee will develop appropriate administrative forms.
  - iv. Sick leave days shall be repaid to the sick leave bank monthly as earned by the member. Upon the resignation or the termination of the employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the prevailing rate of pay of the employee.
  - v. A member of the Sick Leave Bank shall not be allowed to accumulate more days than allowed in section 16-1-18-1, including days in the sick leave bank.
  - vi. Employee membership in the Sick Leave Bank shall be voluntary.
  - vii. The Sick Leave Bank Committee shall investigate any alleged abuse of the sick leave bank. On the findings of wrongdoing, the member shall repay all the sick leave credits drawn from the Sick leave bank and be subject to the appropriate disciplinary actions as determined by the school board.
  - viii. Days on deposit with the Sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit. If applicable, upon retirement or transfer of the Sick leave bank member.
  - ix. Members of the Sick leave bank shall first borrow and utilize days from the Sick leave bank, up to a maximum of 15 days, before being eligible to use catastrophic sick leave days. However, if the member later qualifies for catastrophic sick leave, donated sick leave days may be used to repay days owed to the Sick leave bank to the credit of the affected member.
  - x. The appropriate number of sick leave days, shall upon application for the employee, be credited to the account of the employee to enable the employee to join the Sick leave bank if the employees does not have the minimum number of sick leave days to enable him/her

to join the Sick leave bank. This can only be done at the beginning of the scholastic year, or upon employment of a new employee.

- xi. The Sick Leave Bank Committee shall develop a provision in its guidelines whether or not to allow employees who previously failed or refused to join the Sick leave bank the option to join upon deposit of the prerequisite number of days. Any policy developed by the Sick Leave Bank Committee shall be uniformly applied to all employees.

c. CATASTROPHIC SICK LEAVE

- i. Employees, at their discretion, may donate a specific number of days to the Sick leave bank to be designated for a specific employee for use against a catastrophic illness as defines by the section.
- ii. A donating employee shall be required to donate a minimum number of days.
- iii. The recipient employee may use catastrophic days for himself/herself or for other covered persons as provided in Section 16-1-18.1.
- iv. The recipient employee shall first have exhausted all sick and personal leave before sick leave days for a catastrophic illness may be used
- v. The recipient employee shall not be required to repay donated catastrophic sick leave days.
- vi. Any employee who donates sick leave days to the Sick leave bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor.
- vii. The days shall revert to the credit of those employees who donated days in accordance with the guidelines adopted by the Sick Leave Bank Committee if the recipient employee does not require all of the days donated to his/her credit.
- viii. An employee may donate no more than 30 sick leave days to the Sick leave bank for the catastrophic leave of any one employee.
- ix. The District Sick leave bank is authorized to donate sick leave days to another Sick leave bank for use by a particular employee who is suffering a catastrophic illness.
- x. An employee must be a member of the Sick leave bank to donate or receive catastrophic sick leave days.

## CHAPTER 6 – PERSONNEL - LEAVE WITHOUT PAY

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### POLICY NO. 6.19.4

#### **Related References, Standards, or Policies**

School District Policy 7.14; School District Policy 6.19.3.1, School District Policy 6.19.7, School District Policy 6.19, School District Policy 6.19.5

#### **I. POLICY**

In the event a School District employee is absent but does not have sufficient available leave applicable to the absence (including but not limited to sick leave, sick leave bank, personal leave, FMLA and military leave) the employee shall be placed on leave without pay.

A School District employee may formally request, and the Executive Director may grant, up to 1-year extended leave without pay.

#### **II. DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### **III. PROCEDURES**

In connection with extended leave requests, the Executive Director may approve a formal request for leave of absence for a period of up to one year for justifiable reasons. Such leave shall be without pay. An employee for whom a leave of absence is approved shall return to the School District in a comparable position to that held at the time leave was granted. Failure of an employee to promptly report to duty at the expiration of a leave of absence is just cause for termination. Upon approval of extended leave, benefits are suspended; however, staff may purchase certain benefits at their cost.

## CHAPTER 6 – PERSONNEL - FAMILY MEDICAL LEAVE ACT

POLICY NO. 6.19.5

### **Related References, Standards, or Policies:**

DYS Policy 3.20; The Family Medical Leave Act of 1993, 29 U.S.C. 2601 et. seq.

### **I.POLICY**

The School District complies with the Family Medical Leave Act (FMLA).

### **II.DEFINITIONS**

**FMLA:** For purposes of DYS/State of Alabama employment, FMLA leave is paid (annual or sick leave, personal day, etc.) or unpaid time (leave without pay) which eligible employees may take for up to twelve work weeks in a calendar rolling year due to the birth or placing for adoption or foster care of a child, the employee's own serious health condition, or because the employee is needed to care for a parent, child, or spouse with a serious health condition. In addition, the FMLA includes the National Defense Act of 2008 (NOAA).

**NATIONAL DEFENSE ACT OF 2008 (NOAA):** This act extends coverage to employees who care for family members who are injured while on active military duty or who must tend to other exigent circumstances arising from active military service.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

### **III.PROCEDURES**

Each DYS facility is required to maintain a copy of the policy for each employee's reference and to provide a copy to employees upon request.

