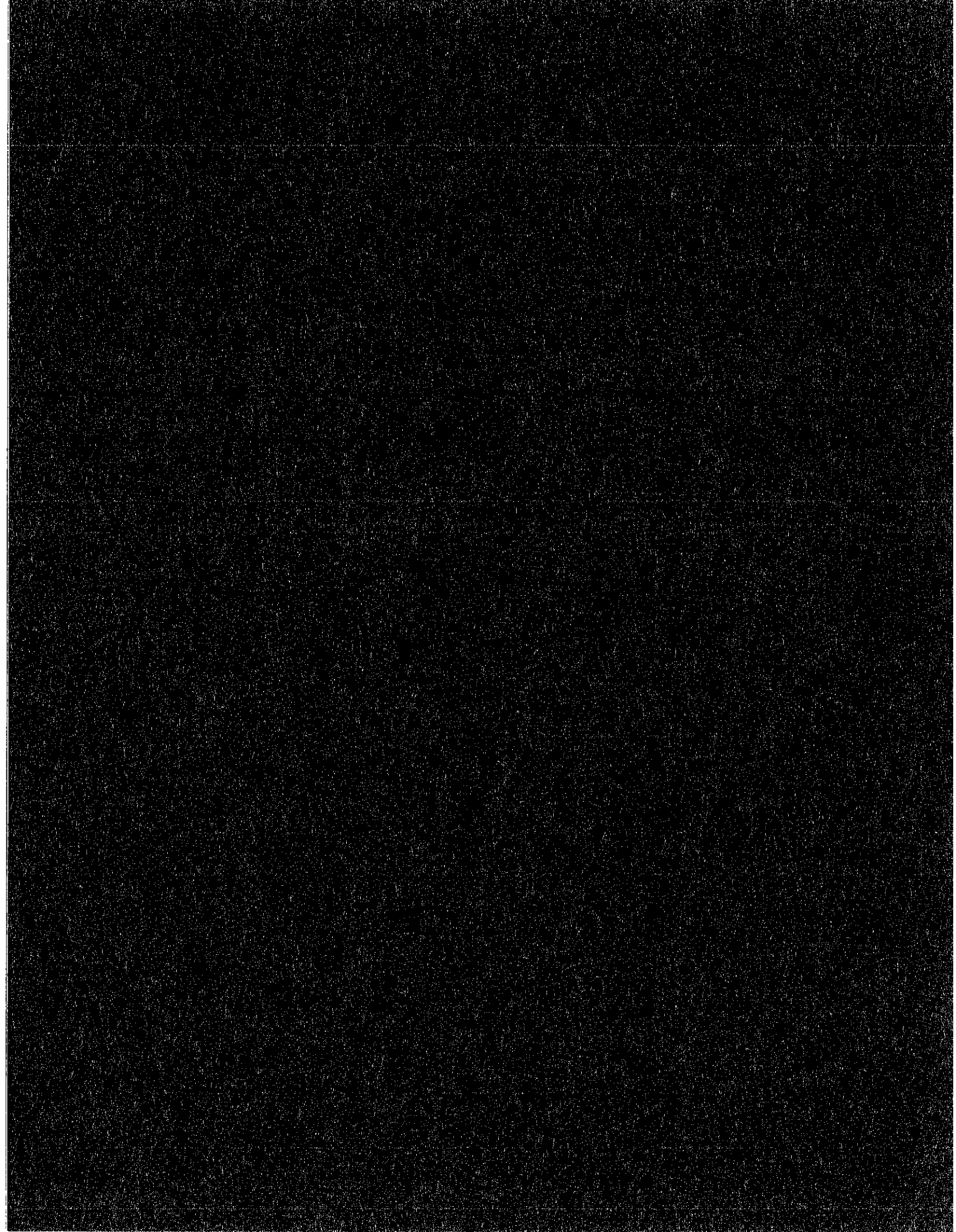


MACON COUNTY BOARD OF EDUCATION

Policy Manual Addendum

Additional Policies Passed Since the Adoption of
6/2010 Policy Manual

Dr. Jacqueline A. Brooks, Superintendent



MACON COUNTY BOARD OF EDUCATION

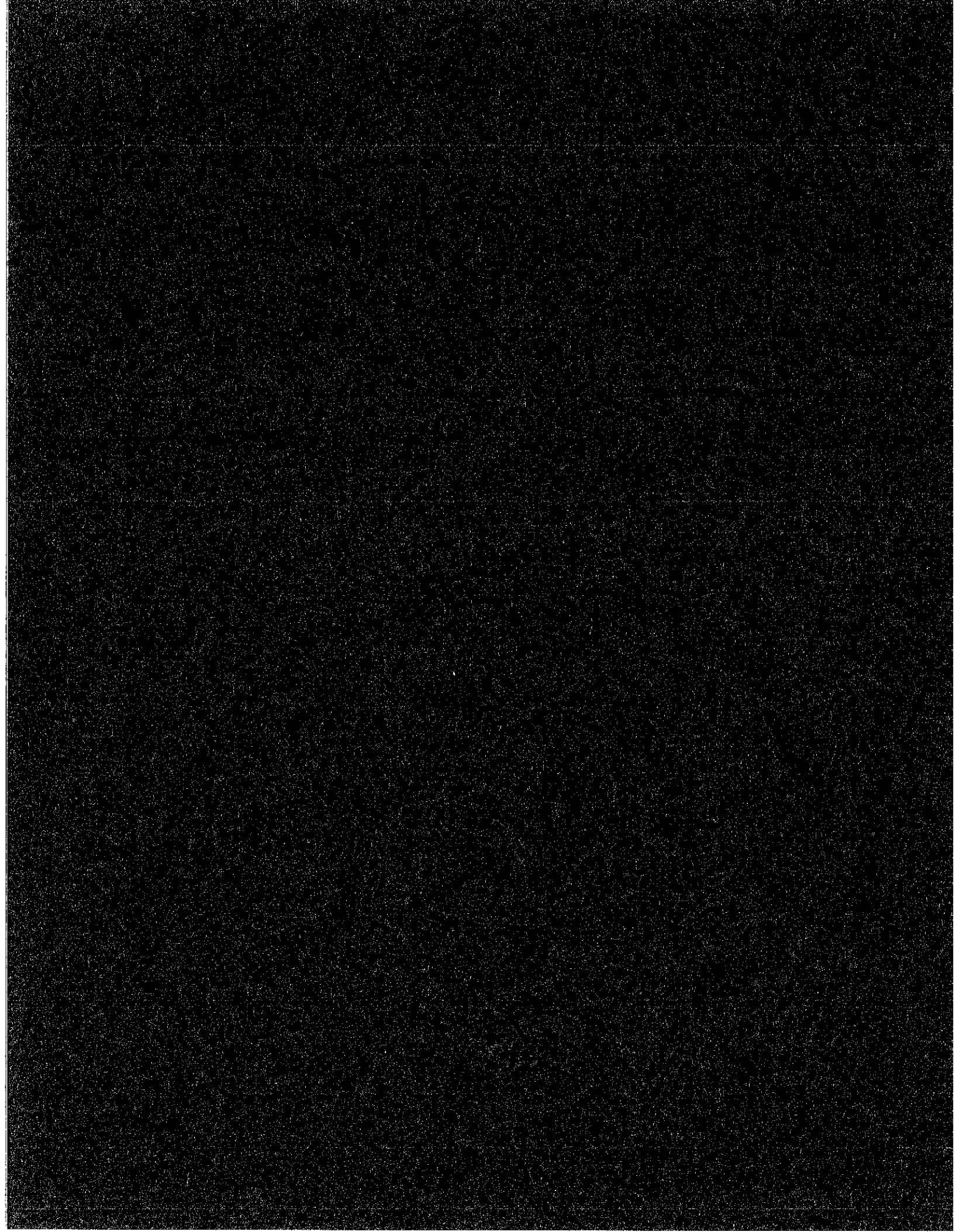
ADMISSION POLICY FOR HOMELESS, MIGRATORY, IMMIGRANT, AND LIMITED ENGLISH PROFICIENT STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrants, immigrants, and English learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of Macon County Schools. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of social security card
- Lack of immunization or health records
- Lack of school records or transcripts
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

Revised
1/2/2014



School bus video camera policy-Passed by Macon County Board of Education
Passed January 19, 2012 by the Macon County Board of Education

