

2023

**Saraland City School System
EMPLOYEE HANDBOOK**



Saraland City School System Employee Handbook

TABLE OF CONTENTS

| | |
|--|----|
| Message from Superintendent..... | 3 |
| Purpose of Handbook..... | 3 |
| Vision Statement, Mission, and Focus Areas | 4 |
| Central Office and School Level Administration | 4 |
| Equal Opportunity Information..... | 5 |
| Administrative Organization..... | 5 |
| Organizational Chart | 5 |
| Board of Education..... | 5 |
| Board of Education Meetings..... | 6 |
| Board Meeting Complaint Procedure | 6 |
| School Board Policies | 7 |
| School Improvement, Accreditation and Calendar Information | 7 |
| Employee Code of Conduct | 7 |
| School System Departments | 8 |
| Beginning Employment | 9 |
| Drug Free Workplace | 9 |
| Tobacco Free Workplace | 10 |
| Drug and Alcohol Testing for Designated Employees..... | 10 |
| Employee Possession of a Deadly Weapon..... | 10 |
| Employee-Student Relationships | 10 |
| Employee Dress Code..... | 10 |
| Employee Grievances | 11 |
| Extra Duties and Staff Meetings | 11 |
| Medical Examinations..... | 11 |
| Communicable Diseases and Conditions..... | 11 |
| Personnel Performance Assessment..... | 12 |
| Employment Status and Time Schedules | 12 |
| Suspension, Termination, and Separation of Employees | 13 |
| Resignation..... | 13 |
| Retirement–Teacher Retirement System (TRS/RSA) | 13 |
| Notification of Absence | 14 |
| Sick or Bereavement Leave | 14 |
| Sick Leave Bank..... | 14 |
| Family and Medical Leave (FMLA) | 14 |
| Military Leave..... | 15 |
| Military Family and Medical Leave | 15 |
| Annual Leave of Absence | 15 |
| Personal Leave..... | 16 |
| Vacation Leave | 16 |
| Professional Leave and Leave for Job-Related Training..... | 16 |
| Jury Duty and Legal Leave..... | 16 |
| Intermittent Leave..... | 16 |
| On-the-Job Injury Leave | 16 |
| Employee Salary Schedules..... | 17 |
| Salary Supplements..... | 17 |
| Payroll..... | 17 |
| Direct Deposit..... | 17 |
| Payroll Deductions, Optional Deduction Programs, and “Cafeteria” Plans | 18 |
| Employee Health Insurance (PEEHIP) | 18 |
| Employee Assistance Program..... | 18 |
| Employee Child Enrollment Benefit | 18 |

| | |
|---|----|
| Job Descriptions..... | 18 |
| Employee Transfers..... | 19 |
| Reduction in Force | 19 |
| Overtime | 20 |
| Conflicts of Interest and Ethics..... | 20 |
| Gifts to/from Employees..... | 21 |
| Tutoring for Pay | 21 |
| Use of System-Owned Equipment and/or Vehicles | 21 |
| Violation of Law | 21 |
| Professional Organizations | 21 |
| Political Activities..... | 22 |
| Personnel Records..... | 22 |
| Safety and Security..... | 22 |
| School Visitors and Volunteers | 23 |
| Emergency Closings | 23 |
| Accidents and Injuries..... | 24 |
| School Functions | 24 |
| Extracurricular Activities | 24 |
| Code of Student Conduct | 25 |
| Physical Restraint and Seclusion | 25 |
| Special Education, Gifted, and Section 504..... | 25 |
| Travel Expense Reimbursements | 26 |
| Cash in School Buildings..... | 26 |
| Vandalized, Stolen, or Lost Property | 26 |
| Inventories and Property Management..... | 26 |
| Purchases Orders..... | 26 |
| Fundraising for School Projects or Activities | 27 |
| Allocation and Expenditure of Funds | 27 |
| Payments and Disbursement of Funds | 27 |
| Prohibition of Sexual Harassment..... | 27 |
| Confidentiality of Student Records and Student Information | 27 |
| Controversial Issues in the Classroom..... | 27 |
| Curriculum and Instruction | 28 |
| Homework | 28 |
| Challenged Materials..... | 29 |
| Care of School Materials, Facilities, Equipment, and Resources..... | 29 |
| Reproduction of Copyrighted Materials | 30 |
| Acceptable Use of Electronic Communications and Technology | 30 |
| Field Trips..... | 32 |
| Parental Involvement..... | 33 |
| Test Security | 33 |
| Advertising in Schools | 33 |
| Distribution of Literature and Materials to Students..... | 34 |
| School- and Job-Specific Rules, Procedures and Responsibilities | 34 |

