

Pell City Schools

Policies & Procedures

for Media Centers

- Parents will also be appointed by the Superintendent or his/her designee to serve as committee members. Members of the Pell City Textbook Committee shall be inclusive and shall reflect the racial, gender, geographic, urban/rural, and economic diversity of the system.
- C. The textbook coordinator and Assistant Superintendent for Instruction will serve as non-voting members of the committee.
 - D. The committee will have its initial meeting within ten (10) days after notification of appointment of all members.
 - E. The local textbook committee shall meet for the purpose of recommending textbooks to the local board of education from the list of adoptions by the State Board of Education, a list submitted to the committee for consideration by the local superintendent of his/her designee, or both lists.
 - F. The Pell City Board of Education will consider adoption of books that are only on the state adoption list. Textbooks that have been rejected by the State Board of Education shall not be considered for future adoption by the local board of education except for the length of an existing local contract approved by the State Superintendent.
 - G. In the event textbooks are no longer adequate or become obsolete, the Pell City Board of Education will recycle to dispose of them. When textbooks are sold, the money received must go into the textbook fund. Books can be sold to used textbook companies.

REFERENCE: Act 98-320, HB-230

ADOPTED: January 18, 2000

9.220 SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

Procedures for Selection of Media Center Materials-The primary objective of a Media Center is to implement, enrich and support the educational program of the school. Other objectives are concerned with the development of reading skills, literary taste, and discrimination in choice of materials. It should be a cooperative affair with the teacher, administration, Media Center personnel, and students having a part.

It is the school library media specialist's responsibility to build and maintain a print and non-print collection of instructional materials and related equipment selected to support the local school program. High quality media and equipment, in sufficient quantity to support instructional strategies and learning activities, should be selected and made available to support the achievement of local educational goals.

A local school library media committee must be involved in the selection process. These members will represent the extended faculty, community and student population in order to contribute recommendations for materials and equipment. The final decision for selection of instructional media and equipment is the responsibility of the school library media specialist(s) and the principal.

Materials-The collection should provide materials that will stimulate growth in knowledge and that will develop literary, cultural, and aesthetic appreciation. The following criteria should be used in consideration of the purchase of materials and acceptance of gifts:

CRITERIA FOR SELECTION:

1. Personal preview, field testing, and reviews from reputable, unbiased, professional selection aids are approved sources for selection. Materials for purchase shall be considered on the basis of:
 - a. Overall purpose
 - b. Timeliness or permanence
 - c. Importance of subject matter
 - d. Quality of the writing production
 - e. Readability or popular appeal
 - f. Authoritativeness
 - g. Reputation of the publisher/producer/distributor
 - h. Reputation and significance of the author/editor/artist/composer
 - i. Format
 - j. Cost
 - k. Overall suitability or appropriateness for age level and community characteristics.
2. Equipment shall be considered on the basis of:
 - a. Quality
 - b. Durability
 - c. Ease of operation
 - d. Ease of maintenance and service ability
 - e. Cost
3. Needs of the instructional program shall be given priority, and requests from faculty, students, and parents shall be encouraged.
4. Gift materials and equipment shall be accepted in accordance with the above listed criteria.

ADOPTED: January 1990; REVISED: July 20, 1999

9.230 PART-TIME TEACHERS

There are numerous retired teachers, or teachers out of teaching, not now employed in education. These teachers have the expertise to meet some part-time needs in our school system.

The State Department will certify teachers who have appropriate degrees upon request by the local school system. The Pell City Board of Education policy allows the Superintendent to make recommendations to the Board for part-time help where the need occurs and the certification is obtained.

ADOPTED: September 1984; REVISED: July 20, 1999

9.240 FIELD TRIPS AND EXCURSIONS

It is the policy of the Pell City Board of Education to permit field trips which are related to instructional activities. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in an activity, competition or contest that requires use of school time.

and Spring Break) must receive approval by the principal prior to planning such activities. The Superintendent or designee will determine whether approval of the board is required.

***Parental Permission Form**

Students who ride bus to an activity must ride back on bus. Regular school hours/after school hours and weekends). Prior to trip, forms must be signed by parent/guardian twenty-four (24) hours prior to the trip.

LEGAL REF.: Krasnow v. Virginia Polytechnic Institute, 414 F. Supp. (W.D.Va. 1976).
ADOPTED: November 1992; REVISED: July 20, 1999; REVISED: July 7, 2005

9.250 COPYRIGHT

The Pell City Schools will make every effort to adhere to the provision of the copyright law (Public Law 96-517) as it relates to the making of photocopies and the use of non-print resources such as music, videotapes, and computer software.

A. Photocopies of Printed Material

1. The media center has moral and legal obligations to obey the copyright law.
2. Photocopiers in the library media center are labeled as directed by law: Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement.
3. The media center accepts for reserve only these photocopies which:
 - a. are in compliance with the guidelines of Fair Use, and
 - b. are accompanied by a letter of permission from the holder of the copyright or include on the first page of the photocopy a notice of copyright.