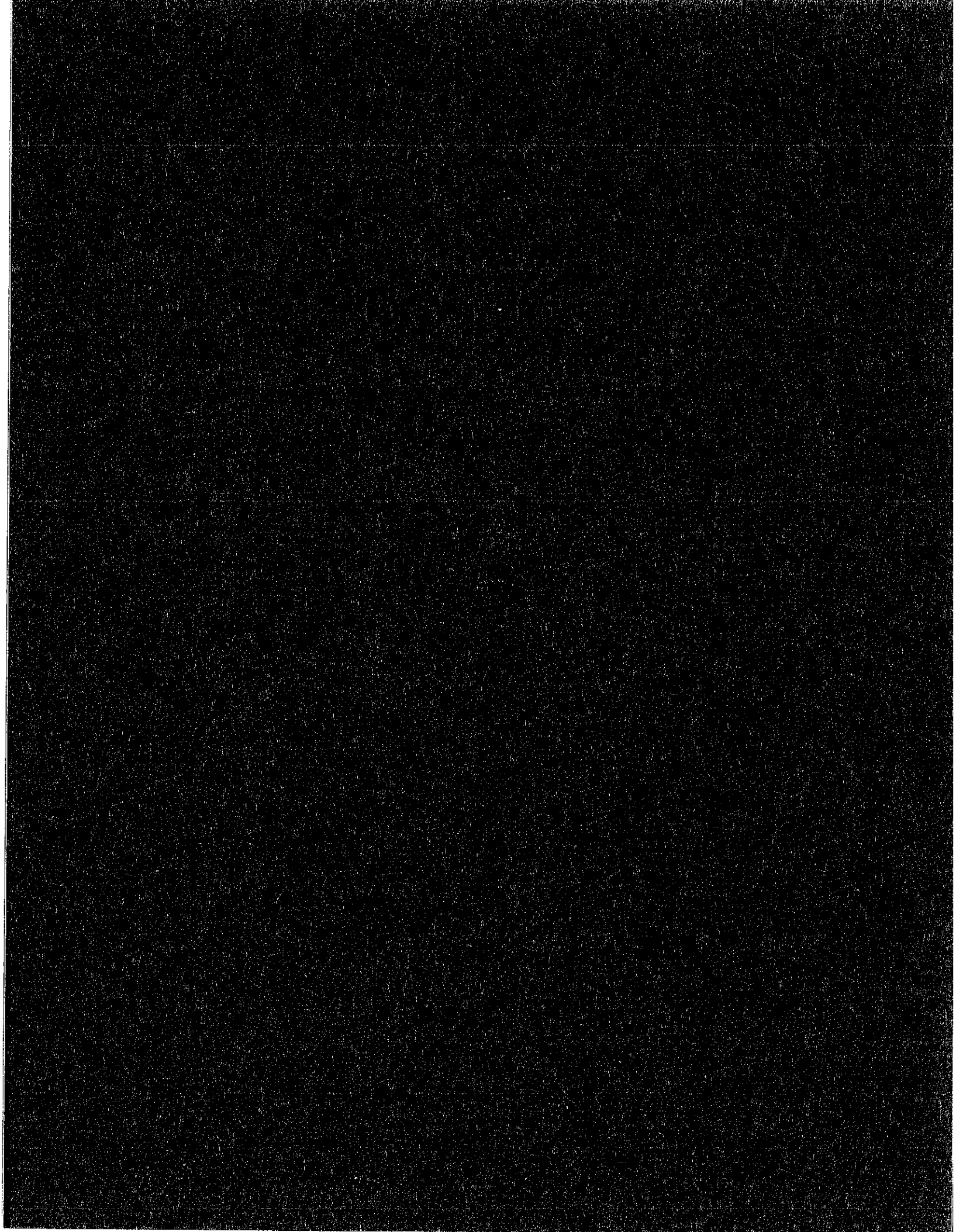
Macon County Public School System utilizes video camera equipment in school buses for the purpose of monitoring the behavior of students. Macon County Public Schools uses video camera concealment boxes in school buses for the purpose of monitoring student behavior.

Publication in the Macon County Public Schools Code of Student conduct shall serve as notification to students, parents/guardians and staff that video surveillance may occur on any school bus and those video recordings may be used in student disciplinary proceedings. This notification includes a copy of the district's policy on bus conduct. In addition, a prominent notice is placed in each bus stating, "This bus is equipped with a video monitoring system. Your conversations and/or actions may be recorded."

Video footage will only be viewed by the Macon County Public Schools Transportation Safety Director (and/or designee), the principal of the school building (and/or designee), bus company safety director, the bus driver, and/or other appropriate law enforcement agencies. Whenever a parent or guardian disputes or challenges a bus discipline report, and the parent's child was videotaped, it will be the responsibility of the school principal to review the tape. The videotape will be used by the building principal to assist in determining whether or not the incident actually occurred and if so, the severity of the incident.

All persons who view a tape are identified in a written log. Neither the parent nor guardian of the student that has been videotaped, nor the student will be allowed to view the video tape in accordance with data privacy laws, unless the student is the only subject of the video footage or the building principal has obtained written permission from the parents/ guardians of all other students on the video tape for them to be viewed. Upon written request the school district will provide a written summary of the taped incident(s) of a student pictured on a tape to the student's parents/guardians.

The school system will be responsible for the security of the video equipment and for the handling of video footage. A log will be kept at the bus company that will record the day and time each camera was used in each bus. Video footage will be reviewed by the bus company safety director and kept for at least 72 hours before being reused. If there is a request by the Transportation Department or building principal to view a tape, that tape will be held until a meeting can be arranged. Tape retained as part of an individual student's disciplinary record shall be maintained in accordance with law and school board policy governing the access, review, and release of student records.



Complaints & Grievances

The Board recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following procedures as a means to examine and settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination, contracts, salaries, working conditions, and advancement opportunities of employees. These proceedings shall be kept informal and confidential as may be appropriate at all levels of the procedure.

Definitions

A grievance shall mean a complaint by any member of the professional or support staff that there has been a violation, a misinterpretation, or inequitable application of any policy or practice of the school system. Evaluations and other personnel matters that may be appealed under the provisions of the Fair Dismissal Act or other state statute shall not be a grievable item under the provision of this policy. The grievance may be initiated orally or in writing at Level One and must be filed within twenty (20) work days following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

Procedure

Level One – Informal Procedure

The aggrieved person shall first discuss the grievance with his/her principal or immediate supervisor with the objective of resolving the matter informally.

Level Two – Formal Procedure

Step One of the formal grievance procedure commences if, as a result of the discussion between the grievant and the principal/supervisor the matter is not resolved to the satisfaction of the grievant, then within five (5) work days, the grievant shall set forth the grievance in writing to the principal/supervisor specifying, to wit:

- The nature of the grievance
- The nature or extent of the injury, loss, or inconvenience
- The relief sought
- The results of previous discussion
- The dissatisfaction with decisions previously rendered

The principal or supervisor shall communicate his/her decision to the grievant in writing within fifteen (15) work days of receipt of receipt of the written grievance.

Step Two of the formal grievance procedure commences if the grievant is not satisfied with the disposition of the grievance at Level Two-Step One. The grievant may within five (5) work days of the grievance at Level Two-Step One, present his/her grievance to the Superintendent of Schools.

The Superintendent or his/her designee shall hear the grievance and render a decision within thirty (30) work days after the decision is rendered at Level Two-Step One. At this hearing, the grievant may appear alone or be accompanied by a representative of his/her choice. If the grievance is a sexual harassment complaint, the 30 day timeline is suspended as an outside, independent agency will conduct the investigation based on a timeline necessary and appropriate to gather all facts and present findings.

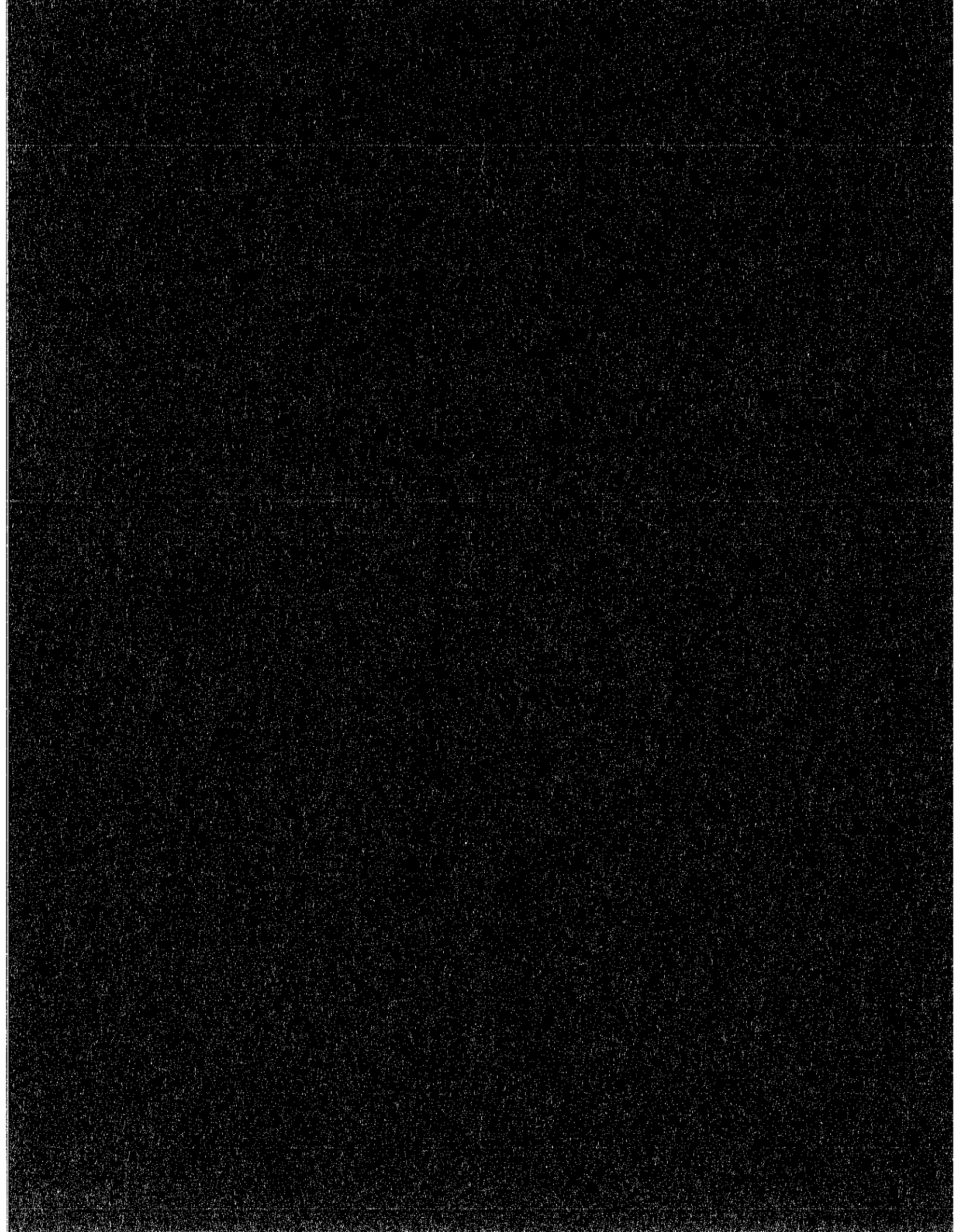
Step Three of the formal grievance procedure commences in the event the grievant is not satisfied with the disposition of the grievance at Level Two-Step Two. The grievant may file in writing with the Board of Education within five (5) work days after the decision from Level Two-Step Two. The Board of Education shall hear the grievance and render a decision within thirty (30) work days after the decision is rendered at Level Two-Step One. If the grievance is a sexual harassment complaint, the 30 day timeline is suspended as an outside, independent agency will conduct the investigation based on a timeline necessary and appropriate to gather all facts and present findings.

