

## CHAPTER 8.00 - AUXILIARY SERVICES

### SAFETY

8.10

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

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Demopolis City School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.
- V. School safety plans are reviewed and approved according to Alabama State Department of Education requirements. Such plans are site specific and are on file at each school. School plans include disaster and emergency procedures; rules for the receipt, use and disposal of hazardous materials and/or chemicals; plans and procedures for required safety drills; procedures and schedules for safety inspections of equipment; traffic and transportation procedures; and, other appropriate safety and security measures for the protection and welfare of students and employees.

#### REFERENCE(S):

**CODE OF ALABAMA**  
**16-11-9, 16-12-3, AAC §290-3-1-.02(1)**

#### HISTORY:

**ADOPTED: 1985**  
**REVISED: APRIL 18, 2011**  
**FORMERLY: JGFA**

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### SCHOOL SAFETY COMMUNICATION AND MEDIA PLAN

8.11

The Demopolis City Schools provide access to all public information through cooperative efforts with representatives of the media and school system personnel while considering the responsibilities of all agencies. The primary objective for effective media use by the School System is to inform the public of all relevant information in the event of a school emergency.

The School System Media Communications Plan for emergency situations includes the following guidelines;

- A. The designated communications coordinator and/or the Superintendent shall communicate with the media. All media requests shall be directed through these individuals. The Superintendent shall serve as the spokesperson for the School System and each principal shall serve as spokesperson for his/her school.
- B. The principals or Superintendent shall assign a location for the media that is convenient for them and that meets the requirements of the media and School System personnel.
- C. The communication coordinator will provide the media personnel with media guidelines established by the School System.
- D. The communication coordinator will prepare notes for speakers involved in news conferences and will prepare written official statements and fact sheets for the press as appropriate.
- E. Students shall not be interviewed with parent approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instructional time, minimum disruption of the learning environment, and upon approval of the Superintendent.
- F. Teachers and/or other employees may agree to be interviewed by the media when the interview will not interrupt the performance of the employee's responsibilities. Such interviews shall be reported to the Superintendent.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-12-3, AAC §290-3-1-.02(1)

#### HISTORY:

ADOPTED: 1985  
REVISED: APRIL 18, 2011  
FORMERLY: JGFA

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### INSPECTIONS

8.14

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

Asbestos reports of required periodic reviews are maintained at each school site.

#### REFERENCE(S):

**CODE OF ALABAMA**  
**16-11-9, 16-12-3, AAC §290-1-4-.01, §290-3-1-.02(a)**

#### HISTORY:

**ADOPTED: APRIL 18, 2011**  
**REVISED: \_\_\_\_\_**  
**FORMERLY: NEW**

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### EMERGENCY DRILLS

8.15

The Demopolis City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or "code red" drills as described in the school and system safety plans.

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

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

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

#### REFERENCE(S):

CODE OF ALABAMA  
16-1-44  
LEGISLATIVE ACT 2013-329

#### HISTORY:

ADOPTED: 1985  
REVISED: APRIL 18, 2011; AUGUST 19, 2013  
FORMERLY: JGFA

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### SANITATION

8.20

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

#### REFERENCE(S):

CODE OF ALABAMA  
16-22-3, AAC §290-080-030-.03

#### HISTORY:

ADOPTED: APRIL 18, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

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### VEHICLE INSPECTIONS

8.30

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

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

#### REFERENCE(S):

CODE OF ALABAMA  
16-27-1, 16-27-3, 16-27-5, 16-27-6,  
16-27-8, 32-6-49.1 to 32-6-49.20. AAC §290-1-4-.01(2)

#### HISTORY:

ADOPTED: APRIL 18, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 8.00 - AUXILIARY SERVICES

### SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips.
- II. Any school which uses a bus for a trip shall reimburse the Demopolis City Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.
- III. The Demopolis City Board of Education shall be responsible for paying the driver for the extracurricular trip. The school shall be responsible for reimbursing the Board for salaries as determined by the Board.
- IV. A school bus may not be used for an extracurricular trip where the round trip exceeds 425 miles, the trip requires an overnight stay, or the trip takes the group out of state without special approval of the Superintendent.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-27-2, AAC §290-1-4-.01(2)