The employee will, at the earliest practicable time, notify the supervisor that the employee expects to be off for FMLA and the length of time they expect to be off.

The employee will submit the FMLA paperwork to Central Office Personnel after their medical professional has completed it.

The employee will request leave through the state electronic time and attendance system indicating the leave request is for FMLA.

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## CHAPTER 6 - PERSONNEL - ON-THE-JOB INJURIES

POLICY NO. 6.19.6

### Related References, Standards, or Policies

Ala. Code§ 16-1-18.1 (1975)

### I.POLICY

The School District complies with state law regarding on-the-job injuries.

### II.DEFINITIONS

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**ON-THE-JOB INJURY:** Any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which prevents the employee from working or returning to his or her job.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by an employing board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

### III. PROCEDURES

- a. The employee shall make proper notification of the injury to the Superintendent, or, if applicable, to the Principal, Contract Principal, or Probationary Principal of the school within 24 hours after the injury occurred. If the employee is not clinically able to make notification, it shall be permissible for another person who is reasonably knowledgeable to make notification of the injury to the Superintendent, Principal, Contract Principal, or Probationary Principal.
- b. The forms, timelines, and other procedures prescribed by the State Employee Injury Compensation Trust Fund administered by the Alabama Department of Finance Director of Risk Management shall be used in reporting On-the-Job- Injuries.
- c. The Superintendent may require medical certification from the attending physician that the employee was injured and is unable to return to work as a result of the injury. The Superintendent may require a second opinion from another physician at the expense of the School District. The Superintendent may require a statement from the physician that there is reasonable expectation that the employee will be able to return to work.

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- d. Upon determination by the Superintendent that an employee has been injured on the job and cannot return to work as a result of the injury, the salary and fringe benefits of the employee shall be continued for a period of up to 90 working days consistent with the injury and subsequent employee absence from work resulting from the injury.
- e. Any unreimbursed medical expenses and costs which the employee incurs as a result of an on-the-job injury may be filed for reimbursement with the State Board of Adjustment on forms prescribed by this board. Reimbursement to the employee shall be determined by the policies, rules and regulations of the Board of Adjustment in place at the time of the injury.
- f. Within 30 calendar days of notification of an on-the-job injury, the Superintendent or designee shall inform the employee who is injured on the job of rights about appearing before the State of Alabama Department of Finance Board of Adjustment and also about applicable written policies.

## CHAPTER 6- PERSONNEL - OTHER TYPES OF LEAVE

### POLICY NO. 6.19.7

#### Related References, Standards, or Policies

#### I. POLICY

The School District makes provisions for employees to receive other various types of leave which includes, but is not limited to, military leave, jury duty and leave to donate blood.

#### II. DEFINITIONS

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### III. PROCEDURES

##### a. Military Leave

All employees in the School District, who are active members of the Alabama National Guard or Naval Militia, or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard, are entitled to military leave of absence during periods which they are ordered to active deployment, annual training duty and on weekly drill dates which fall on those days that their normal work schedule requires them to be at work. These employees are entitled to military leave with full pay not to exceed 21 working days per calendar year nor shall they be paid Military Leave for more than 21 working days per calendar year.

Furthermore, members of the Alabama National Guard or Naval Militia or any other reserve component of the United States Armed Forces who are ordered to active military duty for an indefinite period are entitled to military leave with full pay not to exceed 21 working days during any calendar year. The remainder of such absence will be military leave without pay. All employees who are in permanent positions in the District three (3) months or more and who are drafted or volunteer for the military service of the United States are allowed 21 working days military leave with pay in the calendar year in which they are drafted or volunteer. The remainder of the absence will be military leave without pay.

All accrued annual leave may be granted on a work day basis immediately after 21 days military leave with pay. In limited circumstances the employee may earn both annual and sick leave while on military leave with pay and while on annual leave with pay. The beginning of military leave without pay is the first day after the liquidation of the 21 work days of military leave with pay and any accrued annual leave. As in any termination of service, annual leave earned within the leave period may be granted in that period to employees going on military leave for an indefinite period.

##### b. Jury Duty

An employee who is required to serve on a jury shall receive the regular pay to which he/she is entitled, in addition to any moneys he/she receives for jury duty. An employee is required to submit a copy of the jury subpoena to the supervisor.

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c. Leave Allowed to Donate Blood

Employees may be granted approval by the applicable supervisor to donate blood during work hours twice yearly.

The employee is granted two (2) hours leave time but must adhere to the regulations of such leave as determined or set by the Governor of Alabama.

d. Training Leave

Employees desiring to attend training not on the school calendar must submit a DYS Training/Travel Request Form to his/her applicable supervisor indicated on the form, which is then forwarded to the Superintendent or his designee for review and approval or denial.

- i. Once reviewed and approved, the request is forwarded to the Executive Director for final review or denial.
- ii. Employees should not attend the requested training until notified that the training is approved. When the employee attends training during his/her work hours without first obtaining approval, he or she is required to use personal leave.
- iii. Employees attending approved training do so without loss of any accumulated leave. The rules for out-of-state training are different and not applicable herein.

e. Additional Time

Employees may have additional time off as stipulated by the Governor.