Step Four of the formal grievance procedure commences in the event the grievant is not satisfied with the disposition of the grievance by the Board of Education. The grievant may appeal the decision to the appropriate authorities as provided by law or seek recourse through the state or federal court system.

Miscellaneous Provisions

Timelines – It shall be understood that the timelines imposed at each level and step shall be strictly adhered to and unless the appeal is made within the time allotted, the grievance shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

Hearing Procedures–The Board of Education and/or Superintendent may establish hearing procedures to follow at Level Two-Step Two and Level Two-Step Three.



SEXUAL HARRASSMENT POLICY-revised
SECTION 5.14-Policy Manual

Macon County Schools has a strong commitment that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. Sexual harassment is any unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is **illegal** and **will not be tolerated**. Therefore, Macon County Schools has implemented a sexual harassment policy that will treat sexual harassment as any other form of serious employee misconduct.

The Macon County School District's Sexual Harassment Policy is outlined in detail in Section 4 of the Macon County Schools' Policy Manual. *A provision to have sexual harassment complaints investigated by an independent agency/investigator has been added to our investigative protocol.*

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

5.14.1 Definition of Sexual Harassment – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when: 5.14.1.a.1.1 Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;

5.14.1.a.1.2 Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or

5.14.1.a.1.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5.14.2 Examples of Prohibited Conduct – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances: 5.14.2.a.1.1 Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;

5.14.2.a.1.2 Repeated unwelcome solicitation of sexual activity or sexual contact;

5.14.2.a.1.3 Unwelcome, inappropriate sexual touching;

5.14.2.a.1.4 Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

5.14.3 Employee Complaint Resolution Procedure 5.14.3.a.1.1 Reporting – Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no

circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.

5.14.3.a.1.2 Informal Complaint – An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint

procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

5.14.4 Formal Complaint Procedure 5.14.4.a.1.1 Persons Responsible For Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Title IX Coordinator is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

5.14.4.a.1.2 Complaint form, contents – Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.

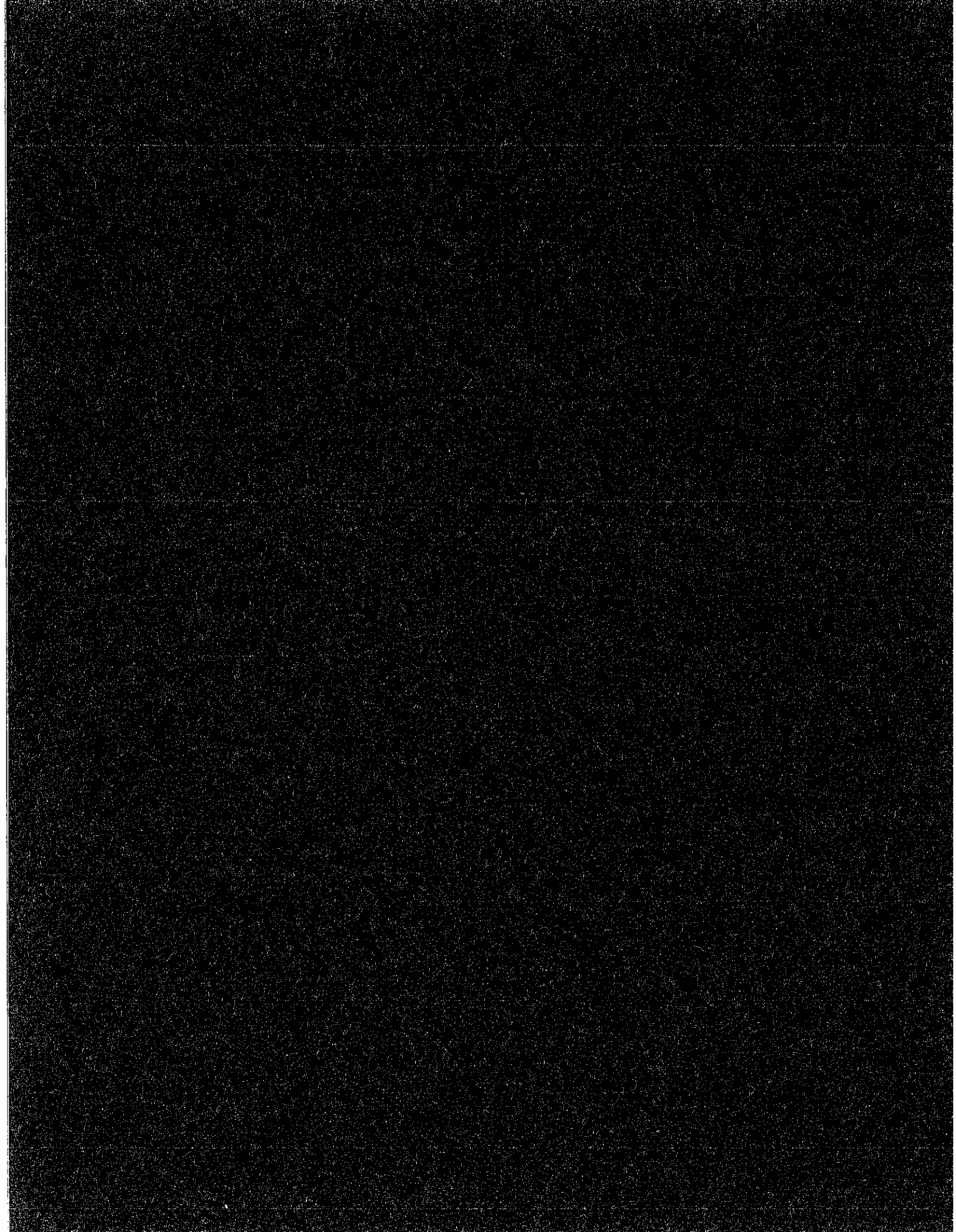
5.14.4.a.1.3 Investigation – The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.

5.14.4.a.1.4 Review by the Superintendent and the Board – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

5.14.5 Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

5.14.6 Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

5.14.7 Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.



MACON COUNTY BOARD OF EDUCATION

Energy Conservation Resolution

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Education Specialist teams conducting energy audits and providing timely feedback.
2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Energy Education will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in accordance with "Energy Guidelines" that will be adopted by administration and will define the "rules of engagement" for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance,

Whereas the Board embraces energy conservation and desire for the Macon County Board of Education's to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources,



Whereas the Board has engaged Energy Education to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the Macon County Board of Education,

Therefore, the Board directs the President Theodore Samuel and Superintendent Jacqueline A. Brooks and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

Adopted this 20th day of September, 2012.