B. Computer Software

1. The ethical and practical problems caused by software piracy will be taught in all schools in the District (or in all computer classes in school).
2. Employees will be expected to adhere to the provisions of public law 96-517, Section 7(b) which amends Title 17, Section 117 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy of adaptation is created as an essential step in the utilization of a computer program in conjunction with a machine and that it is used in no other manner, or
 - b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
3. The media center will upon receipt of software make one disk copy of the program (if back up not supplied with purchase). The original will be stored in an off-sight location. The "copy" will be clearly labeled with a copyright notice and affixed with the following label:

**SOFTWARE PROTECTED BY COPYRIGHT 17 U.S.C. SEC. 10
UNAUTHORIZED COPYING IS PROHIBITED BY LAW**

Only the copy will be circulated to faculty and students.

4. All software is limited to building use.
5. When possible, computer programs will be protected to discourage illegal copying. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
6. All licensing agreements will be honored.
7. Illegal copies of copyrighted programs may not be made or used on school equipment.
8. All purchase orders for educational software will include the caption:
PURCHASE IF ORDERED FOR MEDIA CENTER CIRCULATION AND
PATRON USE
The order will also state:
DO NOT ORDER UNLESS BACKUP COPY IS PROVIDED
9. (Name of school/district person) of this school district is designated as the only individual who may sign license agreements for software. (Each school using the software also should have a signature on a copy of the software agreement for local control.)
10. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.
11. The principal of each school site is responsible for establishing practices which will enforce this policy at the school level.
12. The computer equipment (CPUs/disc drives) will be affixed with the following:
MANY COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT,
17 U.S.C. SEC. 101. UNAUTHORIZED COPYRIGHT MAY BE
BE PROHIBITED BY LAW

C. Videotapes

1. In-classroom use is permissible under the following conditions:
 - a. the performance must be by instructors (including guest lecturers) or by pupils; and
 - b. the performance is in connection with face-to-face teaching activities; and
 - c. the entire audience is involved in the teaching activity; and
 - d. the teaching activities are conducted by non-profit education institution; and
 - e. the performance takes place in a classroom or similar place devoted to instruction; and
 - f. the videotape is lawfully made; the person responsible has no reason to believe that the videotape was unlawfully made.
 2. No videotape may be copied without the written permission of or a license agreement with the producer/copyright holder.
 3. Videotapes not owned or rented by the media center and which are currently available for rent or purchase may not be shown on closed circuit television unless the school has written authorization for such use from the copyright holder.
 4. All videotaping off-air by any media center staff will follow the "Guidelines for Off-Air Taping" (See following page). Off-air videotaped programs will be erased at the end of the 10/45-day use/preview period when faculty fail to respond (or respond indicating no further interest in the program) to 19/45-day letters soliciting interest in the program(s).
 5. No programs will be videotaped by the media center from any pay television channel. No such programs, which have been videotaped at another location, will be allowed to be shown in the school.
 6. Videotapes labeled as "For Home Use Only" are permitted to be used in the classroom if they meet the conditions of Section
- C. 1 above.

7. Notices will be affixed to video recorders or players used in the school as follows:
MANY VIDEOTAPED MATERIALS ARE PROTECTED BY COPYRIGHT,
17 U.S. CODE, SECTION 101 UNAUTHORIZED COPYRIGHT MAY BE
PROHIBITED BY LAW
8. The copyright notice as it appears on the label of a videotape should not be obscured.
- D. Films, Filmstrips, Audiotapes, and Slide Programs
 1. No film, filmstrip, audiotape, and/or slide program will be copied without the written permission of the copyright holder.
 2. Films not owned or rented by the media center and which are currently available for rent or purchase may not be shown on closed-circuit television unless the school has written authorization for such use from the copyright holder.
 3. No film, filmstrip, or slide program may be reformatted into videotape format without written authorization from the copyright holder.

GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST
PROGRAMMING FOR EDUCATION PURPOSES

1. The guidelines were developed to apply only to off-air recording by non-profit education institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five(45)consecutive calendar days after date recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days – not counting weekends, holidays, vacations, examination periods or other scheduled interruptions - within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

8. All copies of on-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

ADOPTED: July 20, 1999

9.260 SELECTION OF INSTRUCTIONAL MEDIA

The Pell City Board of Education is legally responsible in the selection purchase, use and retention of all instructional media and equipment.

The Board delegates the actual selection of materials to each school's library media personnel, subject to approval by the school administration. School faculty shall participate in the collection development process by means of their input through members of the Media Center Committee. From this input, priorities can be established for acquisition, and existing material can be evaluated for removal or for retention. It is advisable that this Committee consist of representatives from each academic area of the curriculum, the media specialist(s), one parent, and one student, at the very minimum. The final decision in selecting media is the responsibility of the media specialist.

In the selection process, every effort should be made to consult all possible recognized review sources and the recommended standards. As an added measure, video materials should be chosen which permit the freedom of preview, so as to guard against the introduction of unacceptable subject matter or language to the collection.

Weeding should be a vital, ongoing process in keeping the collection current. This insures the best use of available space and maintenance of an up-to-date collection. School faculty are encouraged to actively participate in the weeding process, along with their role in suggesting materials for purchase.

The overall philosophy in the selection of new materials should be a positive one, focusing on what will be of greatest value to the school as a whole rather than on items to the school as a whole rather than on items of questionable value and application.

The policy of this Board is to abide by current copyright statutes. The use of school-owned equipment to duplicate material, willfully infringing on a copyright, is prohibited. Materials secured for a school collection or for occasional classroom use shall adhere to the requirements of the copyright law. Administrative approval is needed before borrowed materials may be used in the classroom. A written plan outlining the instructional rationale should accompany the request for approval.

