



2020

# Leeds City School System EMPLOYEE HANDBOOK

©Leeds City School System

1404 8th Street  
Leeds, Alabama 35094



## Leeds City Schools

*Promoting Achievement Respect and Success*

[www.leedsk12.org](http://www.leedsk12.org)

### Acknowledgment of Receipt 2020

I \_\_\_\_\_, an employee of  
(Print Name)

Leeds City Schools hereby acknowledge by my signature that I have received, read and understand the Leeds City School System Employee Handbook. The Leeds City School System Employee Handbook is current at the time it is published and is not intended to supersede the Leeds City School System Policy Manual. The Leeds City School System Employee Handbook was sent to all employees via email. If you would like a paper copy, please make your request to Amy Terry at [aterry@leedsk12.org](mailto:aterry@leedsk12.org). The Leeds City School System Employee Handbook and Leeds City School System Policy Manual are available online at [www.leedsk12.org](http://www.leedsk12.org) by clicking Department of Human Resources and scrolling to Documents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**This acknowledgment is to be returned to  
Amy Terry, Director of Student Services and Personnel.**

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## **Statement of Non-Discrimination, Anti-Discrimination, and Anti-Harassment Policy**

The Leeds City School System does not discriminate on the basis of race, color, religion, national origin, sex, creed, age, marital status, disability, or any other reason prohibited by state or federal law in its educational programs, activities, or employment policies and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI, Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act (ADA). Leeds City Schools utilize curriculum materials that reflect the cultural and racial diversity present in the United States and the variety of careers and roles open to women as well as men in our society. An objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the issue of sex, race, religion, and disability, to include Boy Scouts and other designated youth groups. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of rights, duties, and responsibilities of each individual as a member of a pluralistic society. Inquiries regarding compliance with Title VI, Title IX, and Section 504 and ADA may be directed to the Superintendent of Education or designee, Leeds City Schools, PO Box 1029, Leeds, AL 35094.



# Leeds City School System 2020 EMPLOYEE HANDBOOK

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For additional information, answers to questions, or concerns not covered in this handbook, employees are encouraged to contact the school principal, the worksite supervisor, the office of human resources, and/or the office of the Superintendent. The school system web site <https://www.leedsk12.org> contains updated information for specific departments or areas.

### **About this handbook...**

The Leeds City Schools Employee Handbook is designed to communicate the school system's major policies and procedures. The most current version of this handbook can be found in PDF format on the Leeds City Schools website <https://www.leedsk12.org> by navigating to the Departments tab and then Human Resources. The information in this handbook is current at the date of its publication. When possible and where appropriate, blue underlined hyperlinks to other publications, forms, policies, or resources are included to expand or support information in this handbook.

Many resources are used to create this handbook. They include federal and state laws, Alabama State Board of Education rules and guidelines, and administrative regulations. No handbook can include or anticipate every issue, question, situation or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of the Leeds City Schools and implement them in a spirit of good faith. When in doubt, please ask before you make a decision or take an action that could violate a law or policy and endanger your employment with the Leeds City Schools.

The contents of this handbook are intended to provide a brief overview of the most commonly references policies and the procedures, information, and references often needed by employees. It may not include every piece of information you need to know. This employee handbook is provided as a guide and is not to be considered a contract. Economic conditions, federal and state law, and organizational needs change periodically; therefore, the Leeds City Schools reserves the right to revise, expand or discontinue this information at any time. Only the Superintendent and Board may approve changes to Leeds City School System policies and administrative regulations.

If there is a conflict between the information in this handbook and any law, rule, policy or regulation for the United States, the state of Alabama, the Alabama State Board of Education, or the Leeds City Schools, the law, rule, policy or regulation is the controlling authority.

If you have questions or need additional information –

- Ask your principal or immediate supervisor
- Consult the Leeds City Schools policy manual
- Contact the Office of Human Resources at 205-699-5437 or visit the web site at <https://www.leedsk12.org>



**Welcome from the Superintendent.....**

Greetings to the Employees of the Leeds City Schools,

I am very proud to be able to serve as the Superintendent and appreciate your dedicated service to the students, parents, and community of Leeds, Alabama. While we in the system may perform different duties, we share one very important characteristic: we want academic success for our students, the best system of public education for our community, and the best work environment for our fellow employees.

Whether you are new to the Leeds City Schools or are a returning staff member, please take time to read carefully the very important policies, procedures, and information compiled in this handbook. We welcome any questions or suggestions you have concerning this document or other school system publications.

Thank you for all that you do for our students and for the advancement of the Leeds City Schools. I extend my best wishes to you for a successful career in education and with the Leeds City School System.

Sincerely,

John Moore, Superintendent  
Leeds City Schools

**Members of the Leeds City Board of Education:**

Front row left to right:

Dr. Aaron Moyana – Board Member

John J. Moore- Superintendent

Kathy Dutton, Board Vice President

Back row left to right:

Chad Anderson- Board Member

Scott Sisk- Board President

Jeff Hudson- Board Member





## Leeds City Schools

### Board of Education Members

Mr. Scott Sisk, President  
 Mrs. Kathy Dutton, Vice President  
 Mr. Chad Anderson  
 Dr. Aaron Moyana  
 Mr. Jeff Hudson

### Administration

Mr. John J. Moore, Superintendent  
 Dr. Jason Baker – Director of Secondary Education, Title VI and Title X Coordinator  
 Mr. Lee Gibson – Director of Transportation and Athletics  
 Ms. Amy Terry, Director of Student Services and Personnel  
 Dr. Burke Wren, Director of Elementary Education, Section 504 and Title II Coordinator

### Contact Information

#### Leeds City Schools- Central Office

PO Box 1029  
 Leeds, AL 35094  
 205-699-5437 Phone -- 205-699-6629 Fax

School	Principal	Address Phone	Website
Leeds Primary School	Ms. Leah Pendergrass	991 Park Drive 205-702-2300	<a href="http://www.leedsprimary.org">www.leedsprimary.org</a>
Leeds Elementary School	Mr. Justin Burns	905 Ashville Road 205-699-4500	<a href="http://www.leedselementary.org">www.leedselementary.org</a>
Leeds Middle School	Mr. Bobby Byrd	1771 Whitmire Street 205-699-4505	<a href="http://www.leedsmiddle.org">www.leedsmiddle.org</a>
Leeds High School	Mr. Rayford Williams	1500 Greenwave Drive 205-699-4510	<a href="http://www.leedshigh.org">www.leedshigh.org</a>

## **Leeds City School System Philosophy**

The Leeds City School System is committed to programs that result in educational excellence for each student. The School Board believes in providing each student with multiple opportunities to learn and experience success. Through these opportunities and experiences, it is our intent to assist each student in discovering and developing that student's unique talents and gifts.