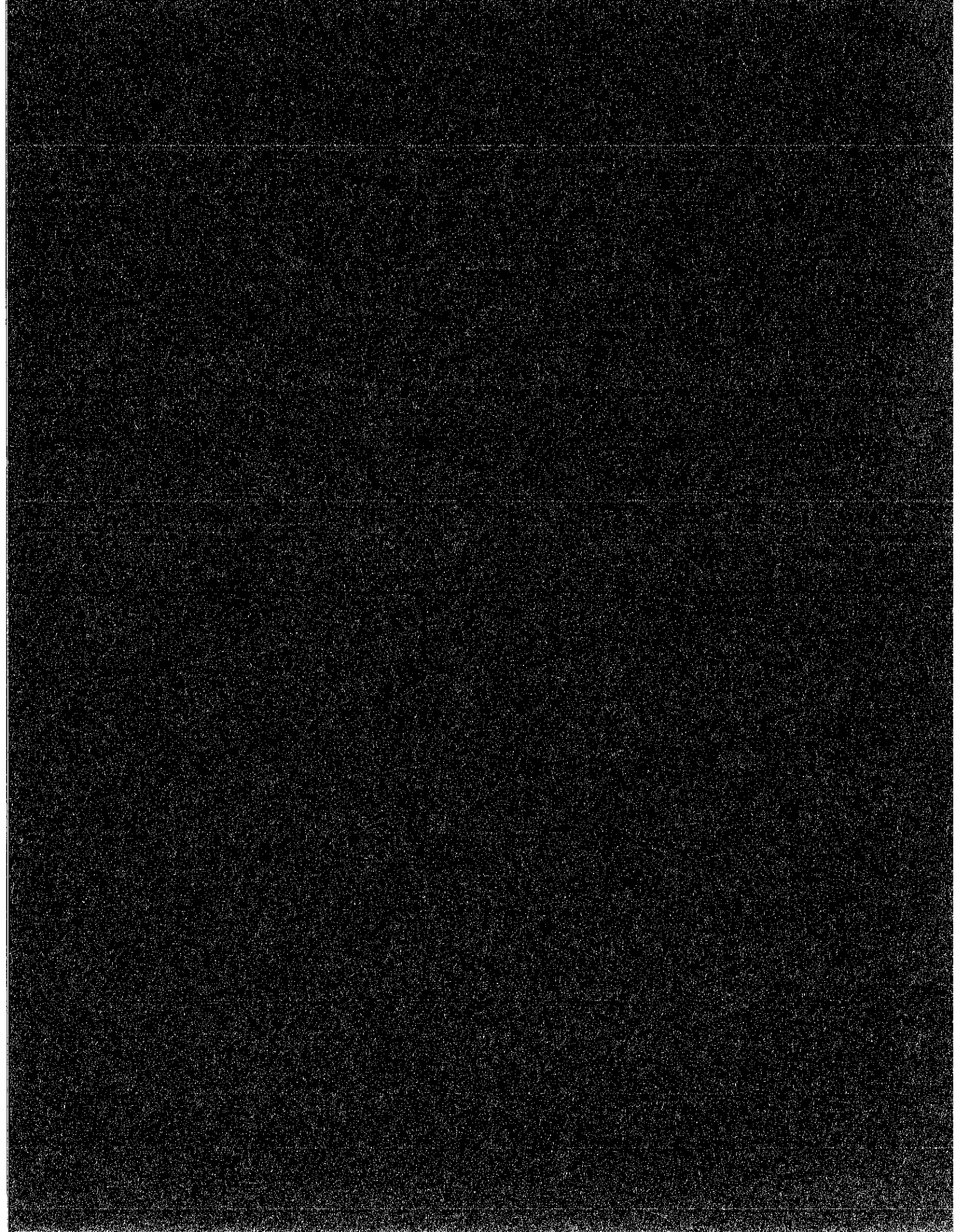
Chairman

Attest:

Executive Secretary

(After being officially accepted by the Board, a signed and dated copy should be disseminated to the widest distribution possible within the Macon County Board of Education i.e., all bulletin boards, faculty lounges, campus newsletters, etc. This statement constitutes written approval from Energy Education concerning the distribution of Macon County Board of Education's official energy resolution.)





Macon County Board of Education Safety Policy and Guidelines for CTE

Students participating in a Career/Technical Education classroom/lab must be given instructions in safety. Each student is required to practice safety in every activity in which he/she may engage. Safety is included in each course of study as an important phase of training. Disregarding appropriate safety requirements and/or procedures may be grounds for dismissal from the CTE program.

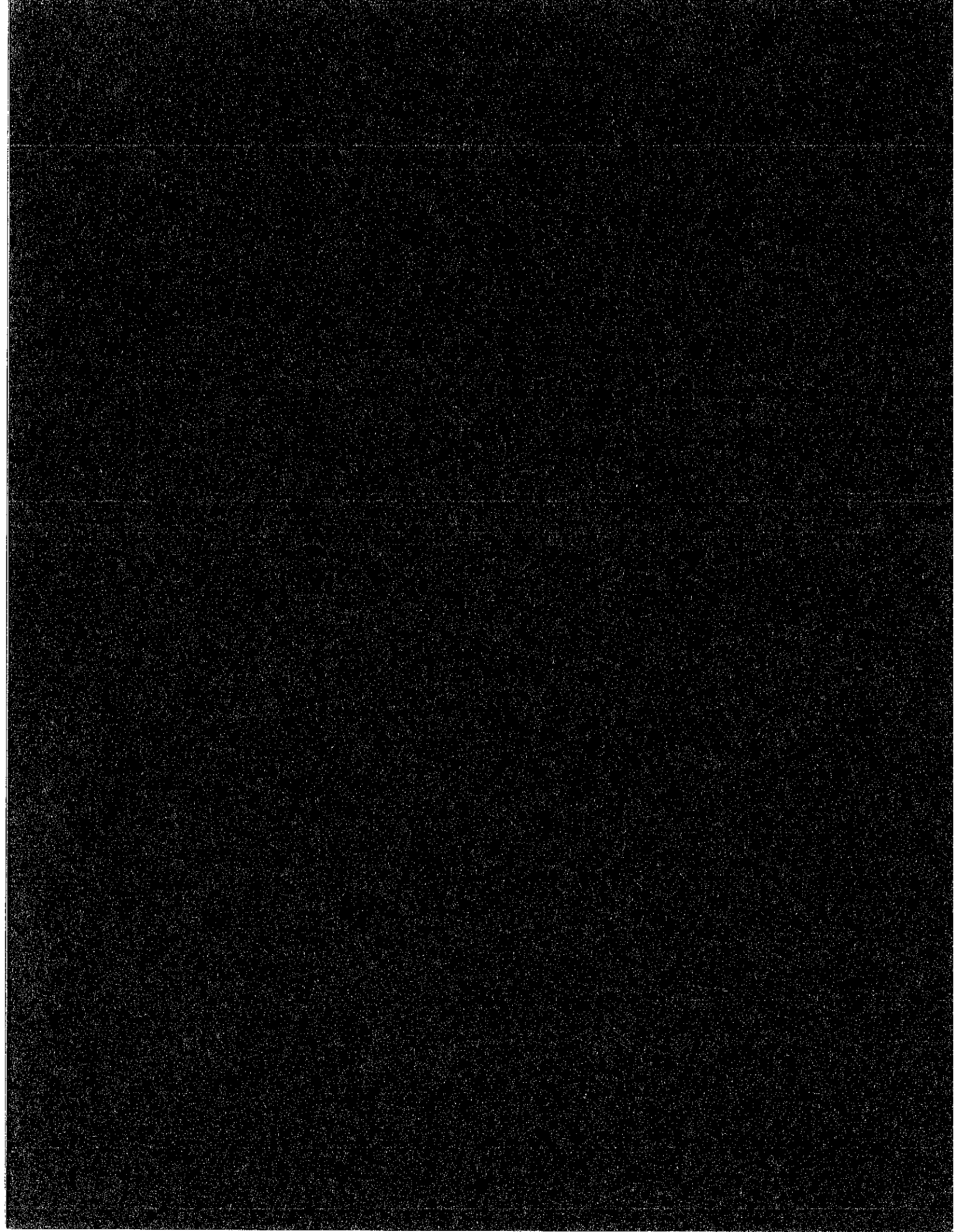
It is recommended that all students who participate in CTE courses, which include lab activities, be encouraged to maintain an accident insurance policy for his/her protection.

Safe buildings, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees, and other citizens. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The director/administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.

The superintendent shall develop a district wide safety and fire prevention program that coordinates the requirements of the fire marshal and civil defense program with appropriate school and community officials. Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal building codes and safety regulations. Buildings shall be provided with fire and tornado alarm systems and workable fire extinguishers.

Safety instruction, to include accident prevention, safety drills, and disaster procedures, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total safety program. Special emphasis shall be placed upon supervision within classrooms and on requirements concerning safety precautions in the lab area. Proper supervision of students and others using the buildings shall be required at all times.

Approved January 2, 2014



Macon County Board of Education Policy on the Handling of Students' Permanent Records