NON-DISCRIMINATION STATEMENT

Saraland City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding nondiscrimination policies, contact Dr. Frankie Mathis, Title IX Coordinator, fmathis@saralandboe.org or Mrs. Amy Duffey, 504 Coordinator, aduffey@saralandboe.org. Concerns may be mailed to 4010 Lil' Spartan Drive, Saraland, AL 36571. Assistance may also be requested by phone at 251.375.5420.

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.

MESSAGE FROM THE SUPERINTENDENT

Greetings to the Employees of the Saraland City School System,

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

Whether you are new to the Saraland City School System or are a returning staff member, please read carefully the policies, procedures, and information compiled in this handbook. We welcome questions or suggestions that you may have concerning this document or other school system publications.

Thank you for all you do for Saraland students. I extend my best wishes to you for a successful career in education and with the Saraland City School System.

Sincerely,



Dr. Aaron Milner, Superintendent

PURPOSE OF HANDBOOK

The Saraland City School System Employee Handbook is designed to communicate the school system's major policies and procedures. Many resources including federal and state laws, Alabama State Board of Education rules and guidelines, and administrative regulations were referenced during the development of the handbook. 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 Saraland City School System and implement them in a spirit of good faith. When in doubt, ask administration before making a decision or taking an action that could violate a law or policy and endanger your employment with the Saraland City School System.

By providing a brief overview of the most commonly referenced policies, procedures, information, and sources often needed by employees, this handbook serves as a guide and does not constitute any part of any employment contract, nor supersede any law, policy, or procedure. Economic conditions, federal and state law, and organizational needs change periodically; therefore, the Saraland City School System reserves the right to revise, expand or discontinue this information at any time. Only the Superintendent and Board may approve changes to Saraland City School System policies and administrative regulations.

The most current version of this handbook is located under the Board of Education approved documents tab on the Saraland City School System website at www.saralandboe.org. 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.

The information in this handbook is current at the date of its publication. 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 Saraland City School System, 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 Saraland City School System Policy Manual
- Contact central office at 251.375.5420

VISION OF SARALAND CITY SCHOOL SYSTEM

A community united in building a school system where high expectations and the relentless pursuit of educational achievement establish the foundation for individual student success.

MISSION ([Policy 1.10](#))

Building a foundation for student success.

FOCUS AREAS

Student Outcomes: Maintain high expectations and provide equitable access to multiple opportunities resulting in high achievements for every student, every day.

Stakeholder Satisfaction: Provide opportunities to build and enrich relationships between the schools and community.

Staff Development: Recruit and retain highly qualified personnel and provide purposeful opportunities for professional growth.

Fiscal Sustainability: Maintain a purposeful and sound fiscal structure to address student and staff needs efficiently.

Support Systems: Integrate a multi-tier system of support to build relationships and promote student success.

CENTRAL OFFICE ADDRESS AND CONTACT NUMBER

Address: 4010 Lil' Spartan Drive Saraland, AL 36571 Phone: 251.375.5420

CENTRAL OFFICE ADMINISTRATION

Dr. Aaron Milner – Superintendent

Mrs. Melissa Bush – Accounts Payable Manager

Mr. Daniel Clark – Director of Operations

Mrs. Diana Collins, MSN, RN – Supervisor of Health Services

Mr. Frank Davis – Technology Coordinator

Mrs. Amy Duffey – Special Programs Assistant

Mrs. Donna Hughes – College & Career Readiness Coordinator

Mr. Shane Martin – Chief School Financial Officer / Director of Child Nutrition Program