At all times, schools shall strive to provide an atmosphere of effective teaching, learning and student growth. We strongly believe that:

1. All students are capable of attaining the instructional goals of the school;
2. Along with parents and the community, we share responsibility for the success of students;
3. Success is enhanced by a positive self-concept which influences learning and behavior;
4. Learning is enhanced when the curriculum is planned, organized around specified learning outcomes and aligned to instruction appropriate for each child's development level;
5. Learning conditions are enhanced in each school when the instructional staff is organized to provide for effective instruction;
6. Learning is enhanced when a systematic process of instruction is used in all classrooms, engaging each student until appropriate learning outcomes are attained;
7. Schools should maximize learning opportunities for all students;
8. Success is enhanced when students exhibit self-control and respect for others;
9. Success is enhanced when school programs assist students in the development of high moral and ethical standards along with good character and citizenship; and,
10. Success is enhanced when the Board of Education and all employees of the schools model appropriate moral and ethical standards, good character, and good citizenship.

This is our commitment to the parents and students of Leeds. In cooperation with parents and the community, our students will develop into successful, mature, lifelong learners.

## **Leeds City School System Vision Statement**

Promoting Achievement, Respect, and Success

### **Mission Statement**

The mission of Leeds City Schools is to develop confident, productive young people and enable them to become lifelong learners. We will accomplish this through a dedicated professional staff committed to continued learning. A relevant curriculum will be taught based on thinking and reasoning skills. This will take place in a positive environment recognizing the individual differences in children.

### **We believe that:**

- Educating students is our highest priority.
- Respect for each individual is fundamental to teaching and learning.
- High standards and expectations shall be maintained through a system of accountability for all students, staff, and schools.
- All students can learn in different ways, at different rates, with preferential learning styles.

- Education/learning is a shared responsibility and should take place in the home, at school, and in the community.
- A safe and secure environment is essential for a productive and enriched life.
- All students shall have the opportunity to participate in courses and activities which enrich and enhance the whole child.
- Quality education requires quality staff, programs, facilities, equipment, and technology.

**Equal Opportunity Information** (Policy 6.10 and Policy 3.44)

The Leeds City Board of Education is an equal opportunity employer and provides equal opportunity for free, appropriate educational programs for all its students. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.

The Leeds City Board of Education complies with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations. Persons alleging such discrimination may use the grievance or complaint procedures described elsewhere in this handbook and/or may notify the system's designated investigator of discrimination issues: Title VI and Title IX Coordinator- Dr. Jason Baker, 205-699-5437 or [jbaker@leedsk12.org](mailto:jbaker@leedsk12.org).

The Leeds City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for positions will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.

All personnel are appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Leeds City Board of Education rules.

The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Leeds City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.



### **Administrative Organization of the Leeds City Schools (Policy 3.10)**

The Leeds City Board of Education is the policy-forming body of the Leeds City School System. The Board approves all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions. The Superintendent prepares and submits for Board approval an organizational chart, which shall serve as a guide for organizing administrative responsibilities within the school system.

The Superintendent has the responsibility to enforce the policies of the Board and interpret, with assistance of Board counsel as needed, all legal issues pertaining to the operation of the school system. The administration of all facets of operation of the schools is the responsibility of the Superintendent, including budgeting and other business affairs; direction of the instructional program; the selection, evaluation and improvement of personnel; and, planning and development of the physical plants.

The Superintendent is the chief executive officer and professional advisor to the Board and is responsible directly to the Leeds City Board of Education. The Superintendent is authorized to delegate certain responsibilities for the operation of the school system to designees as needed for the efficient and effective operation of the school system. The Superintendent, however, is directly accountable to the Board for all results produced at operational levels.

School principals are required to supervise and direct the programs in the school of their assignment. Principals work under the direction of the Superintendent, to whom they are professionally and administratively responsible. Teachers and other school-based employees are responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

### **Leeds City School System Organizational Chart**

The organization chart for the school system is available on the school system website. See [Organizational Chart](#) under Staff Resources.

### **Leeds City Board of Education (Policies 2.10 and 2.13)**

The Leeds City Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and standards prescribed by Alabama statutes and State Board of Education rules. As members of an instrumentality created by the state, the Leeds City Board of Education members are officers of the state, but they have only local jurisdiction.

The powers of the Leeds City Board of Education are delegated only to the Board as a body in legally called regular or special meetings. No authority is granted to members acting as individuals.

The Leeds City Board of Education recognizes that all actions must be taken in good faith, with reasonable prudence, sincerity and based on the belief that such actions are correct and in the best

interest of the Leeds City School System in accordance with statutes and pertinent judicial precedents. The Board has the authority to determine and establish written educational policy for the school system and prescribes such rules and regulations for the conduct and management of the schools as deemed necessary.

The five members of the Leeds City Board of Education are appointed to serve five-year terms. At its annual meeting in May, the Board elects one of its members as President and one as Vice-President. The Superintendent, as provided by law, serves as the secretary and executive officer of the School Board.

#### **Board of Education Meetings (Policy 2.22)**

Regular meetings are scheduled on the **second (2nd) Tuesday of each month at 6:00 pm at Leeds Middle School**. Employees or community members who wish to have an item placed on the agenda of a regular Board of Education meeting may submit it in writing to the Superintendent's office not later than 4:00 pm five (5) working days prior to the meeting at which consideration is desired. Any person or group desiring to be placed on the agenda shall file a request with the Superintendent, by 4:00 p.m. at least five (5) working days prior to the meeting. The request shall contain the following information:

1. The name and address of the person making the request;
2. The organization or group, if any, represented;
3. Content of the information to be presented (if written material is to be distributed, a copy of such material shall accompany the request);
4. An estimate of the time necessary for such a discussion; and,
5. Specific action desired of the Board.

#### **Board Meeting Complaint Procedure**

The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school system. The President or presiding officer is authorized to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described above. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

1. Teacher
2. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
3. Principal
4. Designated Central Office Staff Member, as determined by the Superintendent
5. Superintendent
6. Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person addressing the Board be

focused as a personal attack. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

### **School Board Policies**

The Leeds City Board of Education establishes policies by which its schools are managed. No Leeds City Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract. All policies shall be made available to all persons affected and employed by the Leeds City Board of Education.

All policies established at any time by the Leeds City Board of Education are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy. The Superintendent has the power to act in cases where the Board has not provided policy statements to guide administrative action. However, the Superintendent's decisions are subject to review of the Board. The current Leeds City Schools policies are available at <https://www.leedsk12.org>, local schools and the central office.

### **School Improvement, Accreditation and Department Information**

Continuous improvement plans, school personnel, special events, accreditation reports, handbooks, calendars and school-related information are available for all Leeds City Schools. Achievement reports and school records may be obtained from the school office or from the individual schools' websites or through the links listed below.