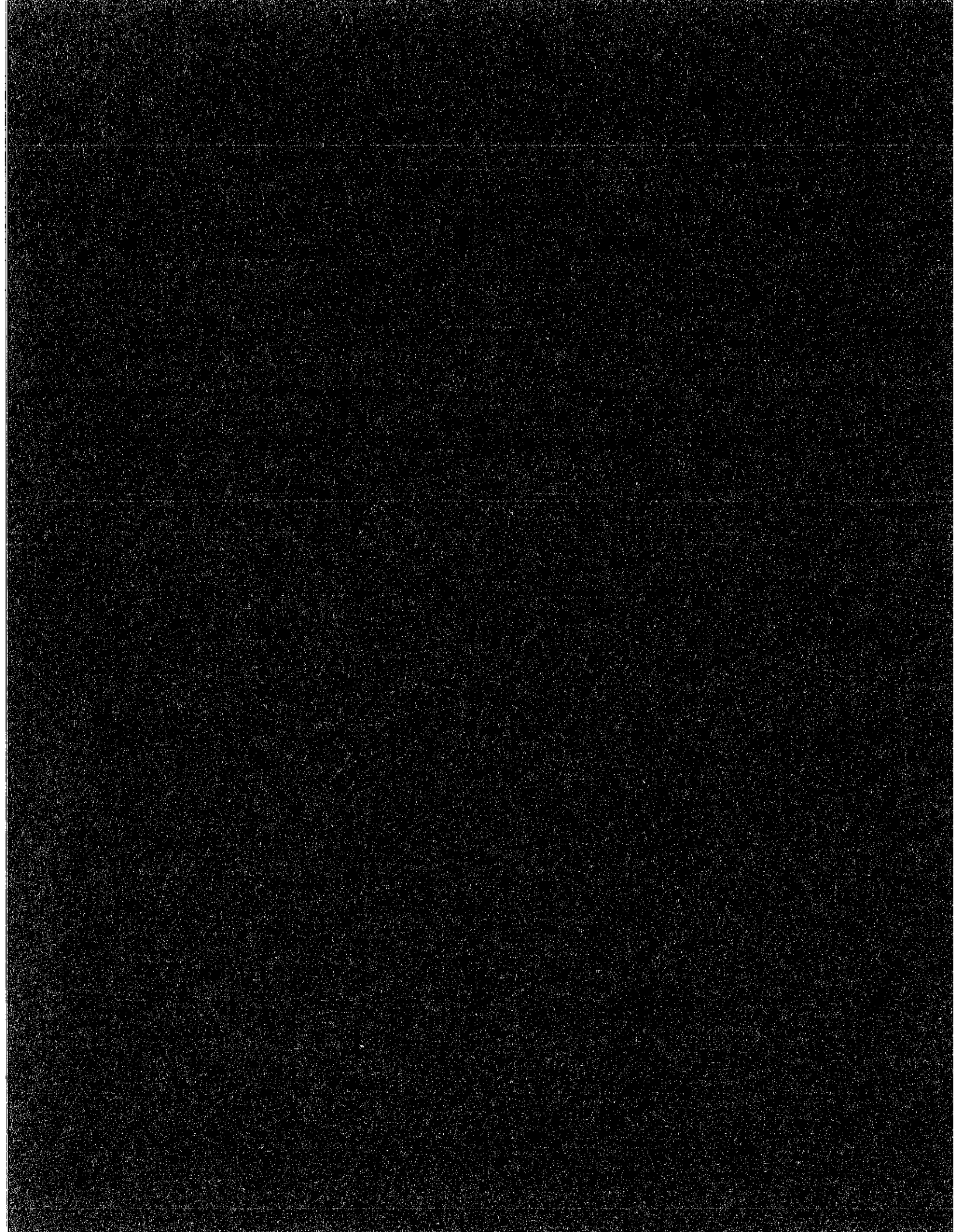
All student records are maintained in the Main Office in one of three categories--current, graduates, or withdrawals.

The information contained within cumulative record folders is considered confidential and should be handled appropriately. Due to an increase in requests for permanent record folders and resulting increase in the number of folders that have been misplaced, the following procedure has been implemented.

1. Persons with a legitimate interest in a student may request a cumulative record folder.
2. The school counselor will pull the folder from the files. The person receiving the file will sign the cumulative record form.
3. When the person requesting a cumulative record folder has completed his/her examination, the folder should be returned to the counselor, and the name of the person who requested it will be checked off the record form.
4. It will be the responsibility of the person requesting the folder to secure an accurate duplicate if one is lost.
5. Permanent record folders are not to be taken from the Main Office except by permission of the administrator.

No list(s) of student information or names will be provided to any outside agency or individual(s) without the principal's knowledge and approval.

Approved January 2, 2014



MACON COUNTY BOARD OF EQUIPMENT, MAINTENANCE, AND REPAIR CTE

To ensure that skills taught in career/technical education courses are consistent with prevailing business and industry standards, the *(name of system)* Board of Education does hereby adopt the following procedures for maintenance, repair, updating, and replacement of equipment.

Equipment Maintenance and Repair

Each instructor shall, as needed, submit an equipment maintenance or repair request form stating the item and an estimate of cost for parts and service, if known, to the CTE administrator. The administrator shall determine who will make the repairs and shall proceed to get the repairs completed.

If applicable, each instructor shall develop a periodic maintenance performance schedule, and follow it, for cleaning, greasing and oiling equipment, changing filters, draining water from air compressors, etc.

The administrator or administrator's designee shall periodically inspect labs and classrooms to determine if tools and supplies are properly stored, equipment is kept in good repair and properly used, safety requirements are met, etc. It is the responsibility of the administrator and each instructor to work to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable conditions.

Equipment Updating and Replacement Procedures

The CTE administrator and instructor for each department shall cooperatively develop, complete, and utilize annually, a needs assessment survey to determine when instructional supplies, textbooks, or equipment should be replaced or updated. Instructors shall utilize their state equipment list, curriculum guides, advisory committee recommendations, and state career/technical education specialist to help determine their current and future equipment, textbook, and instructional supplies needs.

The career/technical administrator and the instructor shall jointly prepare an annual budget for each instructional program. All local, state, and federal career/technical education funds allocated for each department shall be reflected in the budget. When possible, consideration should be given to setting aside a portion of funds for large, long-range expenditures that may be needed to update equipment.

Purchase orders shall be prepared for all goods and/or services purchased in the name of the *(school system name)* career/technical departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The superintendent has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary allocations, needs, desirability, and contribution to the program.

Instructors shall report facility maintenance needs on a building maintenance request form to the building principal. The principal will forward the request to the Board of Education maintenance supervisor who shall implement the repairs as expeditiously as possible. Requests for major repairs, building modifications, or additions shall be submitted by the CTE administrator to the superintendent and/or Board. The superintendent must approve minor alterations, which involve changing the original building plans.

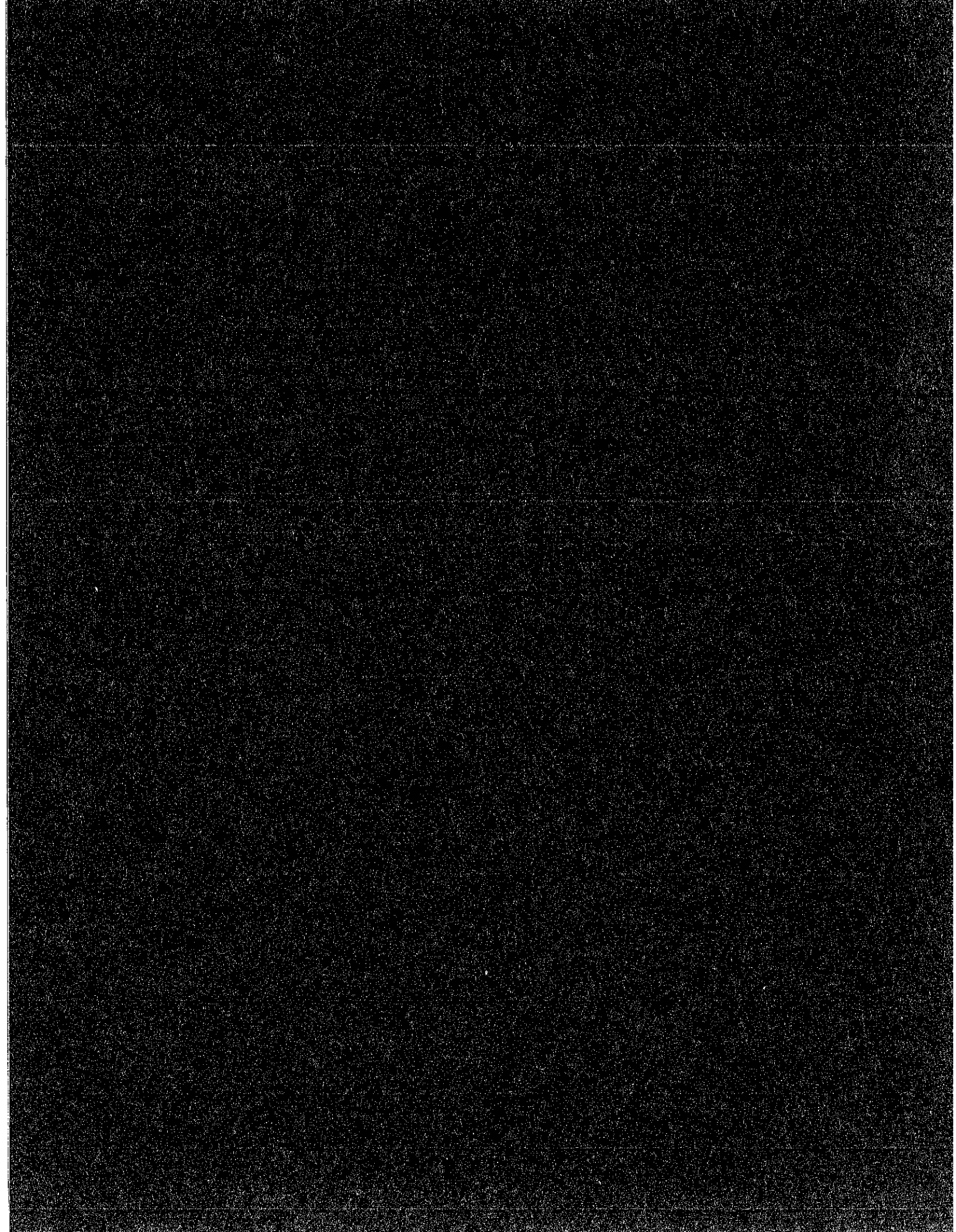
Care of Facilities and Equipment

Each instructor and the building supervisor must ensure care and protection of the school property. Abuse and/or misuse of school furniture and property are not to be tolerated and should be reported to the administration.

Willful Damage to School and Personal Property

Each student enrolled in the career/technical programs shall be responsible for respecting school and live work production property at all times. When school or live work property is damaged, destroyed, or defaced by a student, the student and/or his parent or guardian shall be required to make full restitution for the willful damage to the school or personal live work property. The student shall also be subject to probation, temporary suspension, expulsion, or other disciplinary action that may be deemed necessary and advisable by school officials.

