

**Local School Financial  
Management**

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KNOWING YOUR SCHOOL/SCHOOL DISTRICT  
BOARD POLICIES AND PROCEDURES  
AND  
STUDENT INFORMATION

MARCH 4, 2019

aasbo | Alabama Association of  
School Business Officials

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**Disclaimer**

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- This information is presented to the Alabama Association of School Business Officials (AASBO), Local School Financial Management (LSFM), on March 4, 2019
- The information contained herein has been prepared in good faith on behalf of AASBO and is for the sole purpose of information and education. Every effort has been made to ensure the accuracy of the information presented as factual. Users are directed to countercheck facts when considering their use of the information.

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- Legal Statute
- Board Policies
- Procedural Manuals
- Family Educational Rights and Privacy Act (FERPA)

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## LEGAL STATUTE

- State Legislature
- Code of Alabama
  - Title 16
- Alabama State Board of Education
  - Administrative Code
- Local Board of Education
  - Board Policies

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## Board Policies and Procedures

- How are district policy decisions made?
- What steps are used to adopt new or revised district policies?
- Which kinds of decisions require governing board (school board) authority and approval and which are delegated to administration?

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## Board Policies

- **SCHOOL BOARD'S ROLE**
  - Establish Policies
  - Delegate to the Superintendent the responsibility of all administrative functions

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## Board Policies

- **SUPERINTENDENT'S ROLE**

- To present and recommend policy options along with specific recommendations to the Board when circumstances require the Board to adopt new policies or revise existing policies
- Develop and inform the Board of administrative procedures needed to implement Board policy

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## Why? Policies and Procedures

- Policies and procedures make the school and school system a more effective and efficient organization.

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### Sample Policy Content

- Chapter 1: Governing Principles
- Chapter 2: School Board Operations
- Chapter 3: School Administration
- Chapter 4: Curriculum and Instruction
- Chapter 5: Students

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### Sample Policy Content

- Chapter 6: Personnel/Human Resources
- Chapter 7: Fiscal Management
- Chapter 8: Auxiliary Services
- Chapter 9: School-Community Relations and Interlocal Agreements

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### Chapter 1: Philosophy

- System's:
  - Philosophy
  - Mission
  - Vision
  - Beliefs

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## Chapter 2: School Board Operations

- Scope of the System
- Board Members
- School Board Policy Adoption
- Legal Counsel – Board

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## Chapter 3: School Administration

- Administrative Organization
- School Calendar
- Superintendent's Election/Appointment
- School District Attendance Areas
- Equal Opportunity

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## Chapter 4: Curriculum and Instruction

- Curriculum
- Textbooks
- Instructional Programs
- Field Trips
- Testing and Assessment
- Promotion and Retention
- Graduation
- Others

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### Chapter 5: Students

- Equal Educational Opportunities
- Admissions and Attendance
- Student Fees, Fines and Charges
- Student Conduct
- Title IX
- Protection of Pupil Rights Amendment
- Student Health Services
- Student Records
- Others

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### Chapter 6: Personnel/Human Resources

- Employment Procedures
- Probationary Employment
- Professional Development
- Employee Leave
- Performance Assessment
- Personnel Records
- Reduction in Force
- Drug and Alcohol Testing for Safety Sensitive Employees
- Others

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### Chapter 7: Fiscal Management

- Chief School Financial Officer
- Budget Development
- Accounting
- Investments
- Audits
- Purchasing
- Child Nutrition Procurement
- Inventories
- Deposit and Expenditure of Funds
- Employee Compensation

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## Chapter 7: Fiscal Management

- Authority to Executive Contracts
- Expense Reimbursement
- Fundraising
- Fees, Payments and Rentals
- Cash Management of Federal Funds
- Investment of Funds
- School Accounts
- Others

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## Chapter 8: General and Auxiliary Services

- Security and Safety
- Transportation
- Child Nutrition Program
- Internet Safety and Use of Technology
- Management Information System
- Records Retention and Disposal
- Risk Management
- Others

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## Chapter 9: School-Community Relations and Interlocal Agreements

- Parent Organization and School Support Groups
- Family and School Partnerships
- Property Management and Advertising
- Relations with Governmental Authorities
- Public Comments
- Others

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## Local School Accounting Manual

- Procedures for day-to-day duties
  - Cash Receipts
  - Purchasing
  - Invoices
  - Check payments
  - Fund Raisers
  - Returned Checks
  - Student/Parent Organizations  
(PTO's and Booster Organizations)

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## Personnel Handbook

- Benefits for Full-Time Employees
- Employer Responsibility
- Alabama Code of Ethics
- Personnel File
- Dress Code
- Wage and Hour Issues
- Employee Time and Attendance

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## Personnel Handbook

- Payroll
- Insurance
- Employee Assistant Program
- Leave
  - Sick, Personal, Vacation, Leave of Absence, FMLA, Professional, Military
- Employee Absence Reporting
- Transfers/Retirement/Resignations

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## Student/Parent Handbook

- **Procedures for daily operations**
  - Activities
  - Attendance Policies and Procedures
  - Discipline
  - Dress Code
  - Student Services
  - Visitors
  - Others

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**FERPA**  
FAMILY  
EDUCATIONAL RIGHTS  
AND PRIVACY ACT



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## FERPA

- **FERPA: Family Educational Rights and Privacy**
- Protect the privacy of students' educational records
- All educational agencies and institutions that receive funding from the U.S. Department of Education are required to abide by FERPA
- Parents and students must be given notice of their FERPA right every year.