#### **Leeds Primary School's Alabama Continuous Improvement Plan (ACIP):**

See District website <https://www.leedsk12.org>

#### **Leeds Elementary School's Alabama Continuous Improvement Plan (ACIP):**

See District website <https://www.leedsk12.org>

#### **Leeds Middle School's Alabama Continuous Improvement Plan (ACIP):**

See District website <https://www.leedsk12.org>

#### **Leeds High School's Alabama Continuous Improvement Plan (ACIP):**

See District website <https://www.leedsk12.org>

### **[2020-2021 School Calendar](#)**

School events, meetings, holidays and other important date-related information are available by viewing the school system calendar.

### School System Offices and Departments

Office, Department	Areas, Programs, Services	Contact Person Director, Supervisor	Web Link
Athletics	Athletic Coordinator	Lee Gibson	<a href="#">Athletics</a>
Business and Finance	Accounting Accounts Payable Financial Statements Accountability Reporting Local School Accounting Payroll and Benefits	Ryan Miller, CSFO Anita Butler  Susan Moore	<a href="#">Business and Finance</a>
Child Nutrition Program	School Breakfast and Lunch Programs	Anita Carlisle	<a href="#">Child Nutrition Program</a>
Community Education	Extended Day Summer Camp GED Program	Dr. Burke Wren  Dr. Jason Baker	<a href="#">Community Education</a>
Curriculum and Instruction	Curriculum Initiatives Continuous Improvement Federal Programs 504 Accommodations	Dr. Burke Wren	<a href="#">Curriculum and Instruction</a>
Human Resources	Job Openings, Employment Applications and Interviews Employee Leave Teacher Certification Title IX, EEOC Coordinator Harassment Complaints	Amy Terry  Dr. Jason Baker	<a href="#">Human Resources</a>
Student Services	Special Education Gifted Education Student Health Services	Amy Terry  Dr. Burke Wren	<a href="#">Student Services</a>
Technology	Acceptable Use Agreements Web Sites, Intranet Email, Internet Technology Equipment Information NOW	Andrew Jackson	<a href="#">Technology</a>
Transportation	Student Transportation Bus Routes Field Trips	Lee Gibson	<a href="#">Transportation</a>

### **Beginning Employment at Leeds City Schools**

The following items are required of all employees:

- Personnel Information Sheet
- Employment Eligibility Verification (I-9)
- Social Security Card (copy)
- Driver's License (copy)
- Form W-4 (Federal Income Tax Withholding)
- Form A-4 (State Income Tax Withholding)
- Teacher's Retirement System Enrollment Form
- Sick Leave Bank Enrollment Form (optional)
- Direct Deposit of Payroll Authorization
- Tuberculin Test Results for CNP employees
- ABI/FBI Background Clearance Documentation
- Prevention of Sexual Harassment Training Acknowledgement
- Acceptable Use of Technology Acknowledgment Form

In addition to the items listed for all employees, these items are required for certified employees:

- Application
- Current Resume'
- References (3)
- Transcript(s) – Official
- AL Teacher Certificate
- Verification of Previous Employment (if applicable)
- Lee vs. Macon Training Verification
- Disproportionality Training Verification
- Sick Leave Transfer (if applicable)

In addition to the items listed for all employees, these items are required for classified/support employees:

- Application
- Current Resume'
- References (3)
- Transcript(s) – Official (If Applicable)
- Work Keys Assessment (If Applicable)
- Verification of Previous Employment – (if applicable)
- Sick Leave Transfer—(If applicable)

### **Drug/Alcohol Testing for Designated Employees (Policy 6.80)**

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Leeds City School System-owned vehicles on a regular basis are required to submit to drug and alcohol testing. All employees of the school system, including substitutes, who are required to hold a Commercial Driver's License (CDL) as a precondition to employment or to continued employment and employees who drive system-owned vehicles, are subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours. Random drug and alcohol testing of designated employees, post-accident testing, pre-employment testing and reasonable cause testing is conducted according to rules of the Federal Transportation Employee Testing Act of 1993 and the policies of Leeds City Schools. Additional information for employees subject to drug and alcohol testing may be found in Policy 6.80.

### **Communicable Diseases and Conditions (Policy 3.80)**

Students and/or employees having communicable diseases and/or conditions, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors follow current Regulations for the Control of Communicable Diseases in the schools of the Leeds City Schools as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

The Superintendent has the authority to exclude a student and/or an employee from attendance when reliable evidence confirms he/she has a communicable disease or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance.

Due process will be followed when reliable evidence or information from a qualified source confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV/AIDS, Hepatitis B, etc.).

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

All persons privileged with any medical information that pertains to students or employees are required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a “need-to-know” review shall be made. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

**Drug Free Workplace Information (Policy 6.72)**

The Leeds City School System abides by and enforces the rules of the Drug Free Workplace Act of 1988 and all state laws that support a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy is subject to disciplinary action, including termination of employment. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property is subject to disciplinary action, including termination of employment. Each employee is required by the Drug Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a Judge or jury in any federal or state court. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.

**Tobacco Free Workplace (Policy 3.45)**

The Leeds City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Leeds City Board of Education. This includes a public school building, Leeds City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Leeds City Board of Education. Leeds City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment.

**Medical Examinations (Policy 6.16.1)**

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent’s judgment such an examination is relevant to the teaching performance or employment status of a Leeds City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s), to be submitted to the Superintendent with a copy being forwarded to the employee. Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state health department requirements

to prevent the spread of communicable conditions. Bus drivers must have current information on file to document physical health and examinations required to maintain bus-driving credentials.

### **Personnel Performance Evaluation (Policy 6.60)**

Employees of the Leeds City School System are subject to regular performance evaluations according to Alabama State Department of Alabama guidelines. The goals of performance evaluations are to provide information for continued growth and improvement and to recognize outstanding performance. School principals, worksite supervisors, and the Superintendent's office have orientation materials and detailed information about employee evaluation instruments and schedules. More information about EDUCATEAlabama and LEADAlabama, the evaluation and professional learning collaborative for certified employees, is available at [EDUCATEAlabama](#) and [LEADAlabama](#).

### **Employment Status and Time Schedules for Employees (Policy 6.11)**

Categories and time schedules of employees of the Leeds City Schools are described below. Worksite supervisors and school principals publish specific duty rosters, arrival and dismissal times, holiday schedules, and emergency closing procedures in faculty handbooks and employee communications and on school and/or system websites.

1. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Leeds City Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
2. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Leeds City Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
3. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours up to 40 hours per week.

Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour workday, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.



Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

**Extra Duties and Staff Meetings (Policy 6.18)**

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Leeds City School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc.).

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

**Suspension, Termination, Separation of Employees (Policy 6.50)**

The Leeds City Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons: immorality, incompetence, insubordination, neglect of duty, failure to perform duties in a satisfactory manner, a justifiable decrease in the number of positions, and other good and just causes.

Contract principals also may be terminated for conviction of a felony or a crime involving moral turpitude, failure to fulfill the duties and responsibilities imposed upon principals by Alabama code, failure to maintain his/her certificate in a current status; and, willful failure to comply with Leeds City Board of Education policy.