RECONSIDERATION PROCEDURES

I. Request for Appeal

- A. Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials used in the system's educational program despite the

fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material.

- B. Persons requesting reconsideration of any instructional material shall complete the Appeal Form in its entirety.
- C. Each school and the Central Office will keep on hand and make available the Appeal Form. All formal objections to instructional materials must be made on this form.

II. Procedures for Appeal

- A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. They shall refrain from voicing personal opinion.
 - 1. Written documentation of this contract should be filed with the school principal. The material in question shall remain in use until the reconsideration process is completed.
 - B. In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process and refrain from expressing personal opinion.
 - 1. If, after consultation, the complainant desires to file a formal complaint, a copy of the Appeal Form should be given to the complainant by the principal.
 - 2. The Appeal Form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the appropriate system personnel.
 - C. Any action taken related to the challenged materials must be taken by the appropriate library media committee and not by an individual.
 - 1. A meeting will be scheduled and all committee members and the complainant notified. The complainant shall be notified in writing and invited to attend and present the Appeal Form.
 - 2. Each committee member shall read, view or listen to the material in question in its entirety, and read professional evaluations pertaining to the material. The library media specialist(s) will compile necessary professional evaluations of the material in question.
 - 3. The deliberations and balloting of the Library Media Committee shall be in private.
 - 4. The Library Media Committee shall meet to:
 - a. Hear the concerns expressed by the complainant.
 - b. Discuss the materials relative to values and faults, appropriateness to grade level, appropriateness to curriculum, etc.
 - c. Render a majority decision, in a meeting with a quorum present, deciding to: (1)take no removal action, (2)remove the challenged material, (3)limit the educational use of the challenged material, or (4) place the material at another grade level.
 - 5. Within five (5) days of the Library Media Committee decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.

III. Appeal Decisions:

- A. Appeals to the library Media Committee's decision must be made within ten (10) working days after the formal notification of the decision. A written request must be addressed to the Superintendent, who shall bring the issue before the local Board of Education.
- B. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will again be reconsidered.

IV. Review of Selection and Appeal Procedure

- A. Principals shall review the selection and reconsideration procedures with all staff at least annually.

B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

ADOPTED: July 20, 1999

9.260.1 APPEAL FORM

School _____

Title _____

Media Format _____

Author or Producer _____

Date of Publication or Production _____

REQUEST INITIATED BY

Name _____

Address _____

Telephone Number _____

Does the person making this request represent a group or organization? ____ Yes ____ No
If so, please identify the name of the organization.

Please answer the following questions. (Attach additional sheets if more space is needed.)

1. Have you read, viewed, or listened to the material in its entirety? ____ Yes ____ No

2. Please cite the specific page(s) to which you object and explain your objections.

3. What do you identify as the theme of this material?

4. What good features do you identify?

5. For what age group would you recommend this material?

6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended.

7. Do you wish to make an oral presentation to the Library Media Committee? ____ Yes ____
No

Date
PCSS 076

Signature

9.270 HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to students on an individual and/or group, based on teacher judgment.

Student Responsibilities-Students will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time periods.
2. Return the assignment on time.
3. Do the best work possible when completing assignments.

Teacher Responsibilities-Teachers will be expected to assume the following responsibilities when homework is assigned:

1. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment and demands that may be placed on students by other teachers.
2. Assign homework that is related to in-class instructional activities.
3. Grade or review the homework and return it to students on a timely basis.
4. Utilize homework as an important part of student evaluation.
5. Expect all students to complete assignments.

ADOPTED: July 22, 1997; REVISED: July 20, 1999
REVISED: February 27, 2001

9.280 PROMOTION/RETENTION POSITION

RETENTION/PROMOTION POLICY-In an effort to better serve students in grades K-8, the Pell City School System will implement the following Retention/Promotion guidelines.

- A. Students 'at-risk' for retention may be identified as early as the end of the first nine weeks grading period.
- B. Parents will be notified in writing that their child is in danger of retention no later than the end of the second nine weeks grading period. However, the student whose performance declines after this date may be considered for retention following the same procedure.
- C. Students who have been identified as "at-risk" may be referred to the BBSST Committee to determine if testing for special services would be appropriate.

9.320 CHALLENGED MATERIAL

In spite of all the care in the selection of library and other educational materials, (print or non-print) an objection may arise from an individual or a group. If an individual or group informally challenges material, the principal will make reasonable effort to resolve the issue. If a written formal complaint is made, the procedures to be observed are as follows:

