

**AASBO Local School Financial
Management**
Knowing Your School/School District
**Board Policies and Procedures
And
Student Information**
November 13, 2017

Disclaimer

- This information was presented to the Alabama Association of School Business Officials (AASBO), Local School Financial Management (LSFM), on November 13, 2017.
- 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.

Board Policies and Procedures

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

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?

Board Policies

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

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

Why? Policies and Procedures

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

Sample Policy Content

- Chapter 1 Philosophy
- Chapter 2 School Board Governance and Organization
- Chapter 3 School Administration
- Chapter 4 Curriculum and Instruction
- Chapter 5 Students

Sample Policy Content

- Chapter 6 Human Resources
- Chapter 7 Business Services
- Chapter 8 Auxiliary Services
- Chapter 9 School-Community Relations and Interlocal Agreements

Chapter 1: Philosophy

- System's:
 - Philosophy
 - Vision
 - Beliefs

Chapter 2: School Board's Governance and Organization

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

Chapter 3: School Administration

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

Chapter 4: Curriculum and Instruction

- The Curriculum
- Instructional Programs
- Student Fees, Fines, and Charges
- Field Trips
- Testing and Assessment
- Promotion and Retention
- Others

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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STUDENT FEES, FINES AND CHARGES 4.16

I. The Thomasville City Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

II. Fees may only be charged in courses which are not required for graduation. Such fees will be waived for students who cannot afford the fee.

STATUTORY AUTHORITY: CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED: CODE OF ALABAMA

16-8-8, 16-10-6, 16-11-9, 16-11-26,

16-13-13, 16-36-69, 16-39-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT: 290-2-1-(3)(f)

HISTORY: ADOPTED: APRIL 16, 1998

REVISION DATE(S): SEPTEMBER 20, 2007

FORMERLY: JHA

Chapter 5: Students

- Equal Education Opportunities
- Admittance Requirements
- Graduation Requirement
- Student Conduct and Supervision
- Student Attendance and Check In/Out
- Administration of Medication
- Student Records
- Others

Chapter 6: Human Resources

- Employment
- Grievance Procedure
- Employee Leave
- Performance Assessment
- Others

Chapter 7: Business Services

- Budget Development
- Monthly Financial Reconciliation
- Determination of Allowable Cost-Federal Funds
- Accounting and Reporting
- Fees/Tuition
- Sale of Equipment and Supplies
- Payroll Procedures

Chapter 7: Business Services

- Travel
- Travel Expense Reimbursement
- Travel Policy-Federal Funds
- Cash in School Buildings
- Cash Management of Federal Funds
- Depository of Funds
- Food Service Funds
- Investment of Funds

Chapter 7: Business Services

- Bonded Personnel
- Indebtedness
- Worthless Checks or Insufficient Funds
- Audits
- Purchasing and Bidding
- Procurement Policy-Federal Funds Acquisition, Use and Exchange of School Property

Chapter 7: Business Services

- Sale, Transfer or Disposal of Property Lost or Stolen Property
- Inventories and Property Management
- Purchase Orders
- Risk Management Insurance
- Fund-Raising for School Projects and Activities
- Short-term Notes
- Expenditure of Public Funds for Recognition
- Expenditure of Funds

CHAPTER 7.00 - BUSINESS SERVICES

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FEES/TUITION 7.21

I. The Thomasville City Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

II. No fees shall be collected in secondary schools for courses required for graduation. The Thomasville City Board of Education shall set reasonable fees in non-required courses, e.g., *reasonable fees for laboratory and shop materials and equipment*. Such fees shall be waived for students who cannot afford to pay set fees.

III. The Thomasville City Board of Education may assess a tuition fee for those students residing outside the territory over which the Board has jurisdiction.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-1-30
LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-10-6, 16-11-26
ALABAMA ADMINISTRATIVE PROCEDURE ACT:
HISTORY: ADOPTED: SEPTEMBER 20, 2007
REVISION DATE(S): _____
FORMERLY: DFG

Chapter 8: Auxiliary Services

- Safety
- Transportation
- Child Nutrition Program
- Information Technology
- Management Information System
- Records Retention and Disposal
- Others

Chapter 9: School-Community Relations and Interlocal Agreements

- Parent Organization and School Support Groups
- Family and School Partnerships
- Use of Facilities
- Advertising in Schools
- Relations with Governmental Authorities
- Public Comments
- Others

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)

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

Personnel Handbook

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

Student/Parent Handbook

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

**Student Records and
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.

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.

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'

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

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.

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

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.

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

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

FERPA

- Other Exceptions
 - Specified officials for audit or evaluation purposes:
 - Examples: Monitoring – Title I and Assessment purposes
 - Appropriate parties in connection with financial aide to a student
 - Organization conducting studies for or on behalf of the school
 - Accrediting organizations

FERPA

- Directory Information
 - Directory information is defined as name, address, telephone number, photograph, date and place of birth, major, participation in sports, weight and height of sports players, dates of attendance, dates or enrollment, degrees and honors, most recent school attended, ***student number that is not a social security number or a password for access.***

FERPA

- Directory Information
 - Yearbooks are considered to be directory information. You do not have to give a copy of a yearbooks 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

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.

FERPA

- Sample notice to parent:

“PUBLIC NOTICE

TO PARENTS OR GUARDIANS OF CHILDREN
IN THOMASVILLE CITY PUBLIC SCHOOLS

Occasionally representatives of the news media seek access to public schools within the Thomasville 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 Thomasville 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, 2017, 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.”

FERPA

- Sample notice to Parents:

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

The Thomasville 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 Thomasville 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 Thomasville 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, 2017, 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:

CURRICULUM, INSTRUCTION AND TECHNOLOGY
THOMASVILLE CITY SCHOOLS
P O BOX 458
THOMASVILLE AL 36784-0458”

References

- www.ed.gov/policy/gen/guid/fpco/index.html

Questions?

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