#### HISTORY:

ADOPTED: APRIL 18, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW

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### CHILD NUTRITION PROGRAM

8.40

- I. The Demopolis City Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Demopolis City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Demopolis City Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. The Demopolis City Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing a non-public fund source. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.
- V. The Superintendent is instructed to develop all CNP policies and procedures in compliance with state regulations.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-12-3, AAC §290-080-030-.03

#### HISTORY:

ADOPTED: 1985  
REVISED: APRIL 18, 2011  
FORMERLY: JGH, JGHC



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### MEAL PATTERNS

8.41

- I. All Demopolis City Schools with grades *Prek-12* shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.
- III. "Offer vs. Serve" meal programs are established for students in middle school and high school grades.

**REFERENCE(S):**

**CODE OF ALABAMA  
6-11-9, 16-12-3, AAC§290-080-030-03**

**HISTORY:**

**ADOPTED: APRIL 18, 2011  
REVISED: December 15, 2017  
FORMERLY: 8.41**

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### PRICE & PAYMENT OF SCHOOL FOOD SERVICES

8.43

Students and employees are eligible to participate in the Demopolis City Schools Child Nutrition Program. Meals and a 'la carte items are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food must be consumed on campus unless authorization for take-out meals is given by the chief financial school officer.

The unit price of breakfast and lunch paid by students and adults in local schools will follow the guidelines set forth by the USDA's Paid Lunch Equity Policy. Only students officially approved for free or reduced-price meals in accordance with state and USDA guidelines may be served food and/or beverages without charge or at a reduced price. Cashiers will collect all payments due for meals, extra portions and a 'la carte items at the time the food service is provided.

The principal may invite parents and other guests to have a meal at school on special occasions or when the guest is at the school performing volunteer services. Guests served by the Child Nutrition Program shall pay the adult price for the meal unless the cost of the meal is paid by the principal who extends the invitation. Meals and a 'la carte foods may not be sold to guests or the public on a request and/or carry-out basis. Sale Price for Adult Meals:

The price of a paying student's meal +

The USDA reimbursement for a paid meal +

The value of commodity assistance per lunch.

**SOURCE:** Demopolis City Schools Board of Education, Demopolis, AL

**REFERENCE(S):** United States Department of Agriculture Paid Lunch Equity Policy;  
The Healthy, Hunger-Free Kids Act of 2010

**ADOPTED:** December 15, 2017

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### FACILITIES

8.50

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

#### REFERENCE(S):

CODE OF ALABAMA  
16-3-17, 16-4-21, 16-12-6, 16-12-7, 16-13-90, 16-9-22,  
AAC §290-2-2-03-.01

#### HISTORY:

ADOPTED: 1985  
REVISED: APRIL 18, 2011  
FORMERLY: KNC

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### SUPERVISION OF CONSTRUCTION

8.51

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

#### REFERENCE(S):

**CODE OF ALABAMA**  
**16-11-9, 16-12-3, 16-3-12, 16-3-14, 16-4-10, 16-13-90,**  
**AAC §290-2-2-.01**

#### HISTORY:

**ADOPTED: APRIL 18, 2011**  
**REVISED: \_\_\_\_\_**  
**FORMERLY: NEW**

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### IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Demopolis City Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Demopolis City School System employee or in honor of an organization which has made some outstanding contribution to the school or system. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

Individuals performing physical labor to improve school facilities and/or grounds must sign and agree to a hold-harmless agreement with the Demopolis City School System.