1. The individual or group will submit a formal written complaint on form IKAB-P REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL.
2. The formal complaint will be referred to a review committee. The composition of the committee shall consist of:
 - a. Curriculum Director or Assistant Superintendent.
 - b. Principal of the school where the complaint occurred.
 - c. Librarian of the school where the complaint occurred.
 - d. A member from another school who serves the same or similar grade students.
 - e. Two teachers from the school where the complaint occurred.
3. The review committee will act upon the formal complaint using the following general procedures:
 - a. Restrict circulation of the material pending final decision.
 - b. Allow complainant to make a ten (10) minute presentation of why the questioned material should be reconsidered.
 - c. Examine completely the material in question.
 - d. Check general acceptance of the material by consulting with professional resources and informed educators.
 - e. Weigh values and criticisms, and form opinions based on the material as a whole and not on passages or concepts pulled out of context.
 - f. Prepare a written report of the committee's findings based on the objectives of the school and the objectives of the curriculum and submit to the principal.
 - g. The principal will notify the complainant by the letter within ten (10) work days.
 - h. If the complaint is still unresolved, the individual or group may, within fifteen (15) school days, file an appeal in writing with the Superintendent.
4. Appeals will be held in accordance with the following procedures:
 - a. The complainant shall file in writing with the Superintendent of Schools a request for a hearing. The request shall identify the cause of the complaint and shall be filed within fifteen (15) work days of receipt of the principal's letter.
 - b. Upon receipt of a request for a hearing, the Board shall set a time and place for the hearing, which time shall not be less than five (5) work days, nor more than fifteen (15) work days from the date on which the request is filed. The Board shall give notice of the time and place of such hearing to all interested parties. Said hearing date may be reset by mutual agreement of both parties.
 - c. All parties shall be given opportunities to present oral arguments and to file written briefs.
 - d. The Board shall within a reasonable time, not to exceed fifteen (15) work days, render in writing, a decision.

ADOPTED: January 1990; REVISED: July 20, 1999

9.320.1

**INSTRUCTIONAL MEDIA REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MEDIA**

School

Principal

Type of Media
(book, film, recording)

Title of Media

Copyright Date

Author/Editor/Artist/Composer

Distributor/Producer/Publisher

1. What brought this material to your attention? (Review, lists, word of mouth, assignment? If a review or list, please be specific, giving name of publication, issue, and page #.)

2. Have you read, viewed, or listened to the entire item? _____

Is the item a part of a set or series? _____

If so, did you read, view, or listen to all of the set or series? _____

3. State specific objections to the material. (Use extra sheet if necessary.)

4. What do you consider to be the theme of this material?

5. What do you consider good about this material?

6. For what age group would you recommend this material?

7. Are you aware of the judgment of this material by critics?

1 of 2

8. Do you object to what you know about the author or producer?

9. Do you think the author's or producer's experiences are reflected in this material? _____ If so, in what way? _____

10. What would you like to school to do about this material?

- Do not require it of students.
- Withdraw it from students under the age of _____.
- Place it on reserve status to be used only with written parental permission.
- Withdraw it from all students.
- Other _____

11. Other comments: (Use extra sheet if necessary.)

Name _____ Date _____

Address _____ Telephone _____

Complainant represents:

_____ Self
_____ Name of Organization _____
_____ Identification of other group _____

Signature of Complainant

PCSS 077

9.330 ELECTRONIC MEDIA

The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

The Superintendent shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus administrative review of the electronic files and communications and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data.

A written parental request shall be required prior to the students being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

ADOPTED: Dec. 13, 1995; REVISED: July 20, 1999

9.330.1 APPLICATION FOR ACCOUNT AND TERMS AND CONDITIONS FOR USE OF INTERNET

Please read following carefully before signing this document. This is a legally binding document.

Internet access is now available to students and teachers in the Pell City School District. Our goal in providing this service to teachers and students is to promote educational excellence in the Pell City Schools by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from research institutions;
3. Public domain and software of all types;
4. Discussion groups on a variety of topics; and
5. Access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her account will be terminated and future access could be denied. The signature(s) at the end of this document is/are legally binding and indicates the party/parties who signed has/have read the terms and conditions carefully and understand(s) their significance.

1. Acceptable Use - The use of your account must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.
2. Privileges- The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. (Each student who receives an account will be part of a discussion group with a faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the administration may close an account at any time as required. The administration, faculty, and staff may request the technology director to deny, revoke or suspend specific user accounts.
3. Net Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Avoid offensive or inflammatory speech. Be courteous and polite.
 - b. Use appropriate language. Profanity or obscenity are not permitted at any time.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the work of others.
 - f. All communications and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author's prior consent.
4. Vandalism - Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another use, Internet or other networks that are connected to the Internet backbone. This includes but is not limited to, the uploading or creation of computer viruses.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account.
6. Exception of Terms and Condition - These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Alabama and the United States of America.

I understand and will abide by the above Terms and Conditions for Internet use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Signature
PCSS 078

Date

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must read and sign this agreement.) As the parent/guardian of _____,
I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and the school system and the State Department of Education Office of Technology have taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school settings.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Signature of Parent or Guardian

Date

SPONSORING TEACHER (Must be signed if the applicant is a student)

I have read the Terms and Conditions and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____

Signature of Teacher

Date

APPLICATION PORTION OF THE DOCUMENT

User's Full Name (please print): _____

Home Address

Home Phone/Work Phone

I am (check one):
____ Student who will graduate in _____
____ Teacher who teaches _____ in grade _____
____ Staff Member working as _____

When your account is established, you will be notified of your log-on name and user password. Thank you for your interest and support of this exciting new resource.

9.340 SUBSTITUTE TEACHER

To qualify as a substitute teacher, a person must be at least a high school graduate and must show proof of this fact, be fingerprinted and have clear record and must possess an Alabama Substitute Teacher's Certificate.

A list of eligible substitute teachers shall be compiled annually and updated periodically by the Superintendent of Schools or his designated representative.

Each school principal is responsible for calling substitute teachers from the list as he needs them.

Professional personnel who must be absent from work, should notify their school principal as soon as possible, and it is the duty of the principal to secure the services of a substitute teacher. The pay for substitute teachers shall be state scale and shall be paid by the Superintendent of Schools from sick leave funds if absence is covered by sick leave provisions.