Dr. Frankie Mathis – Assistant Superintendent of Schools

Mrs. Terri Jo Napp – School Psychologist

Mrs. Pam Patterson – Child Nutrition Program Specialist

Mrs. Amy Pippins – Director of Special Services

Mrs. Stephanie Pope – Mental Health Services Coordinator

Mr. Zach Richardson – Network Administrator

Mrs. Stacey Skinner – Payroll Manager

Mrs. Sandra Strickland – Executive Assistant to Superintendent

Mr. Jeff Ward – Student Services Coordinator / Federal Programs

Mrs. Bea Wilson – Data Manager

SARALAND CITY SCHOOLS

| School | Principal | Assistant Principal(s) | Address Phone | Website |
|---------------------------------|--------------------|---|--------------------------------------|--|
| Saraland Early Education Center | Dr. Kim Williams | ---- | 4000 Lil' Spartan Dr 251.602.8930 | www.seecspartans.com |
| Saraland Elementary School | Dr. Stan Stokley | Mrs. Stephanie Dial | 229 McKeough Ave 251.679.5739 | www.sespartans.com |
| Saraland Middle School | Mr. Alex Crane | Mrs. Rakesia Wilson | 401 Baldwin Road 251.679.9405 | www.smspartans.com |
| Saraland High School | Mr. Brent Harrison | Mr. Darrell McCollum Mr. Scott Croley Dr. Jaclyn Stringer | 1115 Industrial Pkwy 251.602.8970 | www.shspartans.com |

Note: Saraland City Schools operates the Saraland Alternative Learning Center (SALC) located on the Saraland Middle School Campus. The SALC is utilized as an alternative placement based on qualifying disciplinary infractions for students in grades 7-12. Dr. Brian Finnigan serves as the SALC Director. To reach the SALC by phone, call 251-602-9011.

EQUAL OPPORTUNITY INFORMATION ([Policies 3.44 and 6.10](#))

The Saraland Board of Education is an equal opportunity employer and provides equal opportunity for free, appropriate educational programs for all enrolled 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 Saraland 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 [Policy 6.41](#) described elsewhere in this handbook and/or may notify the system's representative, [Dr. Frankie Mathis](#) for additional assistance.

The Saraland 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 a position will be selected on the basis of their qualifications, merit, and ability. All personnel are appointed or re-appointed as prescribed by federal law, Alabama law, and in conformance with applicable State Board of Education and Saraland Board of Education rules.

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

ADMINISTRATIVE ORGANIZATION ([Policy 3.10](#))

The Saraland Board of Education is the policy-forming body of the Saraland City School System. The Board approves all policies in conformance with applicable federal and state laws as well as local statutes, regulations, and established judicial decisions. An organizational chart, prepared by the Superintendent and approved by the Board, serves 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 which pertain 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 school facilities.

The Superintendent is the chief executive officer and professional advisor to the Board and is responsible directly to the Saraland 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. ([Policy 3.22](#))

School principals are required to supervise and direct the programs in their assigned school. 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.

ORGANIZATIONAL CHART

An organizational chart for the Saraland City School System is posted on the school system website.

SARALAND BOARD OF EDUCATION ([Policies 2.10, 2.13, and 2.21](#))

The Saraland 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, Saraland Board of Education members are officers of the state but have only local jurisdiction.

The powers of the Saraland 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 Saraland 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 Saraland 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 to prescribe such rules and regulations for the conduct and management of the schools as deemed necessary.

The five members of the Saraland 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.