#### REFERENCE(S):

**CODE OF ALABAMA**  
16-11-9, 16-12-3, AAC §290-2-2-.02 et seq

#### HISTORY:

**ADOPTED: APRIL 18, 2011**  
**REVISED: \_\_\_\_\_**  
**FORMERLY: NEW**

## CHAPTER 8.00 - AUXILIARY SERVICES

### TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

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

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- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Demopolis City Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Demopolis City School System Acceptable Use Policy. The Demopolis City School System will periodically update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

### REFERENCE(S):

**CODE OF ALABAMA  
16-11-9, 16-21-1 TO -3, AAC §290-1-4-.01(4),  
CHILDRENS' INTERNET PROTECTOIN ACT**

### HISTORY:

**ADOPTED: JANUARY 16, 2001  
REVISED: APRIL 18, 2011  
FORMERLY: IFBGC, GARB**

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### TELEPHONE SERVICE

8.61

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

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-12-3

#### HISTORY:

ADOPTED: APRIL 18, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW



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### WELLNESS

8.62

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

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
3. Encouraging students to participate in the school meal program for which they are eligible; and
4. Supporting Professional Standards for all School Nutrition Program Employees that has been established by USDA. The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010, aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. The Demopolis City Board of Education will provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short and long-term benefits of a physically active and healthful lifestyle. This is provided through:
  1. Elementary students receive lessons of health education throughout the school year and 30 minutes of physical education per day.
  2. High school students receive a minimum of  $\frac{1}{2}$  unit of health education.
  3. Physical education courses will be an environment where students learn, practice, and are assessed on developmentally appropriate motor skills and knowledge.
  4. Time allotted for physical activity will be consistent with state standards.
  5. A physical education period will be provided which is not used as punishment or reward.
  6. Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
  7. Adequate equipment is available for all students to participate in physical education.
  8. The school provides a physical and social environment that encourages safe enjoyable activity for all students, including those who are not athletically gifted.

All foods and beverages served and/or sold through the cafeteria shall adhere to the Smart Snacks in the School standards established by USDA and the Healthy Hunger-Free Kids Act of 2010. Portion sizes, calories, sodium, fat, and sugar limits must comply with the requirements as described by the USDA Smart Snacks in School standards.

**School Meal Guidelines:**

Students' life-long eating habits are greatly influenced by the types of foods and beverages made available in their daily environment. The Demopolis City Board of Education has established the following guidelines for all foods and beverages sold or served to students during the school day. The school day is defined as *"the period from the midnight before, to 30 minutes after the end of the official school day"*.

Food items in competition with the Child Nutrition Program scheduled meal time may not be sold or provided free of charge to students. This includes, but is limited to food items purchased through school organizations and those donated from outside sources. To encourage students to eat healthy meals, schools are required to restrict student access to concessions, extra sales, vending and fundraisers one hour before and after meal periods. Therefore, schools may not schedule sales of such items immediately before or after meals that would compete with the meal service. If sales should occur that are in competition with the meal, then all income generated from such sales will be required to be given to Child Nutrition for depositing in the school cafeteria account. This policy is not intended to restrict access to healthy snacks during recess, or at times other than the meal service. Nutrition Standards for Foods Sold Individually (exempts reimbursable meals)

Smart Snacks in Schools guidelines as established by the USDA:

Any food sold in schools must:

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber). \*

\*On July 1, 2016, foods may not qualify using the 10% DV criteria

Foods must also meet several nutrient requirements

**Calorie Limits**

Snack items: 200 calories or less

Entrée items: 350 calories or less

**Sodium Limits**

Snack items: 230 mg or less \*\*

Entrée items 480 mg or less

**Fat Limits**

Total fat: 35% of calories or less

Saturated fat: Less than 10% of calories

Trans fat: zero grams

## Sugar Limit

35% or less of weight from total sugars in foods

\*\* On July 1, 2016, snack items must contain 200 mg sodium or less per item.

## Accompaniments

Must be included in the nutrient profile as part of the food item sold to help control the amount of calories, fat, sugar, and sodium added to foods.

Examples include: cream cheese, salad dressing, catsup, mustard, pickles, pickle relish, dips, sauces, and butter. School Definitions:

Elementary Schools	Pre K-Grade 5
Middle Schools	Grades 6-8
High Schools	Grades 9-12

## Beverages Portion Sizes

All schools may sell:

Plain water (with or without carbonation)

Unflavored low fat milk

Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP

100% fruit or vegetable juice

100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners

## Portion size limitations by school categories:

Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit to plain water.