If the employee is not covered by sick leave provisions and does not have accrued sick leave days, a days pay shall be deducted from said employee's salary for each day of absence.

ADOPTED: July 20, 1999

9.350 INSTRUCTIONAL RESOURCES AND MATERIALS

The Board maintains that teachers should be encouraged to avail themselves of the wide range of instructional materials at their disposal. Textbooks, supplementary materials in their own rooms as well as in the school libraries, the popular media (newspapers, radio, television and VCRs) and resources within the community are just some of the instructional aids to which teachers may have access.

The Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives. Teachers are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Teachers are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school.

ADOPTED: September 1985; REVISED: July 20, 1999

LEGAL REF.: Alabama Code 16-8-28, 16-9-21, 16-11-20, 16-12-9.

9.360 CREDIT RECOVERY

The Pell City School System in accordance with the Alabama State Department of Education will develop a Credit Recovery Program for the school system.

The Credit recovery will provide course-specific, skill based opportunities for students who have not mastered a specific part of a course. This would allow students to demonstrate competency on that segment of the course and receive course credit or earn promotion.

The system is required to develop program rules, regulations, and processes that meet the State Department of Education (SDE) guidelines.

The Credit recovery study is based on deficiencies rather than a repeat of the entire course. This will allow the system to provide remedial assistance as soon as possible following failure in specific competencies.

The system will provide students who might fail the entire course because of lack of knowledge of specific competencies with an opportunity to graduate from high school on time, thus encouraging students to remain in school until they are scheduled to graduate.

SOURCE: The Pell City Board of Education and The Alabama State Department of Education.
ADOPTED: August 5, 2008

9.370 HOME SCHOOL POLICY

For the purpose of home school/church school, the Pell City School System would like to adopt the word "LOCAL" to be defined as Pell City School District, St. Clair County, and any county that touches St. Clair County. These counties include Blount, Calhoun, Jefferson, Shelby, and Talladega.

On-line schools must be physically located in Alabama to meet the state requirement of home school/church school.

SOURCE: The Pell City Board of Education and The Alabama State Department of Education.
ADOPTED: February 17, 2009

4.10 BUDGET PREPARATION AND APPROVALS

Responsibility-It shall be the responsibility of the Superintendent or designee to prepare a proposed operating budget for submission to the Board for review and approval each year.

Form Requirements-The budget shall be prepared by the Superintendent in accordance with rules and regulations prescribed by statutes, State Board of Education regulations, and Board policies.

Budget Limitations-No budget shall be approved by the Board or the State Superintendent of Education where expenditures are in excess of anticipated revenues and fund reserves (See policy DCG).

Proposed Budget-The Superintendent and his/her staff are responsible for developing a proposed annual operating budget and presenting it to the Board for study and review. The proposed budget shall be presented to the Board as far in advance as possible, but no later than August 15 each year. All hearing requirements as noted below must be held prior to submission of any proposed budget to the Board and State Superintendent of Education for approval. School principals and Central Office staff shall be given the opportunity to be present during these deliberations.

NOTE: The below statement was added based on Senate Bill 97-515.

Required Budget Hearings-The Board shall hold at least two (2) open public hearings each year pertaining to its proposed annual budget prior to approving a final form budget. Such hearings shall be held in accordance with provisions of The Code of Alabama, 16-13-140.

Final Form Budget-The Board, after reviewing the proposed budget submitted by the Superintendent, shall approve it by a majority vote of the whole Board. Upon receiving a majority of the Board members' approval, the proposed budget shall be put into final form by the Superintendent and designees for submission to the State Superintendent of Education for final approval. In accordance with Legislative Act, 97-225, the Board's final form budget shall be transmitted to the State Superintendent of Education by September 15 each year for final approval.

Periodic Review Responsibilities-The approved budget shall be reviewed by the Superintendent periodically, and he/she shall prepare such reports as are required by law and/or requested by the Board. Any change in the approved budget shall be accomplished through an amendment formally approved by the Board and any applicable state and/or federal officials.

REF: The Code of Alabama, 16-3-1, 16-13-140, 16-13-142, 16-13-143, 16-13-144, 16-13-145; Legislative Act, 97-225; S. Bill 97-515.
ADOPTED: November 16, 1999;

4.310 CLASSROOM INSTRUCTIONAL SUPPORT FUND

The following provisions shall govern the allocation of the Classroom Instructional Support Fund (CISF) within the School System:

1. The allocation of monies to replace the matriculation fees passed by the State Legislature provides specific funds for each teacher in grades K-12. These funds are allotted for all teachers employed other than those employed by Federal Programs. Special education teachers and vocational teachers are included with the same amount allotted as any other teacher. Principals, Assistant Principals, Guidance Personnel, and Librarians are also included. Hereafter in these policies, this fund allocation shall be referred to as "CISF".
2. The CISF shall be expended only for the purchase of instructional supplies, materials, and equipment.
3. The principal of each school shall plan cooperatively with the school faculty for the budgeting of this money and shall prepare a budget to be submitted to the Superintendent or designee for approval prior to submitting purchase orders. The budget must be approved by a majority vote of the faculty utilizing a secret ballot. The secret ballots must be kept on file in the local school as part of the audit trail. Any amendment to this budget must be conducted by the same process.
4. An adequate system of record-keeping at the local school must be maintained on all expenditures from the "CISF." Such a system should provide for sub-accounts for joint faculty or department purchases, individual teacher purchases, library, and other sub-accounts as deemed necessary for adequate accounting of funds. It shall be the responsibility of each principal to keep an accurate record of expenditures.
5. The effective beginning date for purchases by teachers under the CISF shall be October 1st each year provided that the State Legislature has appropriated such funds and the local school budget has been approved. The termination date for purchases by teachers shall be May 15th of each year which allows for items to be received and checked by teachers before the end of the school year, back orders cleared, and adequate time to plan for the effective use of any remaining monies. The State Department of Education has issued directions that no funds may be carried over to the next school year. Funds not expended during the fiscal year will be returned to the State. Total purchases should not exceed the amount allocated.
6. It shall be the responsibility of the principal to receive, check, and immediately approve for payment all completed orders by signing the receiving report section of the purchase order and returning it to the Accounting Department. The principal shall also provide for the delivery of the items purchased to the individuals or groups within the school. Under no circumstances shall material be approved for payment until it has been received and checked.
7. Principals should combine orders of individual teachers, departments, or other groups in the school and submit a consolidated purchase order for the supplies, materials, or equipment when possible. No funds from this program may be expended except by a Central Office purchase order.
8. Items should not be purchased prior to the implementation of proper purchase order procedures. The Accounting Department shall not pay for any merchandise which has been purchased without a properly approved purchase order. Proper purchase order procedures shall include the following:
 - a. Complete a requisition/purchase order completely, including vendor name and address, employee #, ship to address, principal's signature, quantity, description, unit price, amount (quantity X unit price), purpose (to repair fence, to purchase library books, workshop

10.10 EQUAL EDUCATIONAL OPPORTUNITIES

The School System has been created by the Alabama State Legislature to execute educational laws and policy as defined by the State Constitution, State statutes, State Board of Education policy and Board policy. It shall be the policy of the School System to offer a quality educational program which will provide all students with the necessary skills and attitudes, commensurate with their ability, to become effective citizens. Further, the Board shall seek to provide equal educational opportunities for all students enrolled in the schools of the School System.

ADOPTED: Mar., 1982; REVISED: June 29, 1999

LEGAL REF.: 42 U.S.C. 200d (1-6); 42 U.S.C. 2000c (1-9); 20 U.S.C. 1681 et. seq.; Singleton v. Jackson Municipal Separate School District, 419 F.2d. 1211 (5th Cir. 1969); Ross V. Moffitt, 94 S.Ct. 2437 (1974); San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973); Regents of University of California v. Bakke, 98 S.Ct. 2733 (1978); Dayton Board of Education v. Brinkman, 97 S.Ct. 2766 (1977); Swann v. Charlotte Mecklenburg Board of Education, 91 S.Ct. 1267 (1971); Southeastern Community College v. Davis, 470 U.S.L. W. 4689 (U.S. June 11, 1979)

10.20 COMPULSORY ATTENDANCE AGES

Every student residing in the area served by the School System between the ages of seven (7) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

Entrance Ages - Regular School Programs

Kindergarten: A child whose fifth (5th) birthday is on or before September first (1st) shall be entitled, based on age, to admission to kindergarten classes.

First Grade: A child whose sixth (6th) birthday is on or before September first (1st) shall be entitled, based on age, to admission to first grade classes.

Transfers:

Out-Of-State--A child whose birthday is after September first (1st) is not admissible to first grade classes in the School System that year, except that an underage child who completes a mandated kindergarten program in another state or transfers from the first grade of a school in another state may be admitted upon approval of the Superintendent.

In-State--A child who has attended a private or parochial school in Alabama must meet the age requirements as noted above in order to be admitted to kindergarten or first grade classes.

10.260 Technology Acceptable Use & Media Release Policy

The Pell City Board of Education support the right of students and teachers to have reasonable access to various information formats and believes it incumbent upon students and teachers to use this privilege in an appropriate and responsible manner.

It is the intent of the Pell City Board of Education that all technology resources be used to meet and educational goal, in accordance with any and all school system policies and procedures as well as local, state, and federal laws and /or guidelines governing the usage of technology and its component parts. In addition, student and employees are expected to utilize technology resources in a manner so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for establishing practices to enforce this policy at the individual schools.
- The teachers of each school will be responsible for conducting in-class discussions covering the Technology Usage Policy before making assignments requiring student to search the Internet for information.
- This policy will be prominently displayed in all computer labs throughout the School System.
- Technology resources, regardless of purchase date, location, fund, are subject to this policy.
- Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT

The primary goal of technology is to support research and education through the provision of unique resources and opportunities for collaboration among student, teachers, and administrators. Use of the Internet and all technology resources should be in support of this consistent with the educational objectives of the school system. Use of any and all technology resources is privilege and not a right. Use of any and all technology resources for personal gain is prohibited.

ACCESS:

- The use of all Pell City School System technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- Users should be prepared to be held accountable for their actions.
- Users may access only accounts, files, software, and technology resources assigned to him/her.
- Users may NOT attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, email, or internet.
- Users must take all precautions to prevent others from obtaining account information and any other unauthorized usage within and outside the Pell City Schools.
- Access may be denied if individuals are identified as a security risk.
- Users must NOT attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.