MEMBERS OF THE SARALAND BOARD OF EDUCATION



BOARD OF EDUCATION MEETINGS ([Policy 2.22](#))

Regular meetings are scheduled on the first (1st) Thursday of each month at 6:00pm at Saraland City School System's Central Office Board Room. Delegates desiring to address the Board may be permitted to address the Board at all regular board meetings according to established procedures. No delegations shall be permitted during special meetings, unless the board votes to suspend the rules to allow them. The delegate shall be allowed a maximum of five (5) uninterrupted minutes to make his/her presentation. The delegate shall present his/her views, concerns, suggestions and recommendations in an objective manner, free of profanity and obscenity. One (1) person at a time is allowed to speak at the podium. If more than one person/group wants to speak on the same issue, one person should be designated to speak at the podium. The character, reputation, or good name of an individual shall not be discussed in an open board meeting. ([Policy 9.90](#))

BOARD MEETING COMPLAINT PROCEDURE ([Policy 2.22 and 9.90](#))

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 in accordance with established procedures. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

- Teacher
- Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
- Principal
- Designated central office staff member, as determined by the Superintendent
- Superintendent
- Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. However, at no time, in an open Board meeting, shall the remarks of any person addressing the Board discuss the character, reputation, or good name of an individual. 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 Saraland Board of Education establishes policies by which its schools are managed. No Saraland 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 Saraland Board of Education.

All policies established at any time by the Saraland 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 by the Board. The current Saraland Board of Education policies are available in the Policy Manual.

SCHOOL IMPROVEMENT AND ACCREDITATION

Continuous improvement plans, school personnel listings, special event information, accreditation reports, handbooks, calendars and additional school-related information are available for all schools in the Saraland City School System. Achievement reports and school records may be obtained from school offices or local school websites. The following are links to school and system webpages:

Early Education Center: seecspartans.com

Middle School: smspartans.com

Elementary School: sespartans.com

High School: shspartans.com

District: saralandboe.org

ACADEMIC AND SCHOOL CALENDARS

The Saraland City School System [academic calendar](#) is located on the district webpage. School events, meetings, holidays and other important date-related information are available on calendars maintained by each school. Information on accessing school calendars will be provided by local school administration.

EMPLOYEE CODE OF CONDUCT ([Policy 6.29](#))

Saraland 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 environments in Saraland schools, all employees of the Board are expected to abide by all federal and state laws, all State Board of Education policies, all local ordinances, and all local Board policies. Further, it is the belief and expectation of the Saraland Board of Education that educators have and employ ethical behavior, and, as such, have and demonstrate devotion to the job, the profession, the students, other employees and to the school system as a whole. Employees are expected to maintain a sense of neutrality and fairness in their endeavors as educators. Failure to comply with the above-noted expectations may result in disciplinary actions.

SCHOOL SYSTEM DEPARTMENTS

| Department | Areas, Programs, Services | Department Members |
|---|--|---|
| <u>Business and Finance</u> | Accounting Accounts Payable Financial Statements Accountability Reporting Local School Accounting Payroll and Benefits Employee Leave: <u>Kelly Services</u> (Frontline Education) Gorrie Regan (time clock) | <u>Mr. Shane Martin, CSFO / CNP Director</u> <u>Mrs. Melissa Bush, Accounts Payable Manager</u> <u>Mrs. Stacey Skinner, Payroll Manager</u> |
| <u>Child Nutrition Program</u> | School Breakfast and Lunch Programs | <u>Mr. Shane Martin, CSFO / CNP Director</u> <u>Mrs. Pam Patterson, CNP Specialist</u> |
| <u>Federal and Support Programs</u> | Continuous Improvement Plans Federal Programs Title IX Guidance and Counselors Multi-Tier System of Support (MTSS) Response to Instruction (RtI) Student Attendance/Tuancy English Learners Program Student Enrollment Non-Resident Student Applications | <u>Mr. Jeff Ward, Student Services Coordinator and Federal Programs</u> <u>Mrs. Donna Hughes, College & Career Readiness Coordinator</u> <u>Mrs. Stephanie Pope, Mental Health Services Coordinator</u> <u>Mrs. Lindsey Simmons, EL Resource Teacher</u> |
| <u>Health Services</u> | Student Health Services Employee Health Services | <u>Mrs. Diana Collins, MSN, RN, Health Services Supervisor</u> |
| <u>Human Resources</u> | <u>Job Advertisements Applications</u> Harassment Complaints <u>Teacher Certification</u> EEOC Coordinator <u>Unified Talent</u> (professional development) <u>AIM – Teacher Effectiveness</u> <u>ALSDE Identity Management (AIM Portal)</u> Public Relations Social Media | <u>Dr. Frankie Mathis, Assistant Superintendent of Schools</u> |
| <u>Special Services</u> | Special Education Gifted Education Section 504 Homebound Disproportionality Awareness Dyslexia | <u>Mrs. Amy Pippins, Director of Special Programs</u> <u>Mrs. Terri Jo Napp, School Psychologist</u> <u>Mrs. Amy Duffey, Special Programs Assistant</u> |
| <u>Curriculum and Instruction</u> | Curriculum Initiatives State Assessments Career Technical Education (CTE) Library Media/ Textbooks <u>Student Handbook/Code of Conduct</u> Mentoring Program Professional Development Summer School | <u>Dr. Frankie Mathis, Assistant Superintendent of Schools</u> <u>Mrs. Donna Hughes, College & Career Readiness Coordinator</u> |
| <u>Technology</u> | Acceptable Use Policies (AUP) Websites <u>Email</u> Internet and Local Area Network Technology Equipment <u>PowerSchool SIS</u> – parent/student login <u>Clever</u> – instructional technology | <u>Mr. Frank Davis, Technology Coordinator</u> <u>Mr. Zach Richardson, Network Administrator</u> <u>Mrs. Bea Wilson, Data Manager</u> |
| <u>Operations</u> | Facilities Student Transportation - bus routes, field trips | <u>Mr. Daniel Clark, Director of Operations</u> |