A Leeds City School System employee will be notified of the proposed termination and his/her hearing rights as governed by applicable state law. The Superintendent has authority to temporarily suspend Leeds City School System personnel when in his/her opinion, the circumstances necessitate immediate

action. Such suspension shall be without loss of pay pending a hearing by the Board upon the charges filed by the Superintendent.

The Leeds City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract. The Leeds City Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

### **Resignation (Policy 6.93)**

A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate. Employees other than tenured teachers may resign at any time by giving five (5) days' written notice to the Board of Education.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Leeds City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

### **Retirement – Teacher Retirement System (TRS/RSA) Information (Policy 6.92)**

Any employee who plans to retire must submit his/her resignation in writing to the Leeds City Board of Education through the Superintendent.

All certified employees of the Leeds City School System and support employees who work an average of twenty (20) hours weekly must participate in the Teachers Retirement System of Alabama (TRS). No employee will be forced to retire based on age alone.

#### Important Information regarding the TRS

1. Tax-sheltered contributions are deducted from the employee's pay: Tier 1 members (7.5%) and Tier 2 members six percent (6%).
2. The TRS provides for retirement income for employees who were members of TRS prior to January 1, 2013 (Tier 1 members) and for employees who are or become members on or after January 1, 2013 (Tier 2 members). Copies of member handbooks and related forms are available at [RSA](#).
3. Life insurance is provided to each participant in an amount equal to the annual salary paid to the employee during the last scholastic year (July 1-June 30), plus the amount of money the individual employee has contributed to their retirement account.
4. Life insurance valued at \$15,000 is provided to the beneficiary, in addition to the benefit outlined in Item 3 above.
5. Employee contributions may be withdrawn upon employment termination.
6. Cumulative contributions may not be used as loan security.

7. Sick leave days are paid to the beneficiary at the daily rate of pay.

RSA-Address Change Forms are available at [RSA Address Change](#). Additional information about retirement and Retirement Systems of Alabama benefits and the Alabama Teacher Retirement System rules are available at the [RSA website](#).

#### **Notification of Absence (Policy 6.70)**

The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

A Leeds City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. Any Leeds City School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

#### **Sick Leave, Bereavement Leave (Policy 6.70.9)**

Sick leave is defined as the absence from regular duty by an employee because of the following:

1. Personal illness or doctor's quarantine;
2. Incapacitating personal injury;
3. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
4. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule;
5. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.

Leeds City School System employees are allowed to accumulate an unlimited number of sick leave days. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

**If an employee is on sick leave for five (5) or more consecutive days, the employee shall provide his principal or immediate supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.**

### **Sick Leave Bank, Catastrophic Leave (Policy 6.71)**

A Sick Leave Bank is operated by the Leeds City Board of Education. Participation in the Sick Leave Bank is voluntary. Members deposit up to five (5) days of earned sick leave to be available for loan to any other participating employee whose sick leave has been exhausted. The Sick Leave Bank is governed by a representative committee, and its written guidelines and procedures, including catastrophic leave provisions of law, are available upon request. Sick Leave Bank guidelines may be viewed on the school system website or at this link [Sick Leave Bank](#).

### **Family and Medical Leave (FMLA) (Policy 6.70.3)**

An eligible employee of the Leeds City Board of Education (one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours) may be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:

1. birth and care of the newborn child of the employee;
2. placement with the employee of a son or daughter for adoption or foster care;
3. care for an immediate family member (spouse, child, or parent) with a serious health condition; or
4. medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the Leeds City Board of Education are jointly entitled to a **combined** total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation. For additional information about FMLA, see Policy 6.70.3 and/or contact the human resources department of the Leeds City Schools. For additional information, view the link at

[FMLA](#)

### **Military Leave**

Military leaves of absence are granted to eligible employees according to applicable federal and state law and Leeds City School System Policy 6.70.6. To request military leave, contact the human resources office.

### **Military Family and Medical Leave**

Military family and medical leaves of absence are granted to eligible employees by the Leeds City School System in accordance with US Department of Defense rules and may be requested through the human resources office using the guidelines in Policy 6.70.3.1.

**Annual Leave of Absence**(Policy 6.70.1)

A leave of absence is permission granted by the Leeds City Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A leave shall not be granted to any Leeds City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Leeds City Board of Education immediately, resign, or be terminated.

All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.

A Leeds City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1<sup>st</sup> of that fiscal year.

A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Leeds City School System. An annual leave of absence is limited to one (1) year.

**Personal Leave** (Policy 6.70.7)

Employees are granted two (2) working days paid leave for personal reasons. Personal leave is non-cumulative. Definition or reasons for leave are not required. Any request for such leave must be approved in advance by the principal or employee's immediate supervisor. Employees are encouraged to provide at least a 24-hour advance notice.

The principal and Superintendent may approve up to three (3) additional days of personal leave for an employee. For these days, the employee is charged the rate of a substitute teacher's salary. The

request for these extra personal leave days must be made in writing at least 24 hours in advance. Approval must be given prior to the days being taken.

When the first two (2) personal leave days are not used during the school year, teachers may receive compensation at the daily substitute teacher salary rate or may have the days converted to sick leave days upon written authorization of the teacher. Failure to provide a written request for compensation for the two (2) unused personal leave days shall result in their conversion to sick leave days. The three (3) additional personal leave days, when not used, shall automatically convert to sick leave days.

**Vacation Leave (Policy 6.70.2)**

Twelve month full-time employees who have been employed for less than fifteen (15) years are entitled to ten (10) vacation days. These employees earn vacation at the rate of 0.83 days per month and accrue on a monthly basis. Twelve month full-time employees who have been employed for fifteen (15) years or more are entitled to fifteen (15) vacation days. These employees earn vacation at the rate of 1.25 days per month and accrue on a monthly basis.

Vacation leave may be taken in increments no less than one-half (1/2) day. All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent or designee. Vacation should be scheduled with minimal disruption for the school system.

Vacation days are accrued from July 1 through June 30 of the following year. Vacation days accrued in a year may be taken during the current year or may be carried over for one (1) additional year. Employees with fifteen (15) or more years of service may accumulate up to thirty (30) days of vacation leave in one (1) year, but may not take more than ten (10) days of vacation leave during any one (1) month. Exceptions to the monthly limits may be approved by the Superintendent in emergency situations. Vacation leave days not taken within the prescribed carry-over time limits are forfeited.

Vacation days may not be used before they are earned. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee.

**Professional Leave, Leave for Job-Related Training (Policy 6.70.8)**

Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Leeds City School System. Leave for training may be granted to support personnel to participate in activities that will enrich the Leeds City School System's program and improve skills or understandings of the employee. All professional leave and leave for training requests must be approved in advance by the Superintendent.

Information about and forms for requesting Contract Variance (Swap Day) time are available on the school system website or at [Contract Variance Form](#).