- Users must NOT attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempts to breach any technology resources security system, either with or without malicious intent.
- The District/Local Technology Coordinators and/or School Administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

PRIVACY:

- To maintain network integrity and to insure that the network is being used responsibly, district technology staff reserves the right to review files and network communications.
- Users should not expect that files stored on the Pell City Schools' network will always be private.
- Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- The Pell City School System cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- Users should be aware that the technology staff routinely monitors and performs maintenance of file servers, workstation, network equipment, firewall, user accounts, and telephone systems. During these procedures, it may be necessary to review files being stored on the network.
- Users are encouraged to avoid storing personal and/or private information on the district's and/or school's technology resources.
- The system-wide technology staff does perform routine server backups. However, all users are responsible for storage of any critical files and/or data. Media center collections, accounting information and curriculum software data should be backed up to a storage device.

COPYRIGHT:

- Illegal copies of software may NOT be created or used on school equipment.
- Duplication of copyrighted software is prohibited unless specifically permissible in the license agreement.
- All original copies of software programs should be stored in a secure place. System-wide software originals will be kept at the District Technology Office.
- If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased.
- Questions about copyright provisions should be directed to the District and/or Building Technology Coordinator.
- Copyright is implied for all information (text, data, and graphics) published on the Internet. Icons or graphics should not be "borrowed" without permission.
- The District Technology Staff or Building Technology Coordinator will be responsible for the installation of software to be used on the local area network. It is the responsibility of the individual user to install single user license software on the work station.

INTERNET:

- All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet and all technology resources.
- Teachers will screen Internet resources that will be used in the classroom prior to their introduction.
- Written permission must be gained from parents before students are allowed independent access to the Internet.
- Students must agree to conduct themselves in a considerate and responsible manner in order to receive access.
- Permission is not transferable, and therefore, may not be shared.
- Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened by the teacher. Students should notify and adult immediately if material that violates the school code of conduct is encountered.
- Internet access for all users is filtered, through one central point.
- Internet searches are filtered by keyword.
- URLs and IP addresses may be added to or deleted from the filtered list by the District Technology Office.
- Staff member may request review of filtered sites.

WEB PUBLISHING:

- The Pell City Schools' websites cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- All home pages are subject to review by District and Local Administrators.
- The Administration reserves the right to reject all or part of proposed website content.
- All posted work must be of quality, with regard to spelling, usage and mechanics.
- All schools are responsible for the maintenance of their own websites.
- All teachers are responsible for the maintenance of their own web pages and thus are to be representatives of the author's individual point of view and not that of the school system.
- All links should be checked regularly to make sure they are current and working.
- Pictures and other personally identifiable information should not be used. It is suggested that full names not be used—only first name, last initial.
- Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- Employees take full responsibility for posting their personal photograph on the website.
- Infringement of copyright laws, obscene, harassing or threatening materials on websites are against the law and are subject to prosecution.

MEDIA RELEASE:

Schools within the Pell City School System may develop, participate in, or be the subject of media-based presentations and events which highlight various educational activities that take place during the course of the school year. These presentations/events are of two types.

1. Those developed by students, staff, personnel and/or commercial enterprises. These may include but are not limited to

- photographs of students and activities
 - slide/tape presentation
 - videotapes of students and activities
 - Computer generated presentation which may incorporate scanned photographs and video clips
 - Computer based productions transmitted via telecommunication or the Internet
2. These media based presentations may be used in
- Faculty in-services
 - Parent programs
 - Staff development activities
 - Media festivals (local, state and international)
 - Public relations
 - Newspaper articles
 - TV presentations (school news program)
 - Collins Hill approved Internet web pages

PARENTAL PERMISSIONS:

It is the responsibility of the staff creating videos or designing publicity or public relations information to obtain written parental permission.

A written parental request shall be required prior to students being granted independent access to Internet resources or other forms of electronic media involving district network resources. The Technology Acceptable Usage Policy specifies acceptable uses, access privileges and penalties for policy/procedural violations. The required permission/agreement form must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student indicating the Technology Acceptable Usage Policy has been read and understood. The signed form will either grant or deny the student's ability to conduct independent Internet searches. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the local school administrator with a written request.

EXAMPLES OF INAPPROPRIATE USE OF RESOURCES

The following activities are examples of inappropriate activities for any Pell City Schools network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- Using another user's password or attempting to find out another user's password
- Sharing your own password
- Trespassing in another user's files, folders, home directory, or work
- Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.

- Harassing, insulting, or attacking others via technology resources
- Damaging computers, computer systems, or computer networks (this includes changing workstation configuration such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- Intentionally wasting limited resources such as disk space and printing capacity.
- Accessing inappropriate websites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- Participating in on-line chat rooms without the permission/supervision of an adult staff member
- Posting any false or damaging information about other people, the school system, or other organizations.
- Posting of any personal information about another person without his/her written consent.
- Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- Violating copyright laws.
- Plagiarism of materials that are found on the Internet
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identifications, etc.)
- Use of any Pell City Schools Technology resource for personal gain, commercial or political purposes.

ADOPTED: October 21, 1997; REVISED: June 29, 1999; REVISED: June 20, 2006

10.260.1 INTERNET ACCEPTABLE USE POLICY PERMISSION FORM

Date

Dear Parents and Students:

The Pell City School System Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy. If you have any questions about it, please be sure to contact the Pell City School System at 205-884-4440.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Pell City School System Student Rights and Responsibilities. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy *after* you have had a chance to become familiar with it.