Approved on January 2, 2014



Policy on the Adoption and Implementation of Code Red Drills in Macon County Schools

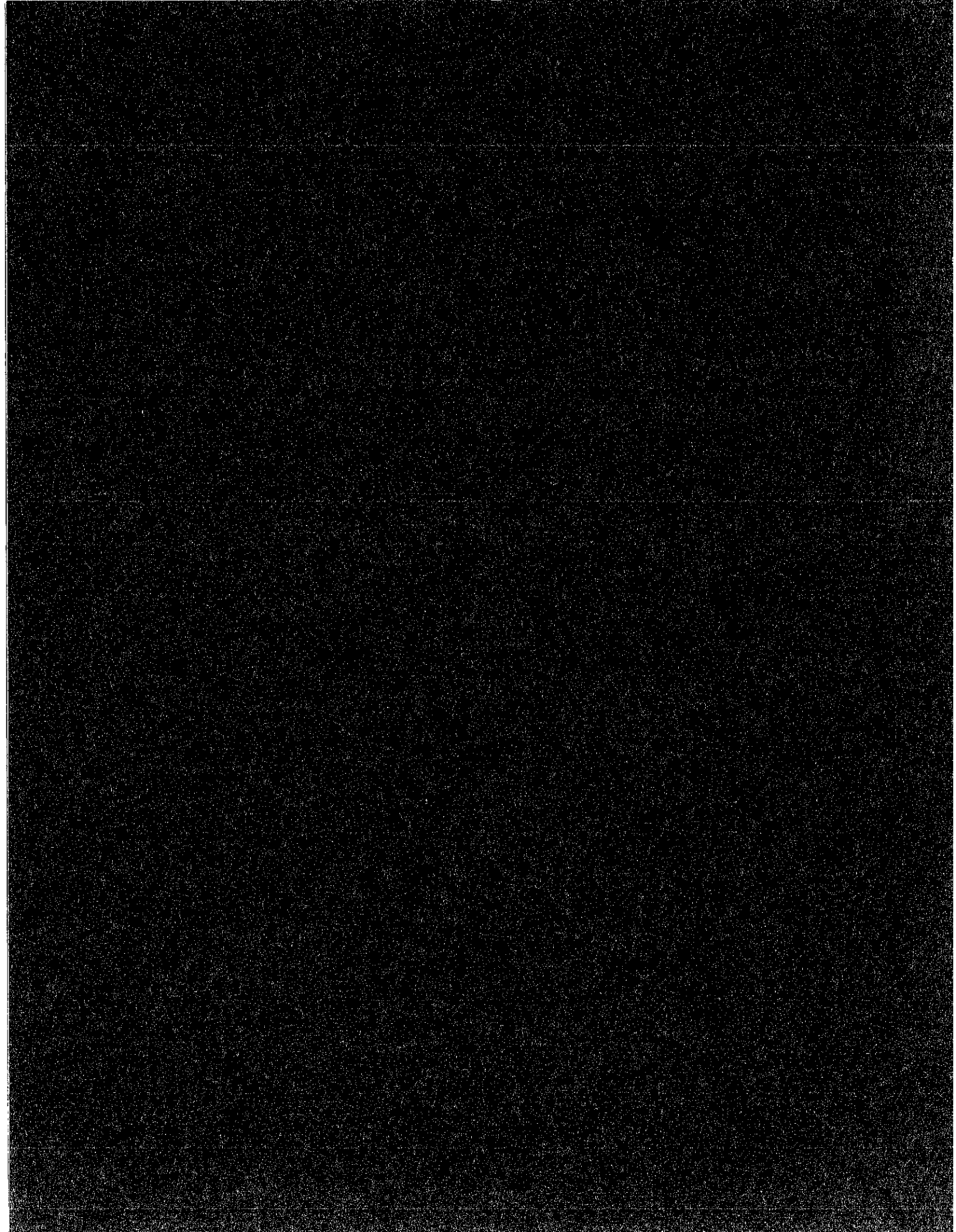
Reference: Alabama Code, 16-1-44 and 36-19-10 (1975)

The principal or his or her designee shall instruct and train students concerning procedures to be used for emergency drills and evacuations. The principal or his or her designee shall ensure that all safety and security drills and procedures are conducted and performed no less than what is required by state or federal law, or both. The doors and exits of each school may be locked from the outside but shall allow for immediate egress by those inside the building during school hours and at all school functions. An emergency drill shall include, but not be limited to, safety, security, severe weather, fire, and code red drills.

In conjunction with drills or evacuations required by subsection (e), a principal or his or her designee shall instruct students in safety precautions to be taken in case of a severe weather watch, alert, or warning. A principal or his or her designee shall designate, in accordance with standards prescribed by the local superintendent of education in conjunction with local public safety officials and the fire marshal, or appropriate local fire safety official in counties that do not have a fire marshal, appropriate locations to be used to shelter students in case of a severe weather watch, alert, or warning.

In the event of a perceived immediate threat to a school involving acts of violence, such as terrorism, a person possessing a firearm or a deadly weapon, or any other threat of violence, the principal, or his or her designee, may institute a code red safety alert level for the school. In addition to the requirements of subsection (e), the principal or his or her designee shall conduct a code red school safety drill at least once each during the first six weeks of the fall and spring semesters of each school year to provide students with instruction in the procedures to follow in the case of a threat to the school involving acts of violence, such as terrorism, a person possessing a firearm or a deadly weapon, or any other act of violence code red. The principal or his or her designee shall hold an annual training sessions session for employees of the school regarding the code red school safety plan, drills, and procedures to be conducted during a school year. Appropriate disciplinary action shall be taken against any principal or his or her designee who knowingly neglects or refuses to comply with the requirements of the code red alert process as outlined in Alabama Code, 16-1-44 and 36-19-10 (1975).

Board Approved: January 2, 2014



MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

Department-Assigned Vehicles

School vehicles may be assigned to departments within the school system for assignment to individuals who conduct official business for the Schools. The assignment of vehicles to a department shall be based on the Superintendent's determination that there is a justified operational requirement. Such vehicles may be assigned full-time during the working day to specific employees based on the further determination that there is a justified operational requirement for such assignment. Such individual assignments should be minimized in order to make vehicles available to more employees.

Justified operational requirements shall be based on the overall criticality of the functions performed by that department to promote and enhance the mission of the public schools to quickly respond to conditions that may threaten staff or student safety, or to prevent damage to School property.

Department Managers shall develop a specific plan for vehicle use and such procedures as may be required to implement it.

Employees will be reimbursed, at the currently approved rate per mile, for the use of privately owned vehicles on official School business.

Employees using a School vehicle for official business away from their regular work location may use the vehicle to drive to and from lunch provided the distance traveled is reasonable.

School vehicles (except for authorized take-home vehicles as specified below) shall not be used to perform personal errands or to commute between home and work.

With prior approval of the responsible Department or Program Manager, an employee may use a School vehicle while away from his/her regular work location to respond to a personal emergency situation such as an illness of a family member. Such approval shall be granted only on a case-by-case basis.

Class I Take-home Vehicles

Take-home vehicles are authorized for home-to-work transportation and for travel to and from official events. Unrestricted personal use is not authorized.

These vehicles shall be assigned only when fully justified by operational requirements within the departmental vehicle use plan, and specifically approved by the Superintendent.

MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

Take-home vehicles are not authorized for personal use. However, because employees who drive such vehicles to and from work have no other form of transportation available during the work hours, the following exceptions are authorized:

- Travel to and from lunch, or medical appointments, provided the distance traveled is reasonable;
- Personal errands on the way to or from work, or during the lunch break, if the errand requires only a minor deviation from the normal route traveled, and the nature of the errand is not inconsistent with the type of vehicle.

With prior approval of the responsible Department or Program Manager, an employee may use a take-home vehicle to respond to a personal emergency situation such as an illness of a family member. Such approval shall be granted only on a case-by-case basis.

Class II Take-Home Vehicles

Class II uses of vehicles are reserved for departmental requirements for employees to be on call 24 hours a day, 7 days a week on a permanent, temporary or stand-by basis. These may include crews or supervisors with rotating evening or weekend emergency response duties. Such vehicles may be taken home when the individual is on call and are subject to the same restrictions as those for Class I users.

Class III – Pool Vehicles

Pool vehicles will be assigned to the Facilities and Operations location and to the Education Center. The number of vehicles assigned to each location will be based on the requests for all uses of School vehicles received in the Annual Request for Employee Use of Vehicles. The Superintendent shall designate a pool manager for each site. This individual shall develop and establish a procedure for managing the use of the vehicles in the pool.

Annual Process for Requesting, Reviewing and Authorizing Employee use of Vehicles

Annually, each department will assess its operational needs to determine the departmental vehicle uses required for its employees. Departments will define and justify these vehicle requirements. Departments are responsible for maintaining documentation to support and validate their submissions. Such records are subject for review.

MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

By October 1 of each year, each department will submit their requirements to their Senior Staff Member who will screen the department submissions to ensure compliance with the intent of this policy. Where applicable the department's submissions shall list:

- Vehicle number
- Driver's name
- Vehicle description
- The nature of the departmental business function generating the operational requirement for transportation.
- The nature of the operational requirement for full time assignment of vehicles to individuals.
- The nature of the operational requirement for Class I or Class II take-home vehicle use and the number of individuals and vehicles covered by the requirement.
- Justification must be specific to individuals within the department. Generalized justifications for an entire department or group of employees will not be accepted. (Where possible such information as the number of daily trips away from the office, number of weekend and evening call outs or evening meetings may be used to justify the requirements.)