## CHAPTER 7 - INSTRUCTIONAL PROGRAMS

### CHAPTER 7 - INSTRUCTIONAL PROGRAMS - CURRICULUM DESIGN

#### POLICY NO. 7.1

#### **Related References, Standards, or Policies**

Alabama Code: 6-6B-2; ACA: 3-JTS-5D-01: 5D-05; Ala. Code §§16-37-5, 16-60-350, 16-3-18, 16-37-4; Ala. Admin. Code 290-3-1, 290-6-1.

#### **I. POLICY**

The District Board provides a comprehensive educational program that includes core academic, career and technical, elective courses for every student, and may include opportunities to seek postsecondary education, and GED preparation.

The Career and Technical Education Program (CTE) consists of areas of study that blend academic, occupations, and life skills. The CTE program will be planned and administered in accordance with requirements of the State Department of Education and the Board.

#### **II. DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

#### **III. PROCEDURE**

Individualized instruction plans will be designed to meet the needs and abilities of each individual student as determined by his/her academic placement, program requirements and current level of performance.

Progress toward meeting goals and objectives will be measured using a variety of methods and recorded, at a minimum, each grading term on the educational plan for each individual student.

**CHAPTER 7 - INSTRUCTIONAL PROGRAMS - WORK-BASED/LIVE WORK**

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POLICY NO. 7.2

**Related References, Standards, or Policies**

Ala. Code §§ 16-37-5, 16-60-350, 16-3-18, 16-37-4; Ala. Admin. Code 290-3-1, 290-6-1.

**I. POLICY**

The Superintendent is authorized to develop guidelines and procedures in accordance with the regulations of the Alabama State Department of Education for work-based and live work learning experiences to be conducted in the school system, including, but not limited to, guidelines for decision making and protocol for solving problems at the workplace and school.

**DEFINITIONS**

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

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**CHAPTER 7 - INSTRUCTIONAL PROGRAMS - SUBJECT: INSTRUCTIONAL SAFETY**

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POLICY NO. 7.2.1

**Related References, Standards, or Policies**

Ala. Code §§ 16-37-5, 16-60-350, 16-3-18, 16-37-4; Ala. Admin. Code 290-3-1, 290-6-1.

**I. POLICY**

To the extent practicable, reasonable safety procedures will be implemented in the Career and Technical Education program in accordance with Alabama State Department of Education regulations and any applicable Business/Industry Certification requirements.

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**CHAPTER 7 - INSTRUCTIONAL PROGRAM - TEXTBOOK SELECTION AND ADOPTION**

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**POLICY NO. 7.3****Related References, Standards, or Policies**

Ala. Code§ 16-36-62 (1975); Ala. Admin. Code 90-2-3-.06

**I.POLICY**

The selection and adoption of textbooks shall be in accordance with the provisions of Alabama Law. A textbook committee shall be appointed by the District Board upon recommendation by the Superintendent.

**II.DEFINITIONS**

**DISTRICT BOARD:** The Board in its capacity as the Board of Education for the School District.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

## CHAPTER 7 - INSTRUCTIONAL PROGRAMS - LIBRARY SERVICES

### Policy No. 7.4

#### Related References, Standards, or Policies

ACA: 3-JTS; 5E-04; 5E-051-JBC: 5E-01; DYS Policy 13.5.4

#### I.POLICY

The School District provides comprehensive library services at each school.

#### II.PROCEDURES

- a) Administrators will have certified persons who coordinate and supervise library services at each facility. A systematic approach is used to determine the library services and material needs for the population. Written policy defines the principles, purposes, and criteria used in the selection and maintenance of library materials. This will include, but not be limited to:
- i) The Coordinators of Curriculum and Federal Programs periodically inspects the library area and its holdings for compliance.
  - ii) Teachers shall request materials appropriate for students and the content in which they teach. Students will also be encouraged to request appropriate material. To be considered, request for materials will be submitted to the librarian.
  - iii) Library materials will be selected on the following criteria:
    - 1. Priority needs for a balanced library.
    - 2. Meeting the educational, information, and/or recreational needs of the students.
    - 3. Appropriateness for reading and language levels of the students.
    - 4. Appropriateness to the interest and ethnicities of students.
    - 5. Materials shall be non-discriminatory, as far as possible.
    - 6. Accuracy in reference and historical works.
  - iv) Although books considered classics deviate from some of the above criteria, these shall be included in the school library collection. Because of the formative age of the students and the expanding knowledge base regarding delinquent behavior and its causes, materials which have themes related to extreme violence, sexual perversion, and cults have been deemed inappropriate for the Youth Services population. With these modifications, Youth Services accepts the Library Bill of Rights which follows:
- b) Library Bill of Rights
- i) The American Library association affirms that all libraries are forums for Information and ideas, and that the following basic policies should guide their services.
    - 1. books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
    - 2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.

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- ii) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- iii) Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- iv) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- v) Libraries that make exhibit spaces and meeting rooms available to public should make such facilities available on equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

## CHAPTER 7 - INSTRUCTIONAL PROGRAM - INTERNET USE

### POLICY NO. 7.5

#### **Related References, Standards, or Policies:**

47 USC 254

#### **I.POLICY**

The School District, in order to comply with the Children's Internet Protection Act (CIPA), adheres to an act signed into law by Congress on December 21, 2000. The act states: No public school or public library may receive discounts unless it certifies that it is enforcing a policy of internet safety that includes the use of filtering, phishing software, or blocking technology (CIPA 12/21/2000). The School District provides internet filtering, anti-virus, and the end point security measures. This would be included but not limited to malware and ransomware prevention.