**Jury Duty, Legal Leave(Policy 6.70.5)**

An employee of the Leeds City Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board does not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness. When a Leeds City School System employee is subpoenaed in the line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

#### **Intermittent Leave (Policy 6.70.10)**

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees (those whose principal responsibility is to teach or instruct students).

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least twenty (20) percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation. If an employee requests partial days for intermittent leave, the Board may require that the leave increment be held to the smallest increment payroll recognizes.

Details about how to request/obtain intermittent leave is available from the human resources department.

#### **On-the-Job Injury Leave (Policy 6.70.4)**

Any full time employee or adult bus driver of the Leeds City School System shall be entitled to on-the-job injury leave. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.

To be considered for on-the-job injury leave, the following conditions shall be met:

- Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).
- In the event the employee is clinically unable to report the injury, another person who is reasonably knowledgeable of the injury may report the injury.
- The Leeds City Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury.

- The Superintendent may require a second opinion from another physician at the expense of the Board.
- The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.

If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay. The employee may file for reimbursement with the Alabama Board of Adjustment for unreimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment's policies, rules and regulations.

#### **Employee Salary Schedules (Policy 6.83)**

All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Leeds City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule. The current salary schedule may be viewed at the following link:

[Salary Schedule](#)

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, as amended, and who is required to work in excess of forty (40) hours in any work week, is compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed. Any Leeds City School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

#### **Salary Supplements (Policy 6.45)**

Pursuant to the Alabama Ethics Law, certificated personnel are permitted to receive salary supplements from local booster clubs or other approved organizations but only in accordance with the following guidelines:

1. Teachers, coaches, band directors and other employees of the Leeds City Schools may receive a salary supplement paid by a booster club or other organization only if the employee has first entered an employment contract with the Board that expressly authorizes receipt of such supplements. Only officially recognized, school-affiliated booster clubs, or similar organizations as approved by the Superintendent, may provide salary supplements to employees of Leeds City Schools under this policy.



2. At least thirty (30) days prior to the payment of any supplement, an organization must submit notice to the Superintendent of the organization's intent to pay a supplement and the amount of the proposed supplement. All supplements are subject to the Superintendent's approval based upon the criteria stated in this policy. For the supplement to be approved, the following determinations must be made: (1) that the organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision; (2) that the employee is employed under a contract authorizing receipt of such supplements; (3) that the supplement does not exceed the limits set forth below; and (4) that the supplement is otherwise consistent with the law and Board policy and practice. Upon approval by the Superintendent, the supplement shall be forwarded to the central office for payment to the employee.
3. All supplements are subject to the following limitation: No school employee may receive supplement(s) from a booster club or other organization that, when added to the salary and other compensation paid to the employee by the Leeds City Board of Education, would cause the employee to receive an amount equal to or in excess of the compensation received by the school principal for the contract year. Stated differently, total supplements received by a school employee during a contract year from booster clubs and/or other approved organizations shall be less than the difference between the total compensation paid to the school principal and the compensation paid to the employee by the Leeds City Board of Education.
4. Neither Policy 6.45 nor the employment contract permitting the employee to receive a supplement from a booster club or other organization should be construed as an agreement, promise, commitment, or guarantee by the Board regarding the payment of any such supplement. Salary supplements by booster clubs and other groups are paid from the funds of the organization(s) and solely at the discretion of the organization(s).
5. The Leeds City Board of Education and its schools are in no way responsible, obligated, or liable for any such supplemental payment(s) to school employees.
6. Supplements shall not be construed as earnable compensation for purposes of determining contributions to the retirement system and shall not be counted in determining the average annual compensation of an employee for retirement purposes or for otherwise determining the retirement benefits to which an employee is entitled.

The current salary schedule including supplements may be viewed at

[Salary Schedule](#)

#### **Payroll Procedures(Policy 7.23)**

The Leeds City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll is in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law. Payroll checks are released on the last business day of the month. The Change of Name/Address Form for payroll purposes may be viewed at [Change of Name/Address Form](#). Employees are encouraged to update addresses in the Employee Self-Service (ESS) Payroll System [ESS Link from School](#) And [ESS Link from Other Locations](#) .

**Payroll Direct Deposit Procedures (Policy 7.25)**

The Leeds City Board of Education encourages employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department. Employees participating in direct deposit receive a statement showing gross pay, itemized deductions and net pay. Payments that are not directly deposited are mailed to the employee's home address of record or delivered by other means as directed by the Superintendent. Information about direct deposit options and procedures may be viewed at [Direct Deposit Form](#).

**Payroll Deductions, Optional Deduction Programs and "Cafeteria" Plans (Policy 6.85)**

The Leeds City Board of Education will make salary deductions, which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations. New authorizations for payroll deductions may be added during open enrollment or upon state required enrollments. The Leeds City Board of Education will approve salary deductions in addition to those required when a minimum of 20% of employees request such deductions in writing.

New authorization for payroll deductions may be added during open enrollment or upon state required enrollments. Upon termination, amounts owed under the authorization of an employee are deducted from an employee's final pay.

When amounts have been correctly deducted and remitted by the Leeds City Board of Education, the Leeds City Board of Education bears no further responsibility or liability for further transactions. The Board is not liable for any error while acting in good faith to make the deductions. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay is computed on a per diem basis.

All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

The Board reserves the right to hold salary checks of employees who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation. New authorization for payroll deductions may be added during open enrollment for that specific deduction.

**Employee Health Insurance, PEEHIP**

Information about employee health insurance, insurance benefits, insurance payments, and insurance enrollment periods are available from the human resources department, on the school system website, and [Retirement Systems of Alabama website](#)

**Employee Assistance Program (EAP)**

The Leeds City Board of Education provides an Employee Assistance Program (EAP). Counseling services are available for employees on an as needed basis. The services are offered at no cost to the employee and are confidential. Although the services offered by the Employee Assistance Program are free, if those services lead to referral by the program for services that exceed those covered by the program, those costs will be the responsibility of the employee. It shall be the employee's discretion whether to comply with the referral from the Employee Assistance Program to other services. Contact your immediate supervisor for more information.

**Employee Student Enrollment Benefit (Policy 5.10)**

Children of employees of the Leeds City Board of Education are allowed admission as resident students as long as their parents remain employed by the Leeds City Board of Education.

**Employee Assignment and Job Descriptions (Policy 6.13)**

The Leeds City Board of Education must approve a job description prior to the establishment of any new position. Each job description contains the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary. Vacancies and job postings shall be advertised according to Alabama State Department of Education regulations and through the school system website.

**Employee Transfers (Policy 6.90)**

Leeds City School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience. A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20<sup>th</sup> calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20<sup>th</sup> calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the

transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

**Reduction in Force, Layoffs (Policy 6.91)**

In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Leeds City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" is a separation from employment with the Leeds City Board of Education. However, employees who are laid off are eligible for recall to employment as conditionally provided in Policy 6.91. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

The order, priority, rank or selection of individual employees who are to be laid off shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)

The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.