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## FERPA

- The educational agency must create and abide by a policy that prohibits the disclosure of student records or student-identifying information without the consent of the parent or the adult student
- Parents have the right to access student records.
- Under FERPA, access simply means the ability to review and inspect the records maintained by the school.

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## FERPA

- **EXCEPTIONS to non-disclosure**
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring
  - Appropriate parties in connection with financial aide to a student
  - Accrediting organizations
  - Organizations conducting certain studies for or on behalf of the school'

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## FERPA

- **EXCEPTIONS to non-disclosure**

- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system

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## FERPA

- **Legitimate Educational Interest**

- School with legitimate education interest can access student records without parental consent
  - A school official is anyone employed by the Board or anyone who is a contractor or vendor who provides or assists with providing educational and school relate services.
  - A legitimate educational interest is one that serves the purpose of providing an educational or access to services to the student.

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## FERPA

- **Transferring to Other Schools**

- Other schools to which a student is transferring
  - This includes schools within the district as well as post-secondary schools
  - FERPA allows for this disclosure without the consent even after the student has actually enrolled or transferred to the new school as long as the disclosure related to the new transfer or enrollment

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## FERPA

### • Judicial Order/Subpoena

- To comply with a judicial order of lawfully issued subpoena:
  - Parent should be notified of the subpoena and given the opportunity to object
  - A phone call from an attorney does not equate to a court order or a subpoena. However, a parent can sign a disclosure form authorizing an attorney to have access to the student's records.

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## FERPA

### • Health and Safety

- Appropriate officials in case of health and safety emergencies:
  - The health and safety emergency must be valid and not contrived for the purpose of authorizing disclosure
  - The disclosure can only be made to those persons who are reasonably believed to be able to prevent, control or resolve emergency

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## FERPA

### • State and Local Authorities

- State and local authorities, within a juvenile justice system, pursuant to specific state law
  - Law enforcement
  - Department of Human Resources
  - Current case or investigation regarding a student
  - The release of the records should still be documented

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FERPA

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- **Other Exceptions**
  - Specified officials for audit or evaluation purposes:
  - Appropriate parties in connection with financial aide to a student
  - Organization conducting studies for or on behalf of the school
  - Accrediting organizations

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FERPA

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Directory Information	Directory Information
<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• Photograph</li> <li>• Date and place of birth</li> <li>• Major</li> <li>• Student Number</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in sports</li> <li>• Weight and height of sports players,</li> <li>• Dates of attendance</li> <li>• Dates or enrollment</li> <li>• Degrees and honors</li> <li>• Most recent school attended</li> </ul>

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FERPA

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- **Directory Information**
  - Yearbooks are considered to be directory information. You do not have to give a copy of a yearbook to someone. They can borrow with the stipulations or they can have access to the yearbook in the school.
  - Directory information **does not** include:
    - Grades, disciplinary records, tests and evaluations, social security numbers and parents' names

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FERPA

• **Directory Information**

- Directory information can be released upon request unless that student's parent has notified the school in writing of a decision to opt-out.

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FERPA

• **Sample notice to parent:**

**"PUBLIC NOTICE**

**TO PARENTS OR GUARDIANS OF CHILDREN  
IN XYZ CITY PUBLIC SCHOOLS**

Occasionally representatives of the news media seek access to public schools within the XYZ City Public School System. Quite often, these visits involve filming, taping and interviewing students. Further, students are sometimes filmed, taped or interviewed in the production of educational or promotional material for use by the XYZ City Public School System. If you object to your child or children being filmed, taped, or interviewed, you must notify the principal of the school in writing immediately, but no later than September 1, 2019, or within thirty days of the student's admission if the student is admitted after this date. Be advised, while every effort will be made to honor your written request, it is necessary for parents or guardians to ensure their child or children understand that they are not to be filmed, taped, or interviewed and that they should make teachers and administrators aware of their objections when the need arises."

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FERPA

• **Sample notice to Parents.**

**-ATTENTION: PARENTS OR GUARDIANS OF STUDENTS IN THE XYZ CITY PUBLIC SCHOOL SYSTEM**

The XYZ City Public School System adheres to federal and state laws and regulations regarding student records and the release of student information. Select information may be released upon request under certain conditions. School systems are permitted by federal statute to release "directory information" on all students. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. In addition, federal laws require the XYZ City Public School System to provide military recruiters, upon request, with names, addresses and telephone listings of students, unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

Parents or guardians who do not want XYZ City School System to disclose directory information from their child's education records, or provide information to military recruiters, must make such requests in writing as soon as possible, but no later than September 1, 2019, or within thirty days of the student's admission if the student is admitted after this date.

The written request should be sent to the following address:

STUDENT INFORMATION SERVICES  
XYZ CITY SCHOOLS  
123 Main Street  
MY CITY AL 12345-6789

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### Right to File a Complaint

- Parents or eligible students may file a written complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA
- Complaints must be submitted within 180 days of the date of the alleged violation.

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### SCENARIOS



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### References

- <http://www.ed.gov/policy/gen/guid/fpc/index.html>
- <http://www2.ed.gov/policy/gen/guid/fpc/ferpa/lea-officials.html>
- <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>

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Questions?



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