BEGINNING EMPLOYMENT

The following items are required of all employees:

- [Teach In Alabama Employment](#) Application
- Resume
- References (3)
- Drug Screen
- Verification of Previous Employment (if applicable)
- Sick Leave Transfer (if applicable)
- Employment Eligibility Verification (I-9)
- Social Security Card (submit copy to payroll manager)
- Driver's License (submit copy to payroll manager)
- Form W-4 (Federal Income Tax Withholding)
- Form A-4 (State Income Tax Withholding)
- Teacher's Retirement System Enrollment Form (signature must be witnessed/notary required)
- [Sick Leave Bank Enrollment](#) Form (optional)
- PEEHIP Enrollment Form (must be completed within 30 days of hire)
- Direct Deposit Payroll Authorization
- Tuberculin Questionnaire
- ABI/FBI Background Clearance Documentation
- Prevention of Sexual Harassment Acknowledgment (information in Employee Handbook)
- Acceptable Use Policy (AUP) Agreement (information in Employee Handbook)
- Affordable Healthcare Reform Act Information (required signature of receipt)
- 403B Plan Information (required signature of receipt)

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

- Test Security, Ethical Administration, and Confidentiality Acknowledgements (required annually)
- Transcript(s) – official
- AL Teacher Certificate
- Lee vs Macon (Disproportionality) training verification

For certification purposes, Continuing Education Units (CEUs) and Professional Learning Units (PLUs) are documented in Unified Talent. If previously employed in a district utilizing the same system, CEUs and PLUs are eligible for transfer. Contact Human Resources or the Technology Coordinator for assistance.

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

- Transcript(s) – official (if applicable)
- License or certification related to position (i.e. CDL, food handler's permit, etc.)

The Technology Coordinator will issue user access credentials to all Saraland Board of Education employees for the local area network, school business email account, PowerSchool Student Information System (if applicable), etc. Login credentials shall not be shared or stored in a location accessible to others or sent electronically.

For links to commonly used district approved programs, the Saraland City School System utilizes single sign on benefits offered by Clever.com. Visit <https://clever.com/in/saraland>. Enter email account credentials for access. Contact the Technology Coordinator to request addition of resources.

DRUG FREE WORKPLACE ([Policy 6.72](#))

The Saraland 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 in or on 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 conviction 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. An employee who is convicted of violating any criminal drug statute while in the workplace 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 Saraland 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 Saraland Board of Education. This includes a public school building, central office building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Saraland Board of Education. Saraland 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.