"Objective criteria" may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:

- Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
- Years of experience
- Degrees, certification, or licensure
- Job classification
- Status as probationary or non-probationary employee

Employees who have been laid off will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:

- The nature of the position and qualifications therefore have not materially changed;
- The laid-off employee remains properly qualified, licensed, or certified; and
- The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of re-employment by the Board will be deemed to have waived any right to be recalled.

### **Overtime (6.87)**

It is the intent of the Leeds City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated workweek. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain classified employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Leeds City School System employee at the next regular pay period if the request is submitted prior to the deadline for the pay period.

### **Employee Dress Code**

It is the intent of the City of Leeds Board of Education, through its employee dress code, to ensure all employees present themselves to students, parents, and the general public in a manner, which enhances their professional position. It is also the intent of the Leeds Board of Education to ensure all employees model attire appropriate to success. All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment. The Leeds City Schools Employee Dress Code may be viewed at [Employee Dress Code](#).

### **Conflicts of Interest (Policy 6.14)**

The Leeds City Board of Education prohibits school system employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the school system; that would adversely affect their Leeds City School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics rules. Guidelines for public employees and complete information on the Alabama Ethics Law and related rules are available at [Alabama Ethics Law](#).

The Leeds City Board of Education prohibits any employee of the school system from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school system or to parents of students.

Leeds City School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the school system or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items without the written approval of the Superintendent.

### **Gifts to/from Employees (Policy 6.14.1)**

Staff members may, at their discretion, present personal gifts to student(s) on special occasions. Leeds City School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

Leeds City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be associated with the performance of school-related duties or activities; or, a result of or a precondition to business transactions between the parties. Gifts of a nominal value (limited to \$25 per occasion or \$50 per year) on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision.

Staff members may present gifts to or accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis. Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive (limited to \$25 per occasion or \$50 per year). Staff members should always use good judgment and adhere to the code of professional ethics when accepting gifts from students. In no case shall a staff member accept a gift from a student group, school organization, etc. in excess of a nominal value. In no case shall school funds be used to purchase said gifts.

#### **Dual Employment (Policy 6.43)**

It is the policy of the Leeds City Board of Education to hire support employees in only one full time support position. This includes bus driver positions.

#### **Tutoring for Pay (Policy 6.14.3)**

Leeds City School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught to the students during the regular school day. However, certified personnel may engage in out-of-school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the school system or other state-accredited educational institutions. Tutoring for any form of remuneration may not be done during the regular school hours.

Certified personnel shall not under any circumstances use school system consumable materials or supplies for private tutoring for personal gain. Use of facilities, materials, or supplies must be approved by the principal.

#### **Use of System-Owned Equipment and/or Vehicles (Policy 6.14.2)**

All equipment and materials owned by or purchased in the name of the Leeds City School System are to be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

#### Use of Equipment Away From School Work Sites/Classrooms

The use of school system-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

#### Fixed Asset Equipment and Certain Electronic Equipment

Under no circumstances are employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

#### Non-Fixed Asset Equipment and Certain Electronic Equipment

Employees may be authorized to take school system equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

#### Use of School System-Owned Equipment for Personal Gain

Under no circumstances shall an employee lend, rent, or lease school system-owned equipment or system-owned vehicle to a non-employee or use such equipment or vehicle for personal gain.

#### **Violation of Law (Policy 6.40)**

Anyone known to be violating a local, state, and/or federal law on Leeds City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Leeds City Board of Education rules. Employees in violation of this policy may be subject to termination or other disciplinary action.

#### **Employee Possession of Deadly Weapons (Policy 6.30.1)**

Possession of a deadly weapon on Leeds City School System property or on a school bus with the intention to do bodily harm is a Class C felony. The Leeds City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

#### **Employee Code of Conduct (Policy 6.29)**

Leeds City School System personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. In order to provide effective educational programs and safe, learning-centered school environments in the respective schools of the School System, all employees of the board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, and (4) all local Board policies; and to follow ethical and professional codes of conduct that reflect favorably upon the school system. Failure to comply with the above-noted expectations may result in disciplinary actions.



**Employee Student Relationships (Policy 6.95)**

All certified and classified school system personnel are to maintain a professional, ethical relationship with students. Employees are to refrain from improper fraternization or undue familiarity with students. Appropriate, ethical employee-student contact extends to written communication, electronic communication, and the use of social media. Dating between employees and students is strictly prohibited.

**Employee Grievances (Policy 6.41)**

The Leeds City Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems, which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Whenever a Leeds City School System employee believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided in Policy 6.41 Employee Grievances.

**Professional Organizations (Policy 6.33)**

Certified and non-certified personnel shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the school system or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

**Political Activities (Policy 6.32)**

Leeds City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

A Leeds City Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Leeds City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Leeds City School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

**Personnel Records (Policy 6.82)**

The Leeds City Board of Education shall maintain personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama statutes.

Each Leeds City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. Each employee may have included in his/her personnel file a written response to any material contained within the file. Any Leeds City School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.

Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.

Any anonymous complaint or materials received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any anonymous complaint, which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.

The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Leeds City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

**Safety and Security, Safety Plans (Policy 3.40, Policy 8.10)**

The Leeds City Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Leeds City Board of Education or school-sponsored events or activities. Each school has a collaboratively-developed school safety plan with which all employees should be familiar and that all employees know how to implement. Procedures for emergency evacuations, lock downs, weather drills, and other safety precautions are to be reviewed and practiced according to the regular schedule specified in the school safety plan. Employees are responsible for the safety and supervision of students during school hours, during arrival and dismissal and at school-sponsored activities and events.

No persons other than Leeds City School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office. A student who is suspended or expelled is not in good standing and is not permitted on the Leeds City school campus or school grounds.

Employees shall receive orientation and information about school safety procedures, student supervision, emergency situations, safety and emergency drills, evacuations, lock downs, the Parent-Student Code of Conduct and related safety and security issues by the school administrator.

**Emergencies, Emergency/Weather Closings (Policy 3.25)**

In case of emergency, the Superintendent may close any school or all schools. The members of the Leeds City Board of Education shall be informed of any event or condition, which requires the closing of any school(s) of the system.

In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.

School officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.

The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.

**Injuries, Accidents (Policy 5.60)**

The Leeds City Board of Education requires the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty four (24) hours after the accident. In the event of an athletic injury requiring medical attention, the school principal is to use his/her own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

**System Events and Activities, School Functions (Policy 4.44)**

All functions of the Leeds City Schools including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional Leeds City Board of Education employee who is currently certified by the State Department of Education. Chaperones are adult volunteers approved by the principal.