Thank you,

PCSS 086

10.260.2 INTERNET ACCEPTABLE USE POLICY PERMISSION FORM

Date

Dear Parents and Students:

The **(name of school)** Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy. If you have any questions about it, please be sure to contact **(name of contact)** at **(phone number of contact)**.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the **(name of school conduct policy or student handbook)**. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy *after* you have had a chance to become familiar with it.

Thank you,

**(Name of person/office
originating letter)**

Please return this form to your teacher as soon as possible.

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

My child may use e-mail and the Internet while at school according to the rules outlined.

I would prefer that my child not use e-mail and the Internet while at school.

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent or Guardian's Signature

Today's Date

PCSS 087

10.260.3 INTERNET ACCEPTABLE USE POLICY FACULTY AND STAFF

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

Name (printed)

Signature

Today's Date

PCSS 088

10.260.4 DISCIPLINE NOTIFICATION

Date

Dear Mr./Mrs. _____

This letter is to inform you that your son/daughter has been found to have violated the _____ **INTERNET ACCEPTABLE USE POLICY (AUP)**. You and your child read and signed an AUP at the beginning of this school year which stated that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the (*name of school conduct policy or student handbook*).

This letter is to notify you that (*your child's name*) was found to be in violation of the AUP policy as described below:

As a result of this we are taking the following disciplinary actions:

Sending a warning reminder to parent and student about the AUP agreement

Loss of Internet privileges for one week

Loss of Internet privileges for one month

Permanent loss of Internet privileges

Other disciplinary action as defined below:

If you have any questions, feel free to consult your copy of the AUP, or call us during the day at _____ . We appreciate your support and understanding in this matter.

Sincerely,

(Name of official sending letter)

PCSS 089

10.270 SUMMER SCHOOL

The Board may operate summer schools when needed to serve the educational goals of the School System. All summer sessions will comply with Alabama law and The Alabama Administrative Code, 290-030-010- (9), Supp. No. 85-2. The Resolutions outline the following procedures that apply to the operation of summer schools by the School System:

1. Summer school instruction must be limited to students for making up courses and enrichment activities. Required courses will not be available to a student enrolled in a summer school program unless the following criteria are met:
 - a. The student must have previously attempted and failed the course(s), or
 - b. It is necessary that the course(s) which is part of the student's approved program of study be taken during the summer in order for the student to take another course during the regular scholastic year, or

TECHNOLOGY ACCEPTABLE USE POLICY

Employees

I acknowledge that I have read, understand and agree to all terms as outlined in the Pell City School System Technology Acceptable Use Policy. As an employee, I am responsible for conducting myself responsibly while using technology/network resources. Before using Internet resources with my students, I am responsible for conducting an in-class discussion of the Technology Acceptable Use Policy and discussing grade appropriate Internet Safety information with my students. I further understand that this agreement will be kept on file at the school in which I am employed.

Name (printed)

Signature

Date

PELL CITY SCHOOL SYSTEM
POSITION DESCRIPTION

TITLE: Library Media Specialist

JOB GOAL: To provide for student and teacher access and utilization of a comprehensive program of library media skills and services which support the total school program.

REPORTS TO: Principal

QUALIFICATIONS:

1. Masters degree.
2. Alabama teaching certificate in library science.
3. Computer literate.

ESSENTIAL FUNCTIONS:

1. Expected Work Day: 7 ½ hours.
2. Development and implementation of library media program which is applicable and related to desired educational goals.
3. Maximize efficient use of available funds and provide faculty and students with the best possible materials.
4. Prepare and administer library budget using standard accounting procedures.
5. Supervise and promote library activities which facilitate and enhance learning.
6. Assist students and faculty by cooperating with other schools and local libraries.
7. Maximize library functions by actively recruiting, hiring, training and supervising instructional assistants, student assistants and volunteers.
8. Initiate contact with faculty and students in promoting and providing library services, resources and guidance.
9. Actively participate in and work with other school personnel in the selection of books, equipment and other library materials which provide the student with the best learning opportunities.
10. Participate in professional growth and development activities including staff meetings and in-service and staff development activities as required or assigned.
11. Perform the technical responsibilities required to provide exemplary library service as part of an effective and successful educational facility.
12. Provide input and assistance to other school personnel by actively participating in departmental, faculty, curriculum and special meetings.
13. Have good knowledge of content, curriculum, methods, materials and equipment needed by different departments in the school settings.
14. Have up-to-date knowledge of materials and equipment appropriate for effective teaching and learning.
15. Have knowledge of school's program of studies related to mission, goals and organization.
16. Ability to apply knowledge of current research, technology and theory to library facility.
17. Ability to move around the room in order to monitor and assist students.
18. Ability to establish and maintain effective relationships with students, parents and peers.
19. Skilled and effective in oral and written communication.
20. Excellent human relations skills.
21. Knowledge and skill in the operation of computers and computer programs.
22. Able to lift thirty (30) pounds.
23. Show politeness and good manners in dealing with others.
24. Any other duties as assigned by the Superintendent.

SALARY BASED ON PELL CITY SCHOOL SYSTEM SALARY SCHEDULE

TERMS OF EMPLOYMENT: 187 working days

EVALUATION: Performance will be evaluated in accordance with classified evaluation procedures and Board policy.

APPROVED: May 18 1999 • **REVISED:** June 20 2000 • **REVISED:** October 20 2009