Vehicle Use Requests

Vehicle use requests shall be covered by an application from the Department manager, through the Senior Staff member and approved by the Superintendent.

All vehicles to be taken home by employees residing outside the County shall be identified on the list by an asterisk, along with the name of the jurisdiction (city or County and – if other than Alabama – the state) where the employee's home is located.

From time to time, department managers will forward requests for vehicle use through the appropriate member of Senior Staff to the Superintendent of Schools for review. The Superintendent will approve a take-home vehicle list and forward this list to the Senior Staff members who will inform departments of approved vehicles.

Driver Qualification

Supervisors who have employees whose position requires them to operate a School Board owned vehicle are responsible for assuring that the driver meets the following requirements before the individual is allowed to operate the vehicle. The following are prerequisite to operating a School Board-owned vehicle:

- Each driver of a School Board-owned vehicle must have a valid driver's license issued by the state of residency. Also provide a copy of personal insurance coverage.
- Each driver will demonstrate a good overall driving record. As necessary each individual

MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

may be required to provide a copy of a driving record, which is to be reviewed by the supervisor prior to assignment. The individual must provide a copy of their driving record every two years.

- Each driver will submit to and pass a pre-employment alcohol and other drug screening test prior to being authorized to operate a School Board-owned vehicle. If driver is found to be under the influence of alcohol or test positive for drugs during a random screening, the Macon County Board of Education will not represent you in any legal matter deriving from these causes.

Each driver will comply with the following when operating a School Board-owned vehicle:

- **Used Only by Employee(s).** Only employees may drive or operate District-owned vehicles. Occupants of District-owned vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.
- **Use of Seat Belts.** Employees, as drivers or passengers, and any other approved passengers shall use seat belts.
- **Employees Responsible for Moving and Parking Citations.** Employees are financially responsible for any moving violations and parking citations that may be incurred while using District-owned vehicles. Failure of the driver to pay the fines may cause the loss of driving privileges of District-owned vehicles.
- **Safe Driving Practices.** Employees shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving vehicles owned, leased, or rented by, or on loan to, the District.
- **Authorization Required.** Employees shall not alter or add any equipment to a District-owned or leased vehicle without authorization from the Director of Transportation or designee.
- **Vehicle Utilization Logs Maintenance.** Vehicle utilization logs will be maintained by all employees assigned District-owned vehicle and shall be submitted monthly to the employees' supervisors for review.
- **Smoking or Tobacco Use Prohibited.** Driver and passengers are prohibited from smoking or using tobacco in District-owned vehicles.
- **Responsibility for Care and Maintenance.** Employees using any District-owned vehicle are responsible for its care and return in good condition. All employees assigned District-owned vehicles are responsible for meeting established vehicle maintenance schedules as set by the Department of Transportation. Preventive maintenance inspection of each vehicle will be made as scheduled by the Director of Transportation and consistent Alabama Statutes, State Department of Alabama, Macon County Board of Education Rules and School Board policies.

MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

- **Reporting Vehicular Non-Accident Damage or Theft.** Any damage to the body or tires of District-owned vehicles, as well as mechanical damage or failure as a result of wear and tear or vandalism, must be reported within 24 hours to the Department of Transportation and turned over to the department for inspection and repairs.
- **Reporting Vehicular Theft.** An employee must report immediately to the Department of Transportation the theft of the District-owned vehicle or District property from the vehicle.
- **Use of Equipment and Technology Prohibited While Operating Vehicle.** Employees are not permitted to use pagers, digital assistants, handheld electronic games, or laptop computers while operating a District-owned or leased vehicle. Cell phones may be used while driving, but only in limited work-related use as to report an accident, car trouble or if there is imminent danger. Every effort should be made to pull out of traffic when cell phone use is necessary. This provision shall not be applicable to sworn law enforcement personnel in School Policy.
- **Gasoline Purchases.** Gasoline required by out-of-county travel will be secured on certified credit identification when such certified credit identification is available. Otherwise, gasoline purchases will be paid for by the driver of the District-owned vehicle and reimbursed on expense accounts provided for such purposes. Gasoline purchases for District-owned vehicles, when possible, will be made either at the school garage or other designated places.
- **Compliance with Other Administrative Procedures.** All employees who drive District-owned vehicles must comply with other administrative procedures as established by the Superintendent.
- Each driver is will inspect the assigned vehicle each day prior to use and report all vehicle defects promptly in writing to the supervisor.
- Drivers will obey all traffic regulations and observe safe driving practices at all times.

Commercial Drivers License Required

In addition to the rules for all drivers, operators of vehicles having a Gross Vehicle Weight of 26,001 pounds or more must meet the following requirements:

- Drivers are required to possess a Commercial Drivers License.
- Drivers shall participate in the drug and alcohol testing program.
- The Department of Motor Vehicles provides periodic updates of the driver record to the Risk Manager.

MACON COUNTY PUBLIC SCHOOLS
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Bus Driver Qualification

Macon County Public Schools will not hire, employ, or enter into any agreement with any person for the purposes of operating a school bus transporting pupils unless the person has met the following qualifications:

1. Have passed a physical examination that the State Department of Education and the local School Board of Education has prescribed.
2. Has a driving record acceptable under state law and has provided a copy of a driving record which covers the five years preceding employment.
3. Furnished a statement signed by two reputable persons who reside in the school division or in the applicant's community that the person is of good moral character.
4. Exhibit a license showing the person has successfully undertaken the examination prescribed under state law
5. Has successfully completed the American Red Cross first-aid course or its equivalent.
6. Has agreed as a condition of employment, to submit to alcohol and controlled substance testing

The School Board allows individuals to be enrolled in training classes sponsored by Macon County Public Schools and to drive school buses without transporting students prior to meeting these qualifications.

MACON COUNTY PUBLIC SCHOOLS
Policy Implementation Procedures
Staff Use of School Board Vehicles

Vehicle Check-out/Assignment Form

Name of Employee/Driver: _____

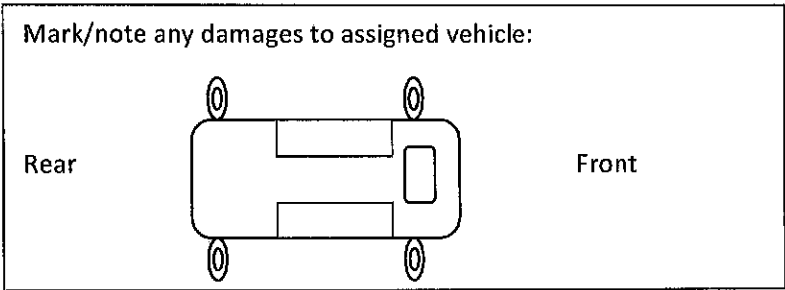
Driver's License #: _____ Expiration Date: _____

VIN Number of Vehicle: _____ Vehicle Number: _____

Condition of Vehicle:

___ Excellent ___ Good ___ Fair ___ Poor

Mark/note any damages to assigned vehicle:



Rear Front

Assurances:

___ I have provided required documents to include a copy of my valid driver's license and a copy of my current and enforce automobile insurance.

___ I understand and will not violate the district's Drugfree Workplace Policy, Smoke Free Policy, Deadly Weapons Policy, and Firearm Policy.

___ I understand that the district will not extend legal coverage to me in case of an accident if I am found to be in violation of the district's Drugfree Workplace Policy, Smoke Free Policy, Deadly Weapons Policy, and Firearm Policy.

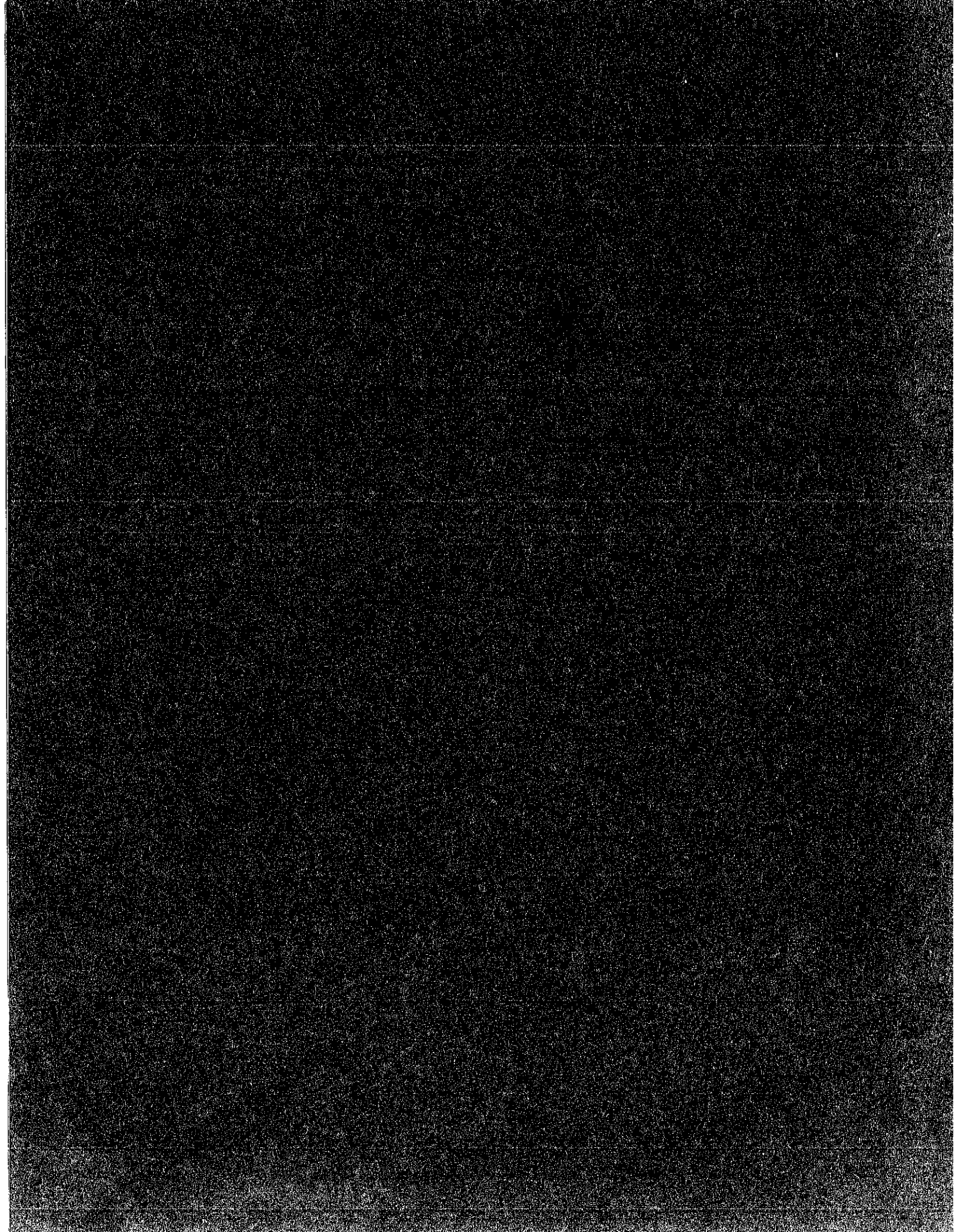
___ I understand that district liability and insurance covers only district employees and the transport of any unauthorized passengers is strictly prohibited.