All Leeds City School System student clubs and organizations shall be approved by the principal before they can operate within a school. All student clubs and organizations shall comply with the following rules and guidelines:

- All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
- The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
- There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation, which recklessly or intentionally endangers a student's mental or physical health or safety.
- Dues shall be reasonable and not prohibitive.
- All meetings shall be held on Leeds City Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
- A Leeds City School System faculty sponsor/designated employee shall be present at all meetings and functions.
- All social events shall be adequately chaperoned.
- All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
- A student club or organization shall not conduct any activity or act, which violates Alabama statutes, Leeds City Board of Education rules, or the regulations of the local school.
- Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

#### **Parent-Student Code of Conduct (Policy 5.30)**

Employees are to be familiar with and enforce the rules and regulations of the school system regarding student behavior, conduct and discipline. The Handbook/Parent-Student Code of Conduct may be viewed at [Parent-Student Code of Conduct](#)

#### **Corporal Punishment (Policy 5.30.1)**

In order to establish and maintain an educational climate conducive to learning, the Leeds City Board of Education permits reasonable corporal punishment (paddling) of students in the schools of the school system. Corporal punishment shall be administered on a limited basis and only after other forms of punishment have been implemented and proven to be ineffective. If such punishment is required, it shall be administered with care, tact, and caution by the principal or assistant principal.

In all cases corporal punishment shall be administered in accordance with the following guidelines:

- Corporal punishment shall not be administered until an adequate statement of the reasons and supporting evidence is given orally with an opportunity for the student to respond in the

presence of a witness. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.

- The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. Teachers should be prepared to provide information concerning alternative corrective measures used.
- A principal or assistant principal may administer corporal punishment online in the presence of a teacher or administrator (preferably the same gender as the offender), who shall be informed beforehand of the reasons for the punishment.
- The instrument used in corporal punishment should be wisely selected.
- Corporal punishment should not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted.
- No student shall be corporally punished more than once in any one (1) day.
- Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by the person administering the punishment and the witness.

School principals or assistant principals who have administered corporal punishment shall provide the parents or guardians, upon request, a written explanation of the reason(s) for the punishment and the name of the witness.

The principal shall, at the beginning of each school year, check for pre-existing conditions, which would prevent corporal punishment. The parents/guardians shall be responsible to provide written documentation to the principal regarding such pre-existing conditions. The principal shall, at the beginning of each school year, provide the opportunity for the parent/guardian to refuse the administering of corporal punishment. If the parent/guardian does not provide written documentation refusing corporal punishment, the school shall be empowered to administer corporal punishment.

Corporal punishment shall be administered in the office of the principal or in such a place or places as may be designated by the principal. Corporal punishment shall not be administered in the visual present of other students. Principals or assistant principals administering corporal punishment shall consider the age, size, gender, and overall physical condition of the student being punished. Corporal punishment shall not be administered in anger or with malice. Prior to administering corporal punishment to a special education student or a student with a 504 plan, the student's IEP and/or 504 plan shall be reviewed to determine if corporal punishment is appropriate based on the student's discipline plan and to determine if the student's behavior warranting corporal punishment is related to his/her disability. The student's current IEP/504 plan/discipline plan shall be followed.

#### **Physical Restraint and Seclusion (Policy 5.30.2)**

The use of physical restraint is prohibited in the Leeds City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other

de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Leeds City School System and its educational programs.

The use of chemical restraint, mechanical restraint and seclusion are prohibited in the Leeds City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel, which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

School personnel are authorized to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modified rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12, are authorized to take reasonable action to diffuse or break up a student fight or altercation, and may take reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student. School personnel are directed to use discretion in the use of physical restraint as permitted by Policy 5.30.2 to protect students or others from imminent harm or bodily injury.

### **Special Education, Including Gifted Education and Section 504 Accommodations**

Discipline rules and other information about special education students may be viewed at the following links:

[LEA Special Education Plan](#)

[LEA Gifted Plan](#)

The Special Education Services chapter of the Alabama Administrative Code may be viewed at the following link:

[Alabama Administrative Code 290-8-9 11-4-2013.pdf](#)

[Gifted Chapter of the Alabama Administrative Code](#)

Discipline Information for Students with Disabilities –

[Discipline Chart 1](#)

[Discipline Chart 2](#)

[Discipline Chart 3](#)

[Discipline Chart 4](#)

[Discipline Chart 5](#)

[Discipline Chart 6](#)

### **Employee Purchasing of Materials and Supplies, Handling School Funds**

The principal is responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, must be accounted for through the school accounting system.

The use of a school change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds. However, lunchroom managers may refund student meals, only for the purpose of overpayment upon withdrawal of a student or at the end of the school year from their change cash fund, with proper documentation.

Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)

All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes to benefit the student body.

No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

### **Cash Receipts**

Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.

All money received must be deposited in the designated checking account. This checking account is to be an interest bearing account established in a bank that is approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer. All money received by the school should be deposited as promptly as possible, daily if feasible.

Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

#### **Purchases and Purchase Orders**

The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from school funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase. A purchase order or Board-approved purchase card is required for all purchases. The purchase order must be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment. An organization (school, club, activity, group, etc.) is not obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.

#### **Payments and Disbursements of Funds**

The principal must ensure that all disbursements from the school's funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms. All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

#### **Travel Reimbursements**

Only reimbursement for travel related to school business that has prior approval of the principal will be allowed. Principals' travel reimbursements must have approval of the Superintendent.

#### **Financial Reporting**

A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools are responsible for their financial obligations and operate within budget regulations and individual school allocations approved by the Superintendent and the Board.

Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the school system's monthly annual financial reports.



## **Prohibition of Sexual Harassment and Bullying Prevention (Policy 3.43)**

The Leeds City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities. The Superintendent shall develop procedures, which shall be used by persons alleging harassment.

### Sexual Harassment by/of Students

The Leeds City Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Leeds City Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Leeds City Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students. Any suspected child abuse shall be reported in accordance with state law.

### Definition of Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, digital images, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described in the Parent-Student Code of Conduct

### Procedures for Reporting Harassment of/by Students

Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent's designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing; should state the act or acts, date(s), and names of witnesses; and should be signed by the complainant.

The right to confidentiality, both of the complainant and of the accused will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

### Penalties for Harassment by Students

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Leeds City Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions consistent with the Parent-Student Code of Conduct.

### Definition of Sexual Harassment by/of Employees

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education; and/or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.

Examples of sexual harassment may include, but are not limited to, the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, digital images or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

#### Specific Prohibitions for Employees

Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.

It is sexual harassment for a Leeds City Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties. Any suspected child abuse shall be reported in accordance with state law.

#### Procedures for Reporting Harassment of/by Employees

It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that administration will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant. A copy of a form for reporting harassment may be viewed at [Harassment Reporting Form](#).

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

#### Penalties for Harassment of/by Employees

Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

#### **Specific Prohibitions Against Bullying, Threatening, Student Harassment (Policy 5.28)**

The term “harassment/bullying” means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible. The term “student” as used in this policy means a student who is enrolled in the Leeds City School System.

#### Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Parent-Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in the paragraph that follows.

Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's gender;
- The student's religion;
- The student's national origin; or
- The student's disability.

#### Reporting, Investigating Complaints of Bullying, Student Harassment

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

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

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

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report. A copy of the reporting form is available at [Harassment Reporting Form](#).

The anti-bullying policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Leeds City School System web site.

### **Confidentiality of Student Records and Student Information**(Policy 5.70)

Leeds City Board of Education rules and procedures for maintaining student records are consistent with Alabama statutes, State Board of Education rules, and federal laws relating to IDEA, Family Educational Rights and Privacy Act (FERPA) and Privacy Rights of Parents and Students. The Superintendent is responsible for interpreting this rule and the school principal is responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data is to be protected from unauthorized use at all times.

### **Controversial Issues in the Classroom** (Policy 4.31)

The Leeds City Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

1. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
2. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
3. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
4. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
5. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
6. Teachers shall seek to develop in pupils the ideals of truth and honesty.
7. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.

### **Curriculum and Instruction** (Policy 4.10)

The Leeds City School System curriculum is determined by:

- Alabama State Department of Education Courses of Study;
- Students' needs and interests;
- Regular evaluation of curriculum effectiveness; and
- Alabama statutes, State Board of Education rules, and policies of the Leeds City Board of Education.

The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum

of the system. The Superintendent shall cause a program of instruction for all grade levels to be developed and regularly updated.

The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.

The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.

All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.

The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

School principals shall direct the delivery of instruction at schools and shall establish procedures by which teachers develop and submit lesson plans, schedule parent conferences, communicate with parents formally and informally, and the procedures and schedules for student assessment, grading, and reporting student progress to parents.

#### **Homework (Policy 4.13)**

The Leeds City Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing homework assignments. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching. Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments.

### **Challenged Materials Procedures (Policy 4.30)**

The following procedures shall be followed when the appropriateness of books or instructional materials is questioned or challenged by a student, parent, or member of the public:

1. School/community citizens may register their concerns with the principal of the school where material is being challenged. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
  - a. Author, compiler, or editor;
  - b. Publisher;
  - c. Title;
  - d. Reason for objection;
  - e. Page number of each item challenged; and
  - f. Signature, address and telephone number of person making criticism.
2. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes.
3. The principal shall notify the Superintendent or his/her designee when a committee is convened.
4. Challenged materials shall not necessarily be removed immediately; however, challenged materials shall not be available to students while a final decision is pending.
5. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
6. The complainant shall be informed in writing within fifteen (15) working days concerning the committee's recommendations.

When the complaint/challenge is not resolved to the satisfaction of the complainant at the school level, system-level appeals shall follow these procedures:

1. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes.
2. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to Board policies.
3. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community.
4. Efforts shall be made to meet with citizens who register concerns to consider their objections.
5. The committee's recommendations shall be submitted to the Superintendent.
6. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.

An appeal to the Leeds City Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review



recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

### **Care of School Materials, Facilities, Resources**

Leeds City School System teachers in career/technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated system personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual system career/technical budget. The Leeds City School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

Principals and system personnel shall conduct periodic inspection of career/technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

Designated central office personnel shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career/technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career/technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations.

To maintain the optimum classroom learning environment, each teacher shall:

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.

6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

#### **Reproduction of Copyrighted Materials (Policy 4.90)**

The following guidelines shall govern the reproduction of copyrighted materials in the Leeds City School System:

1. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.
2. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.
3. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the school system.
4. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

#### **Use of Electronic Communications, Technology (Policy 5.90 and Policy 8.60)**

To facilitate achieving a quality education for its students, it is the policy of the Leeds City Board of Education to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the Board.

Copyright Law: It is the obligation and intent of the Board to comply with the copyright laws of the United States. Leeds City School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.

Electronic Mail: The Board provides access to electronic mail for students as requested by teachers for special projects and for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board. To ensure

the safety and security of minors when using electronic mail, locally housed chat rooms (others are prohibited), and other forms of direct communication, only Board housed and monitored sources will be used. All other communicative sources will be blocked.

The Internet: The intent of the Leeds City Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.

Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.

The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Technology Coordinator. Teachers may also request that sites be opened for periods of research.

Network users are prohibited from accessing external networks or alternate Internet service providers within the Leeds City School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.

All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.

Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

School System, School, and School-Sponsored Activity Web Sites: Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system

web server. Review includes coordination with and approval of the school principal and Superintendent. Only the designated school system webmaster may place web sites, features, or links on the web server, and only computers on the Leeds City School System networks may be used for the task. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.

The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc.). Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.

Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.

#### **Field Trips (Policy 4.43)**

Only trips directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the Leeds City School System. A field trip will be approved only when related to the instructional program of the school and for which a lesson plan has been developed. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

1. A field trip for one (1) calendar day shall be limited to a radius of 150 miles from the school unless otherwise approved by the Board.
2. All out-of-state field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.
3. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.
4. Leeds City School System medication administration procedures and policies shall be followed for students participating in field trips.

Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Leeds City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private

buses/common carriers should be used only when School System buses are unavailable or impractical. When school system buses are used, the following provisions will apply:

1. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in school, be an employee of the school system, or be designated as chaperone by the field trip sponsor and approved by the school principal.
4. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost-effective transportation at certain times to support the school system's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:

1. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity not to exceed the number of approved seat belts to transport the student or student group on such trips.
2. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.
3. Said vehicle is owned and/or operated by a member of the professional staff of the school system or an approved adult member of the community.
4. The trip is covered by the Board's liability insurance or other approved liability insurance.

#### **School Visitors and Volunteers (Policy 3.70 and Policy 9.60)**

Any person entering the premises of a Leeds City School System school shall report to the principal or designee and make known the purpose of the visit. This does not apply to routine deliveries or scheduled maintenance visits.

The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.

A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.

Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

Any person who enters or remains upon Leeds City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

### **School- and Job-Specific Information, Rules, Procedures, and Responsibilities**

Faculty and staff members at each school and in each support department shall receive specific rules, procedures, and responsibilities described in handbooks, memoranda, at meetings, and/or through electronic communications. The instructional, extra-curricular, and support programs for each school are communicated by the school principal or the department work site supervisor to designated staff and volunteers. All employees are responsible for implementing school rules, following school procedures, and for assisting students, parents, and visitors in understanding and abiding by school system procedures.

Principals, supervisors, and other school system staff are responsible for communicating procedures and dates for reporting student progress, grading, preparation of lesson plans, instructional strategies, professional development opportunities, employee evaluation procedures, duty rosters, faculty committees, due dates for reports and inventories, as well as school-specific instructions for requesting materials, scheduling field trips and activities, reporting concerns or problems, student supervision and discipline, and school safety/security/emergency plans.

School and system web sites contain valuable information for employees, parents, students, and members of the public. Employees are encouraged to check these sites frequently and to assist in keeping information accurate and current.

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