The School District provides, where feasible, student and educational personnel with access to the internet for appropriate educational purposes.

#### **II.DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III.PROCEDURES**

The School District utilizes the content filtering services to safeguard staff and students and impede viewing of inappropriate material on the internet. This service is used as the "Technology Protection Measure" referenced in CIPA. "A Technology Protection Measure is a specific technology that blocks or filters internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with internet access by minors and harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes." (CIPA 12/21/2000).

The content filtering services meet the CIPA requirements to: "block or filter internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or (3) with respect to use of computers with internet access by minors, material that is harmful to minors" (CIPA 12/21/2000).

If an inappropriate site is allowed access into the School District network then the School District employee should notify the Superintendent or the System Technology Coordinator through the appropriate chain of command. It is then the responsibility of the Superintendent or the System Technology Coordinator to expedite a manual request for filtering of the classified site.

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**ACCESS TO TECHNOLOGY RESOURCES** - The Board permits restricted and conditional access to and use of its technology resources, including but not limited to, computers, the "Internet", network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.

**RESTRICTIONS OR LOSS OF TECHNOLOGY PRIVILEGES** - Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary actions.

**OWNERSHIP OF TECHNOLOGY RESOURCES AND DATA** - All technology, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law.

Users of school system technology resources have no personal right of privacy or confidentiality with respect of the use or content of such resources.

**ADOPTION OF RULES AND REGULATIONS** - The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the "Acceptable Use Agreement" and application of appropriate disciplinary policies and procedure. Such rules and regulations will address or provide:

1. Measures to block or filter internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
2. Restriction of access by minors to inappropriate material on the internet;
3. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
4. Prevention of "hacking" and other forms of unauthorized use of or access to computer or internet files sites, databases or equipment; and
5. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
6. Restriction of minors' access to harmful material.

**Limitation on Liability** - The Board makes no warranties of any kind, either express or implied, that the functions or the service provided by or through Board's technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of service.



## CHAPTER 7 - INSTRUCTIONAL PROGRAM - GRADING AND REPORTING SYSTEM

### POLICY NO. 7.6

#### **Related References, Standards, or Policies:**

290-3-1.02(8) and 290-3-1-.02(8a)

#### **I.POLICY**

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

Grades should primarily represent student academic achievement, not merely be a composite of qualities such as effort, preparation, or attitude. Minimum grading requirements will be established by the Superintendent or designee and printed in each school's teacher handbook.

General Grading Scale - Each teacher is expected to determine the comparative value of individual grades on tests, papers, projects, and other learning/evaluating exercises with accepted standards. School grades should not be used as punishment for misbehavior.

#### **School Grading System**

Grade	Range
A	90-100
B	80-89
C	70-79
B	60-69
F	Below 60

Report Cards - Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.

Special Education Grading Standards - Students who are receiving special educational services may be graded according to their individualized education program (IEP).

Promotion - Students are promoted from grade to grade on the basis of academic credit. A student who is released within one month of the end of a credit awarding term may receive credit for the course with approval from the building level administrator and/or the Superintendent.

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For elementary and middle school students, students must pass language arts, math and one other core subject to be promoted.

A committee will be established to review records for an elementary or middle school student who has previously been retained two or more times. The committee will determine if the student should be promoted.

High School - In order to move from one grade level to the next a student must earn the minimum number of six credits per year.

<b>Level</b>	<b>Credits</b>
9th	6
10th	12
11th	18
12th	24

A high school diploma will be awarded to students who meet the Alabama High School Graduation requirements.

## CHAPTER 8 - STUDENTS

### CHAPTER 8 - STUDENTS - EQUAL EDUCATIONAL OPPORTUNITIES

POLICY NO. 8.1

#### **Related References, Standards, or Policies**

Title VII-1964 Civil Rights Act & Title IX-1962 Educational Amendments Section 504-1973 Voe. Rehab. Act; ADA- 1990 American with Disabilities Act, Age Discrimination Act 1975; Amendments of All of the Above; ACA: 3-JTS: 1C-07; 1-C-08; 1C-06; 1C-07, DYS Policy: 3.3.1; 3.13.2; 3.13.3; 7.2; Ala. Admin. Code 290-8-9; 20 U.S.C. 1401 et seq.; 29 U.S.C 794; Ala. Code §§ 16-39-1 to -12

#### **I.POLICY**

No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, belief, national origin, age, sex or similar personal distinction. All programs offered by schools within the School District shall be open to all students in compliance with the statutory and judicial requirements.

#### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

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## CHAPTER 8 - STUDENTS - TRANSFER OF RECORDS

### **Related References, Standards, or Policies**

20 U.S.C. § 1232g; 34 CFR Part 99

### **I.POLICY**

The School District transfers individual student educational records upon valid request.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 8 - STUDENTS - RIGHTS AND RESPONSIBILITIES

### POLICY NO. 8.3

#### **Related References, Standards, or Policies**

US Const. Amend XIV; Tinker vs. Des Moines Independent Community School District, 89S Ct. 733 (1969); Ala. Code§ 16-1-14; DYS Policies 13.1.2, 13.5.4, 13.8

#### **I.POLICY**

It is the responsibility of the School District to provide a safe and equitable learning environment. In order to provide an environment conducive to learning, codes of conduct shall be consistent with the policies of the Department. All codes of conduct shall be in full compliance with State and Federal statutory provisions. Every student shall comply with all rules and regulations set forth in The Student Code of Conduct and the Student Handbook.

#### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III. PROCEDURE**

A. Upon admission to the applicable school, the designated school personnel will provide youth with written documentation of the rules, regulations, and guidelines governing behavior. Written documentation may be in the form of a handbook, information sheet or other written publication. Consequences for violations are included.

B. The designated school personnel will ensure that the rules, regulations, and guidelines are understood by the youth and youth sign indicating that they have received a copy of the rules, regulations, and/or guidelines. A copy is given to the youth and a copy placed in his/her school file/folder.

C. Annually, each school Principal, Probationary Principal and Contract Principal or his/her designee will review the rules, regulations, and guidelines, update as needed, and submit to the Superintendent. Youth are provided a copy of new or revised rules, regulations, and guidelines.

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## CHAPTER 8 - STUDENTS - DUE PROCESS

### Policy No. 8.4

#### Related References, Standards, or Policies

U.S. Const. Amend. XIII, *Ingraham v. Wright*, 97 St. Ct. 1401 (1977); *Carey v. Phipus*, 98 S.Ct. 1042 (1978); *Dixon v. Alabama State Board of Education*, 294 F.2d 150 (5th Cir. 1961)

#### I.POLICY

The School District observes applicable substantive due process which entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, (e.g. based upon rational or compelling state interest), and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of the school officials within the School District.

#### II.DEFINITIONS

**BOARD:** The Alabama Youth Services Board.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

#### III. PROCEDURES

The following guidelines are applicable to all policies, rules and regulations:

- a) Each local school policy, rule or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective;
- b) Each regulation shall be based on a policy;
- c) All policies, rules, and regulations at any level shall be consistent with statutes, rules, or regulations of the State of Alabama, Alabama Department of Youth Services Board, or State Department of Education; U.S. Department of Education;
- d) Policies, rules, and regulations designated by local school administrators shall be specific and precise;
- e) No Board policies or local school codes shall deny any student his/her constitutional rights.
- f) Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
- g) Exercise of all authority by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
- h) Students, parents, citizens, teachers, and administrators should be participants in developing local codes of conduct.

Procedural due process within the School District shall relate primarily to the area of formal disciplinary measures. Procedural Due Process does not relate to safety measures or routine actions necessary to address immediate concerns for safety and security within a correctional environment.

The degree of procedural due process afforded in each of the above situations shall be depended upon:

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- a) The gravity of the offense a student is alleged to have committed; and
- b) the severity of the contemplated penalty.

A student shall have the right of the following minimum due process procedures:

- a) The student shall be given oral or written notice of the charges against him/her.
- b) The evidence against the student shall be explained to him/her.
- c) The student shall be given an opportunity to respond to the charges.

## CHAPTER 8 - STUDENTS - SEARCHES AND CONTROL OF CONTRABAND

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POLICY NO. 8.5

### **Related References, Standards, or Policies**

U.S. Const. Amend. IV; U.S. Const. Amend. XIV; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725, (M.D. Alabama 1970); DYS Policy 9.10

### **I.POLICY**

The School District follows Department searches and control of contraband policies and procedures.

### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

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## CHAPTER 8 - STUDENTS - CONDUCT

### Policy No. 8.6

#### **Related References, Standards, or Policies**

Ala. Code §§ 16-1-10, 16-1-14, 16-41-1 to-10, 16-4-13, 16-1-2, 16-8-7, to-10, 16-12-3 (a), (b), 16-12-5, 16-21-1 to 6, 16-28-12; DYS Policies 13.10, 13.10.1, 13.10.2, 13.10.3, 13.10.4

#### **I.POLICY**

Unless otherwise specifically addressed herein, the School District follows Department policies and procedures regarding disciplinary process, hearings, confinement, isolation, special management, and healthcare.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 8 - STUDENTS - CONFIDENTIALITY

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POLICY NO. 8.7

### **Related References, Standards, or Policies**

ACA 3-JTS-3D-05, 20 U.S.C. § 1232g; 34 CFR Part 99; Ala Code§ 44-1-39, 12-15-133

### **I. POLICY**

The School District maintains the right of privacy for adjudicated youth in the custody of the Department of Youth Services.

- a) No information which will identify a youth may be released except as is permitted by Section 12-15-133, Code of Alabama 1975, as amended, as permitted by the§ 44-1-39 and applicable Federal law.
- b) For school district purposes, no photographs of any youth shall be made without the consent of the Superintendent.

### **II. DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 8 - STUDENTS - GRIEVANCES

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POLICY NO. 8.8

### **Related References, Standards, or Policies**

DYS Policies 1.13; 1.13.1

### **I. POLICY**

The School District follows Department youth grievance process and youth medical grievances policies and procedures.

### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

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## CHAPTER 8 - STUDENTS - DISCIPLINE

### Policy No. 8.9

#### **Related References, Standards, or Policies**

DYS Policies 9.7, 9.7.1, 9.9, 13.10, 13.10.1, 13.10.2, 13.10.3, 13.10.4

#### **I. POLICY**

The School District follows the Department's physical intervention, use of restraints, confinement, isolation and special management, isolation and health care policies and procedures.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III. PROCEDURE**

The Superintendent or his/her designee will participate and work cooperatively with the DYS policy committee in an effort to maintain input and involvement in the review and development of Department policies and procedures that may impact School District practices, which includes but is not limited to, rules and regulations governing youth behavior and associated procedures.

## CHAPTER 8 - STUDENTS - STUDENT HEALTH SERVICES

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### POLICY NO. 8.10

#### **Related References, Standards, or Policies**

DYS Policy and Procedure Chapter 12

#### **I.POLICY**

The School District follows Department policies relating to health care programming.

#### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 8 - STUDENTS - INCIDENTS AND INCIDENT REPORTING

### Policy No. 8.11

#### **Related References, Standards, or Policies**

Ala. Code §§ 16-8-9, 16-8-38, 16-9-13, 16-12-12, 16-12-15; DYS Policy 9.9

#### **I. POLICY**

The School District follows the Department's incident and incident reporting policies and procedures.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 8 - STUDENTS - CHILD ABUSE AND NEGLECT

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### POLICY NO. 8.12

#### **Related References, Standards, or Policies**

Ala. Code: §§ 26-14-1, 26-14-3, 26-14-13 DYS Policy 13.6

#### **I. POLICY**

The School District follows the Department's child abuse and neglect policies and procedures.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**MANDATORY REPORTER:** All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and school officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees of day care centers, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

#### **III. PROCEDURES**

The Mandatory Reporter may independently report any incident in compliance with state law, so long as they also comply with the DYS policy 13.6.

## CHAPTER 8 - STUDENTS - STUDENT CLUBS AND ORGANIZATIONS

POLICY NO. 8.13

### Related References, Standards, or Policies

U.S Const. Amend., I, U.S. Const. Amend. XIV; Ala Code §§ 16-13-32, 16-11-9, 16-12-3 (a), (b), 16-26-1, 16-26-2, 16-8-7 to -9, Healy v. James, 92S Ct. 2338 (1972)

### I. POLICY

The Board delegates to the Superintendent, Principals, Probationary Principals, and Contract Principals other school members and students the responsibility to establish regulations for the operation of school-sponsored clubs and organizations. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed color, sex, national origin, or handicap.

### II. DEFINITIONS

**BOARD:** The Alabama Youth Services Board.

**CONTRACT PRINCIPAL:** Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center

**PRINCIPAL:** Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.

**PROBATIONARY PRINCIPAL:** A Principal hired for the first time in the employing school system after July 1, 2000.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

### III. PROCEDURE

All school-sponsored clubs and organizations shall meet the following criteria:

- i) Every school club or organization shall be sponsored by a member of the faculty and approved by the Principal of the school. Every organization shall have the approval of the sponsor in advance of the time and place of all meetings and all social and athletic events and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. A sponsor or substitute sponsor approved by the Principal shall be present throughout all activities.

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- ii) All activities of a club or organization held outside the school or off campus must have the prior approval of the Principal. All such activities shall also comply with applicable DYS policy and procedure including DYS policy 9.5.
- iii) Every school sponsored club shall have bylaws, a charter or other similar document (Constitution) approved by the appropriate personnel. Such Constitution shall be kept on file in the school office.
  - (1) The Constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
  - (2) The Constitution shall state qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, sex, national origin, or handicap.
  - (3) The Constitution shall contain a statement of the purpose of the club. The purposes shall not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the Board and its employees.
  - (4) The Constitution shall contain a statement that there is no affiliation with any political or religious organization, or with any organization which denies membership on the basis of race, color, creed, sex, national origin, or handicap.
  - (5) The Constitution shall provide that the collection or disbursement of school-sponsored club funds shall be in accordance with the regulations set forth by the School District.
  - (6) The Constitution shall provide that speakers who are neither of the student body, faculty, or administration of the school must have prior approval of the sponsor and the Principal.
- iv) Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:
  - (1) The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its control, which is contrary to the welfare of the students or the school, or
  - (2) which is in conflict with the authority or responsibility of the Board or any of its officials or employees.
  - (3) The organization participates in, advocates, or knowingly permits activities, by its members or others subject to its control, which are not authorized by the Constitution of the organization that have been approved by the Principal of the school.
  - (4) The organization fails to comply with Board policy or such rules and regulations as may be developed by local school.

## CHAPTER 8 – STUDENTS –ENGLISH AS A SECOND LANGUAGE

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POLICY NO. 8.14

### **Related References, Standards, or Policies**

ACA 2-9335

### **I.POLICY**

The School District complies with its English as a second language plan.