___ I understand that it is my responsibility to vacuum and wash the vehicle that I am using and to return it in the condition or better than when checked out or assigned.

___ If an assigned vehicle, I understand that I am responsible for taking the vehicle for maintenance based on the inspection schedule provided by the Bus Shop Supervisor and washing the vehicle weekly.

Driver's Signature and Date

Transportation Official's Signature and Date



**MACON COUNTY BOARD OF
EDUCATION LIVE WORK
POLICY**

Live work is work done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

Relationship to Training

Live work will be conducted when, in the opinion of instructor and director/administrator, the training program requires such projects for acquisition of occupational skills leading to employment. The instructor, as part of the student's training program, will assign live work to individual students.

Administration and Control

Administration and control of live work in accordance with local Board of Education policies are the responsibilities of the administrator of each school. All live work performed must be approved by the administrator or his/her representative, who shall be responsible for the determination and collection of all charges and maintenance of appropriate records.

Live Work Projects

Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well defined and documented before acceptance. Live work projects can be conducted for:

1. Tax supported programs and institutions.
2. Public employees.
3. Students in the Career/Technical Education Centers.
4. Charitable organizations that are supported by donations.
5. Individuals and organizations.
 - a. Such live work is not designed for competition with private enterprise.
 - b. The circumstances involved are unusual and justify the acceptance of the live-work project.
 - c. The instructor justifies in writing why the live work is necessary for the training program and files a signed copy with the administrator or his/her representative.

Release of School Liability

The person, program, institution, or organization for which live work is done shall:

1. Assume responsibility for the results of the work being done by students.
2. Bear all actual cost of materials and parts involved.
3. Pay a service charge according to the schedule as prescribed by section on service charges and established by the administrator of the school to cover indirect expenses.
4. Sign a form agreeing to the above conditions and specifically stipulating the work to be performed.

Service Charge for Live Projects

The total charges (cost plus a service charge) for live work will be as follows:

1. Actual cost, plus 20% for indirect cost.
2. A service charge not to exceed three dollars.

In exceptional cases such as the construction of a public building, a reduced charge for the indirect expenses of live work projects may be used provided the administrator or his/her representative concurs in writing. The school must recover all costs.

Construction Projects

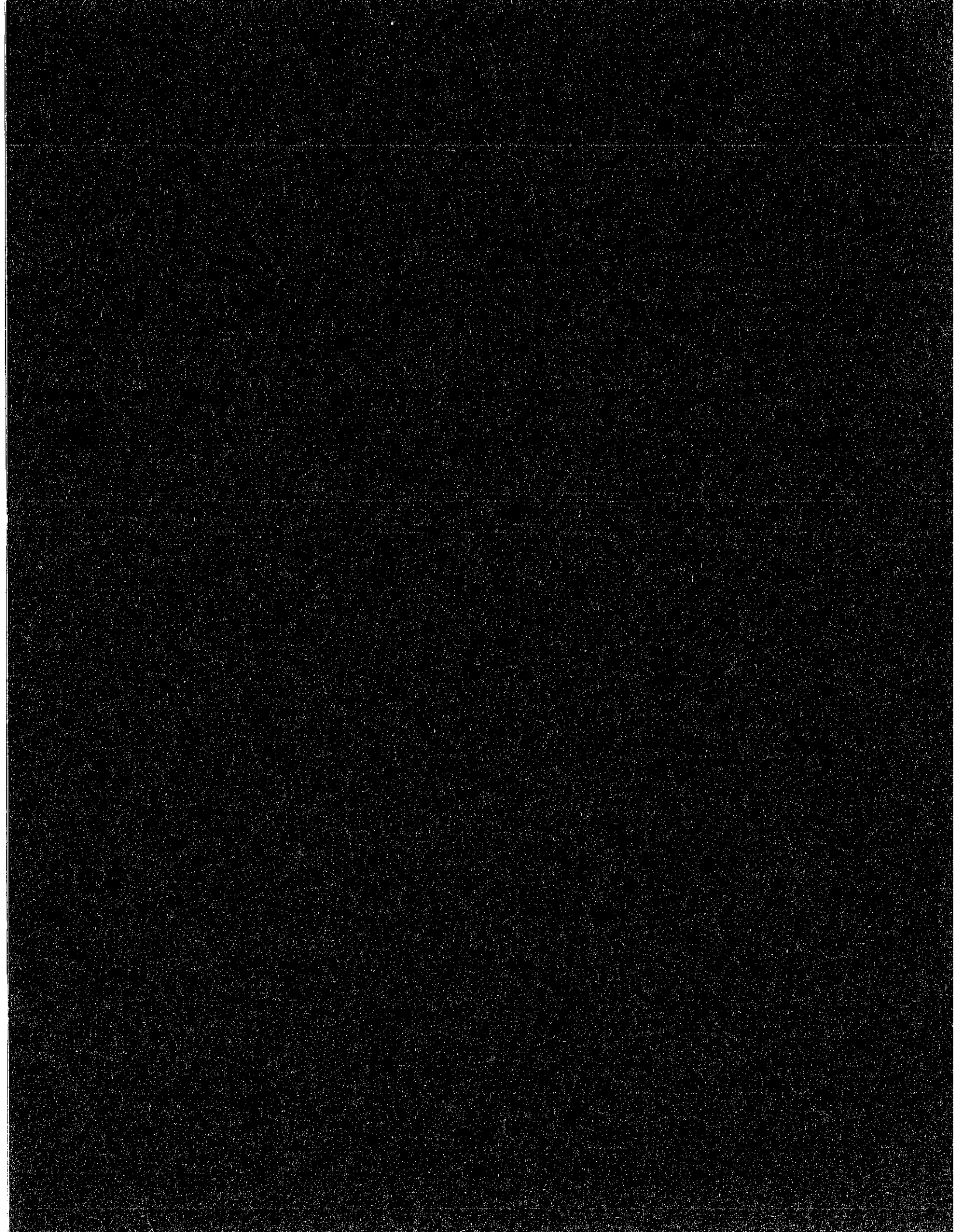
In order to protect the public, all construction projects of public buildings must be approved by the director/administrator of the school and applicable public agencies.

Restriction on Live Work

To avoid competition with private enterprise, live work is restricted, as follows:

1. Live work will be done only when it is needed for training and necessary for the acquisition of occupational skills leading to employment.
2. No persons, regardless of his connections, shall use Career/Technical Education Center for personal gain or profit.

Approved on January 3, 2014



Macon County Schools

Anti-Harassment Policy

Section 1. Harassment, Violence, and Threats of Violence Prohibited.

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2. Definitions.

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

- (d) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- (e) The term "student" as used in this policy means a student who is enrolled in the _____ school system.

Section 3. Description of Behavior Expected of Students.

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
 - The student's sex;
 - The student's religion;
 - The student's national origin; or
 - The student's disability.

Section 4. Consequences for Violations.

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Section 5. Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Macon County's website.

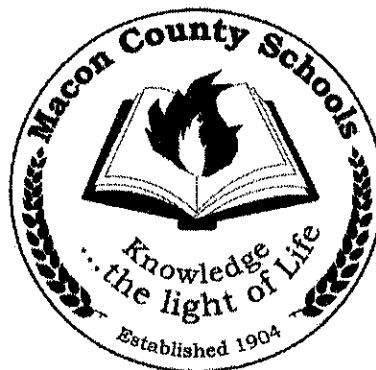
Passed 12/11

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Macon County Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, disability or other legally protected status in admission to, access to, or operations of its programs, services or activities. The school system does not discriminate in its hiring practices.