DRUG/ALCOHOL TESTING FOR DESIGNATED EMPLOYEES ([Policy 6.72.1](#))

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Saraland 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 continue 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. Random drug and alcohol testing of designated employees, post-accident testing, pre-employment testing and reasonable cause testing are conducted according to rules of the Federal Transportation Employee Testing Act of 1993 and Saraland City School System policies.

EMPLOYEE POSSESSION OF DEADLY WEAPONS ([Policy 6.30.1](#))

Possession of a deadly weapon on Saraland City School System property or on a school bus with the intention to do bodily harm is a Class C felony. The Saraland 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-STUDENT RELATIONSHIPS

All certified and classified school system personnel are to maintain a professional and 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 DRESS CODE

It is the intent of the Saraland 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 Saraland Board of Education to ensure all employees model attire appropriate to success. 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.

EMPLOYEE GRIEVANCES ([Policy 6.41](#))

The Saraland 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 Saraland City School System employee has a possible 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.

EXTRA DUTIES AND STAFF MEETINGS ([Policy 6.11.1](#))

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

- 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.
- The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
- 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, scholastic 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.

MEDICAL EXAMINATIONS ([Policy 6.19](#))

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

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 Saraland City School System as required by the State Board of Health. The system's nurse(s) will serve as a 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 supports the diagnosis of 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, school nurse, 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.

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 will direct procedures for processing cases following an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent. 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 under the direction of the Supervisor of Health Services or designee.

PERSONNEL PERFORMANCE ASSESSMENT ([Policy 6.60](#))

Employees of the Saraland City School System are subject to regular performance evaluations according to Alabama State Department 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. For more information about the Alabama Teacher Observation Tool (ATOT), the evaluation and professional learning collaborative for certified employees, select the link / visit the following resources:

[AL Teacher Growth Program \(ATGP\)](#)

[AIM: ALSDE Identity Management Portal](#)

[ATOT Overview](#)

EMPLOYMENT STATUS AND TIME SCHEDULES ([Policy 6.11](#))

Categories and time schedules of employees of the Saraland City School System 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, employee communications, and on school or system websites.

- **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 Saraland 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.
- **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 Saraland 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.
- **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 be a full-time or part-time employee.

Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor. 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 before the time set for the opening of their respective school and after the close of the school day, Monday through Friday, as well as time necessary to transact faculty meetings, school business, and the safe, orderly arrival or dismissal of students, etc.

The Superintendent or immediate supervisor may designate time schedules for non-certified personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to

encompass the employee's workday. Work schedules for non-certified personnel shall be in compliance with the Fair Labor Standards Act.

SUSPENSION, TERMINATION, SEPARATION OF EMPLOYEES (Policy 6.50)

The Saraland 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 current certification, and willful failure to comply with Saraland Board of Education policy.

The Saraland 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. Additionally, the Saraland Board of Education may end its employment relationship 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.

The Superintendent has authority to place an employee on paid administrative leave or to make reasonable and customary employment decisions pending the disposition of proceedings authorized under applicable state law or otherwise in the exercise of sound administrative discretion.

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. A tenured teacher may resign at any other time by giving five (5) days' written notice. Any teacher terminating 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 Saraland 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 Saraland 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) (Policy 6.92)

Any employee who plans to retire shall submit a resignation in writing with an effective date and original signature to the Saraland Board of Education through the Superintendent.

All certified employees of the Saraland 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:

- The required state determined tax-sheltered contribution percentage is deducted from the employee's pay, dependent upon the tier classification of the employee.
- 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 <https://www.rsa-al.gov/trs/publications/>
- 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.
- Life insurance valued at \$15,000 is provided to the beneficiary, in addition to the benefit outlined above.
- Employee contributions may be withdrawn upon employment termination.

- Cumulative contributions may not be used as loan security.
- 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](#))

A Saraland City School System employee who is absent from duty for any reason is required to notify the principal or immediate supervisor as soon as possible. Procedures for documenting the absence should be followed. Such notification should be given in advance, unless conditions beyond the control of the employee make such advance notification impossible. Any Saraland 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.