Additional "no calorie" and "lower calorie" beverage options for high school students:

No more than 20-ounce portion of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain less than 5 calories per 8 fluid ounces or 10 calories or less per 20 fluid ounces.

No more than 12 ounce portions of beverages with 40 calories or less per 8 fluid ounces, or 60 calories or less per 12 fluid ounces.

## Sack Lunches/Foods Brought from Home

Sack lunches prepared at home, pre-packaged meals or purchased fast foods and the accompanying beverages consumed in the cafeteria at meal service times should be packaged in unlabeled, non-glass containers. These food items are not to be shared with other students at school. While requiring unlabeled containers does not keep students and parents from bringing unhealthy foods or beverages for school meals, it does restrict their appearance so that other students would not know what the product contained and want to copy them. This too will help to keep from compromising the national guidelines and promote student health.

## School Fundraisers in All Schools

All fundraising activities that involve the selling of food during school hours or as students gather on the school campus before school begins or as students wait on transportation or otherwise exit the school campus following school dismissal should reinforce food choices that promote good health. All events outside the school day are not affected by this requirement and booster clubs, etc. are free to select items for sale for specific fundraising and concession sales as long as the activity does not conflict with this position.

Food items that meet nutrition requirement are not limited.

The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.

The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. Each State agency is responsible for establishing the number of exempt fundraisers that may be held in schools each year.

### Measurement and Evaluation

It shall be the responsibility of the local school/parent committee to select and monitor all food and beverages sold to student during the school day.

It shall be the responsibility of the local school administrator and the CNP Director to implement and evaluate the compliance of wellness policy standards approved by the Demopolis City Schools Board of Education.

Measurement and evaluation shall be based on polices adopted by the Demopolis City Schools Board of Education, those set by the State of Alabama Department of Education, and Federal and State laws. The Superintendent of Education for the Demopolis City Schools Board of Education will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

### REFERENCE(S):

**CODE OF ALABAMA 6-11-9**

**U.S. DEPT. OF AGRICULTURE "SMART SNACKS IN SCHOOL", DECEMBER 2013**

**USDA FOOD AND NUTRITION SERVICE, FNS-486, MAY 2015**

### HISTORY:

**ADOPTED: 1985**

**REVISED: August 8, 2005; April 18, 2011; December 15, 2017**

**FORMERLY: JGHC, JGC**

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### CELL PHONE USE

8.63

The Demopolis City Board of Education may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated. (See also Policy 4.61 Test Security.)

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Demopolis City Board of Education.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-1-27, LEGISLATIVE ACT 89-953,  
LEGISLATIVE ACT 2006-530, §1**

#### HISTORY:

**ADOPTED: APRIL 18, 2011  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 8.00 - AUXILIARY SERVICES

### DATA USE AND INFORMATION MANAGEMENT SYSTEM

8.70

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

The Demopolis City School System adheres to all aspects of the Family Educational Rights and Privacy Act (FERPA) as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to accelerating student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to pre-identified staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

Policy 5.70 Student Records and Data and Policy 5.71 Directory Information describe additional school system policies and practices involving student data information.

#### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-12-3, 16-13-231, AAC §290-4-1-.01(2-5)  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

#### HISTORY:

ADOPTED: APRIL 18, 2011  
REVISED: APRIL 21, 2014  
FORMERLY: NEW

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### RECORDS RETENTION AND DISPOSAL

8.80

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

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

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. The Board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

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

#### REFERENCE(S):

**CODE OF ALABAMA**  
**16-11-9, 16-13A-6, 36-12-2, 13-12-40, 41-13-1**  
**ALABAMA STATE RECORDS RETENTION SCHEDULE #917**

#### HISTORY:

**ADOPTED: MARCH 21, 1988**  
**REVISED: APRIL 18, 2011**  
**FORMERLY: DHI**