### **II. DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

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## CHAPTER 8 – STUDENTS – EDUCATIONAL RECORDS

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POLICY NO. 8.15

### **Related References, Standards, or Policies**

20 U.S.C 1232g (1)

### **I. POLICY**

Educational records as defined by law or School District policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law. Except where the context requires otherwise, the term "educational records" has the meaning given in 20 U.S.C. 1232g(a)(4). Copies of such records may likewise be provided to the extent required and under circumstances specified by applicable law or regulation. The Superintendent is authorized to establish administrative standards and procedures for access to such records, including a schedule of reasonable charges for the reproduction thereof.

### **II. DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

## CHAPTER 9 - PUBLIC RELATIONS

### CHAPTER 9 - PUBLIC RELATIONS - GIFTS

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#### POLICY NO. 9.1

#### **Related References, Standards, or Policies**

Code of Ethics, Code of Alabama§ 36-25-1 et seq.

#### **I.POLICY**

Gifts become property of the state and are subject to the same controls and regulations that govern the use of other state-owned property.

Contributions of gifts that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent's office for agency approval.

#### **II.DEFINITIONS**

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

## CHAPTER 9 - PUBLIC RELATIONS - VISITORS

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POLICY NO. 9.2

### **Related References, Standards, or Policies**

DYS Policies 3.3, 4.4, 13.9.3; 28 CFR 115 (PREA)

### **I.POLICY**

No visitors will gain entrance to Department premises without compliance with Department policy and procedures and with applicable PREA guidelines. All school visitors must have a visitor's pass and sign in and out at the school.

### **II.DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 9 - PUBLIC RELATIONS - PUBLIC COMPLAINTS

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POLICY NO. 9.3

**Related References, Standards, or Policies:**

School District Policy and Procedure 2.5, Agendas and Conduct of Meetings

**I.POLICY**

Public complaints should be made to the Superintendent. Complaints made directly to the Board or to a school board member as an individual will be referred to the Superintendent for review and appropriate response.

**II.DEFINITIONS**

**BOARD:** The Alabama Youth Services Board.

**SUPERINTENDENT:** The Chief Executive Officer of the School District.

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education

## CHAPTER 9 - PUBLIC RELATIONS - STUDENT INTERN

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### POLICY NO. 9.4

#### **Related References, Standards, or Policies**

Ala. Code §§ 16-8-7 to 9, 16-9-13, 16-11-9, 16-12-3 (a), 16-12-5; DYS Policies 4.4, 15.2

#### **I. POLICY**

The School District follows the Department's student intern policies and procedures.

#### **II. DEFINITIONS**

**DEPARTMENT:** The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.

## CHAPTER 9 - PUBLIC RELATIONS - EDUCATIONAL ORGANIZATIONS

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POLICY NO. 9.5

### **Related References, Standards, or Policies**

Ala. Code §16-1-6 (1975)

### **I.POLICY**

The School District may maintain membership in appropriate educational organizations.

### **II.DEFINITIONS**

**SCHOOL DISTRICT:** The Youth Services Department District. The School District is identified by the State Board of Education

**Effective Date:** March 22, 2024

**Issued By:** DYS 210 Board of Education



## GLOSSARY

TERM	DEFINITIONS	POLICY NO(S).
<b>A</b> Administrative Personnel	All professional administrative and supervisory personnel necessary for the proper functioning of the schools within the school district	3.3
<b>B</b> Board	The Alabama Youth Services Board.	1.1, 1.3, 2.1, 2.2, 2.7, 3.3, 6.19.3.1, 7.5, 8.1, 8.4, 8.13, 8.15, 9.3
<b>C</b> Catastrophic Illness	Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician, which causes the employee to be absent from work for an extended period of time.	6.19.3.1
Classified Employees Contract Principals	Indicates only those persons hired on or after July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by and employing board as the chief administrator of a school, including a vocational center.	3.5, 3.1, 6.13, 6.16, 6.19.3, 6.19.6, 8.13
<b>D</b> Department	The Department of Youth Services established in Chapter 1 of Title 44 Code of Alabama 1975, as amended.	1.1, 1.5, 2.4, 2.7, 4.1,4.3, 4.4, 4.5, 6.3, 6.6, 6.1, 6.2, 6.3, 6.6,6.17, 8.3, 8.5, 8.7, 8.8, 8.9, 8.10, 8.12,8.13, 9.2, 9.4
Director	The Alabama Youth Services Director.	1.2, 1.4, 2.5, 4.1, 4.3
<b>E</b>		6.2

Educational Personnel	Employees of the School District.	
Employee	Any person employed by the District Board on a full-time or part-time basis.	6.19.3.1
Excessive or Abusive Use of Sick Leave	<p>A pattern of intermittent, short-term usage of Sick Leave. Establishment of this pattern shall include, but not be limited to, the following indicators:</p> <p>A. Frequent use of Sick Leave in conjunction with holidays, scheduled days off, or distribution of paychecks.</p> <p>B. Frequent use of Sick Leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workload.</p> <p>C. Requesting Sick Leave for an absence for which annual leave has previously been denied.</p> <p>D. Frequent occurrences of illness during the workday.</p> <p>E. Peculiar and increasingly improbable excuses.</p> <p>F. Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave.</p>	6.19.3
<b>F</b> Facilities	The Department of Youth Services operated campus in which School District educational programs are an	6.2