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

SICK OR BEREAVEMENT LEAVE ([Policy 6.70.9](#))

Sick leave is defined as the absence from regular duty by an employee because of the following: personal illness or doctor's quarantine; incapacitating personal injury; 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); 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*.

*Where unusually strong personal ties exist because of an employee 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.

Saraland City School System employees shall be 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 requests sick leave for three (3) or more consecutive days, the employee is required to provide the principal or immediate supervisor 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 ([Policy 6.71](#))

A Sick Leave Bank (SLB) is operated by the Saraland Board of Education. Participation in the SLB is voluntary. Annual open enrollment is available during the month of August. New hires may elect to join within 30 days of hire. Members deposit two (2) days of earned sick leave to be available for loan to any other participating employee whose sick leave has been exhausted. The SLB is governed by a representative committee. Its written guidelines and procedures, including catastrophic leave provisions of law, are available on the school system website or this link [Sick Leave Bank](#).

SLB members wishing to withdraw from the bank may do so annually from June 1-June 30 or upon employment termination.

FAMILY AND MEDICAL LEAVE (FMLA) ([Policy 6.70.3](#))

FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period. Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following

reasons: the birth and first year care of a newborn child; the placement of a foster child or adoption; the care of an immediate family member, defined as spouse, child or parent, with a serious health condition; the taking of medical leave because of the employee's own serious health condition; or, any other covered request as approved by the Saraland Board of Education.

Spouses employed by the Saraland 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, reference [Policy 6.70.3](#) or contact the payroll manager.

MILITARY LEAVE ([Policy 6.70.6](#))

Military leaves of absence are granted to eligible employees according to applicable federal and state law and Saraland City School System policy. To request military leave, contact the payroll manager.

MILITARY FAMILY AND MEDICAL LEAVE ([Policy 6.70.3.1](#))

Military family and medical leaves of absence are granted to eligible employees by the Saraland City School System in accordance with U.S. Department of Defense rules and may be requested through the payroll manager.

ANNUAL LEAVE OF ABSENCE ([Policy 6.70.1](#))

A leave of absence is permission granted by the Saraland 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 Saraland 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 required to return to work with the Saraland 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 Saraland 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 is required to send a copy of such notice to the administrative supervisor by May 1st 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 laws regarding the specific aspects of leaves of absences shall be followed in the Saraland City School System. A leave of absence is limited to one (1) year but may be extended up to one (1) additional year upon recommendation of the Superintendent and approval by the Board.

PERSONAL LEAVE ([Policy 6.70.7](#))

All Saraland City School System employees receive two (2) personal leave days funded by the state as authorized by state law and Alabama State Department of Education guidelines. When the two (2) state-funded personal leave days are not used, Saraland City School System employees may receive, upon written request, compensation at the same daily rate paid for a substitute. Otherwise, all unused state-funded personal leave days will be converted to sick leave days. In addition to state-funded personal leave days, all full-time Saraland City School System employees with less than five years of service in the Saraland City School System will receive one (1) personal leave day which results in being charged \$90.00 per day for certified employees or \$51.00 per day for classified employees. All full-time Saraland City School System employees with five, or more, years of service in the Saraland City School System will receive additional personal leave days at no cost in the following manner: 5-14 years equals one (1) personal leave day; 15-24 years equals two (2) personal leave days; and 25, or more, years equals three (3) personal leave days.

Personal leave is non-cumulative and requires no justification from the employee.

VACATION LEAVE ([Policy 6.70.2](#))

All personnel who are employed full-time on a twelve (12) month basis are entitled to fifteen (15) days' vacation leave per year. No more than twenty-five (25) days can be carried over to the next year. All vacation days must be approved by the Superintendent or designee prior to effective leave date.

Vacation days shall be earned by the month and accountable by the year, July 1 through June 30. One and one quarter (1.25) vacation days will be earned for each month employment up to fifteen (15) days, unless the employee is under contract with specific terms for vacation.

New employees will begin earning vacation days on the effective date of employment, provided employment is on or before the fifteenth (15th) of the month. Provided employment is after the fifteenth (15th) of the month, said employees will not earn vacation days for that month. Provided said employees resign on, or after, the fifteenth (15th) of the month, they will earn a vacation day for that month. No vacation days will be granted before they are earned.