FMLA	<p>integral part.</p> <p>For purposes of DYS/State of Alabama employment, FMLA leave is paid (annual or sick leave, personal day, etc.) or unpaid time (leave without pay) which eligible employees may take for up to twelve work weeks in a calendar rolling year due to the birth or placing for adoption or foster care of a child, the employee's own serious health condition, or because the employee is needed to care for a parent, child, or spouse with a serious health condition. In addition, the FMLA includes the National Defense Act of 2008 (NOAA).</p>	6.19.5
<p><b>G</b> Grievance</p> <p>Grievant</p>	<p>A claim submitted by a School District employee of a violation, misinterpretation, or inequitable application of policy, rules and regulations, existing laws, or administrative procedures.</p> <p>Any employee hired by the Board to perform services, either on a full or part-time basis, or the Association filing a grievance. Any person involved in the processing of a grievance.</p>	<p>6.4</p> <p>6.4</p>

<b>I</b> Immediate Supervisor	Immediate supervisor is the employee possessing the degree of administrative authority next in rank above any grievant.	6.4
<b>J</b>		
<b>L</b> Layoff	An unavoidable reduction in the work force beyond normal attrition due to decreased student enrollment or shortage of revenues. The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.	6.15
<b>M</b> Mandatory Reporter	All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and school officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees of day care centers, mental health professionals, members of the clergy as defined in Rule 505 of the <u>Alabama Rules of Evidence</u> , or any other person called upon to render aid or medical assistance to any child.	8.13
<b>N</b> National Defense Act of 2008 (NOAA)	This act extends coverage to employees who care for family members who are injured while on active military duty or who must tend to other exigent circumstances	6.19.5

	arising from active military service.	
<b>O</b> Objective Criteria	Any lawful selection standard (or combination of standards) that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons.	6.15
On-the-job Injury	Any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which prevents the employee from working or returning to his or her job.	6.19.6
<b>P</b> Pay Status	Employees are in "pay status" on days (1) when they are actually working, (2) when on authorized leave (see this section for the Types of Leave), and (3) during approved holidays which fall during the work week.	6.19, 6.19.1
Principal	Includes only those persons hired before July 1, 2000, and certified for the position of principal as prescribed by the State Board of Education and who are employed by an employing board as the chief	3.1,6.13,6.16,6.19.3,6.19.6,8.3,8.13,8.14

Probationary Principal	<p>administrator of a school, including a vocational center.</p> <p>A Principal hired for the first time in the employing school system after July 1, 2000.</p>	3.1,6.13,6.16,6.19.3,6-19.6,8.3,8.13
<b>R</b> Reduction in Force (RIF)	An unavoidable reduction in the work force beyond normal attrition due to decreased student enrollment or shortage of revenues.	7.15
<b>S</b> School District	The Youth Services Department District. The School District is identified by the State Board of Education as School District 210.	1.1, 1.2, 3.1, 3.3, 3.4, 4.2, 4.4, 4.5, 5.1, 6.3, 6.6, 6.1, 6.2, 6.3, 6.6, 6.8, 6.9, 6.10, 6.12, 6.14, 6.15, 6.16, 6.17, 6.19, 6.19.3, 6.19.3.1, 6.19.4, 6.19.5, 6.19.6, 6.19.7, 7.5, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, 8.12, 8.13, 8.14, 8.15, 9.4, 9.5
Sexual Harassment	<p>Unwelcomed sexual advances, requests for sexual favors, and other verbal, visual, written or physical conduct of a sexual nature when:</p> <p>A. Submission to such conduct is made either explicitly and implicitly a term or condition of an individual's employment; or</p> <p>B. Submission or rejection of such conduct by any individual is used as the basis for employment decisions affecting an individual, or</p> <p>C. The purpose or effect of such conduct is to unreasonable interfere with the individual's work performance or to create hostile or abusive work environment.</p>	6.5

<p>Sick Leave Bank Committee (SLB)</p>	<p>A committee of five employees, one representing the authority and four representing members of the SLB.</p>	<p>6.19.3.1</p>
<p>Sick Leave</p>	<p>Approved absence from regular duty by an employee because of the following:</p> <p>A. Personal illness or doctor's quarantine;</p> <p>B. Incapacitating personal injury;</p> <p>C. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie;</p> <p>D. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle, or aunt); or</p> <p>E. Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis.</p>	<p>6.19.3</p>
<p>Superintendent</p>	<p>The Chief Executive Officer of the School District.</p>	

Superintendent of Education	The superintendent of the State Department of Education.	1.2, 1.4, 1.5, 2.1, 2.3, 2.5, 2.8, 3.1, 3.2, 3.3, 4.3, 6.2, 6.3, 6.7, 6.12, 6.13, 6.14, 6.19.2, 6.19.3.1, 6.19.6, 7.2.1, 7.3, 7.5, 8.3, 8.10, 8.13, 8.14, 8.15, 9.1, 9.3  1.2, 2.5, 3.3, 4.1
<b>T</b> Teacher	All Principals (excluding Contract Principals), certified employees, including instructors, counselors, librarians, and supervisors.	3.5, 6.16
<b>U</b>		
<b>V</b>		
<b>W</b>		
<b>X</b>		
<b>Y</b>		
<b>Z</b>		