PROFESSIONAL LEAVE AND LEAVE FOR JOB-RELATED TRAINING ([Policy 6.70.8](#))

Professional leave may be granted to classified and certified personnel for participation in educational activities or training that will enrich the Saraland City School System's instructional programs or operations, or improve skills or understandings of the employee. All professional leave must be approved by the Superintendent or designee before leave days are taken.

JURY DUTY AND LEGAL LEAVE ([Policy 6.70.5](#))

Permanent and full-time employees are entitled to regular compensation while performing jury duty or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board, or in circumstances approved by the Superintendent.

INTERMITTENT LEAVE ([Policy 6.70.3](#))

An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

ON-THE-JOB INJURY LEAVE ([Policy 6.70.4](#))

Any full-time employee or adult bus driver of the Saraland City School System shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when absent from work because of a personal injury received in the discharge of assigned duties. 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, or designee, if applicable).
- In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.

The Saraland 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 un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee will 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 Saraland 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 without prior approval of the Superintendent. 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, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1.5) times the regular rate of pay for the service performed (Reference Policy 6.87 Overtime by Non-Supervisory Personnel). Any classified Saraland City School System employee working beyond designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

SALARY SUPPLEMENTS ([Policy 6.83](#))

The current salary schedule including supplements may be viewed at [Salary Schedule](#).

PAYROLL ([Policy 7.23](#))

The Saraland Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or designee. The payroll shall be 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 shall be released on the last workday of the month according to the twelve (12) month employee work calendar. For payroll purposes, email [Stacy Skinner](#) for name/address change procedures.

DIRECT DEPOSIT

The Saraland Board of Education requires 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 an electronic 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.

PAYROLL DEDUCTIONS, OPTIONAL DEDUCTION PROGRAMS, AND “CAFETERIA” PLANS

[\(Policy 7.23\)](#)

The Saraland Board of Education will make salary deductions that 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 Saraland Board of Education will approve salary deductions in addition to those required when a minimum of 25% 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 Saraland Board of Education, the Saraland 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 payroll department, on the school system website, and [Retirement Systems of Alabama](#) website.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Saraland Board of Education provides an Employee Assistance Program (EAP) to provide confidential counseling in the areas of work stress, emotional or mental health, work and life balance, substance abuse, personal growth and development, family and personal relationships, as well as financial or legal-related stress and referrals. Free appointments for guidance on issues such as marriage counseling, mental health therapy, and other personal needs are also a benefit of the EAP. Posters and pamphlets are available in teacher/staff areas.

Telehealth consultations are also available, contact BayView Professional Associates at 251-660-2360 or 1-888-335-3044 to schedule a free appointment and be sure to reference Saraland City Schools' Employee Assistance Program. Questions before calling? Contact [Mrs. Stephanie Pope](#) or [Mrs. Diana Collins](#).

EMPLOYEE CHILD ENROLLMENT BENEFIT [\(Policy 5.11\)](#)

Employees of the Saraland Board of Education who live outside of Saraland city limits may request enrollment for their child(ren) in the Saraland City School System by following all non-resident student procedures. Once approved, tuition may be waived for such non-resident students and compliance with non-resident policy guidelines is critical to continued enrollment under this provision.

JOB DESCRIPTIONS [\(Policy 6.13\)](#)

The Saraland 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.

EMPLOYEE TRANSFERS ([Policy 6.90](#))

Saraland City School System employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

The Superintendent may transfer a teacher within the same school or campus once per year by the twentieth (20th) 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 twentieth (20th) calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified, provided 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 fifteen (15) calendar days before a final decision is made, and that the transfer is effective not less than fifteen (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 fifteen (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 ([Policy 6.91](#))

In accordance with the Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Saraland 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 Saraland 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:

- The nature of the position and qualifications therefore have not materially changed
- The laid-off employee remains properly qualified, licensed, or certified
- 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 or designee 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 was laid off.

Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as 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 ([Policy 6.87](#))

It is the intent of the Saraland 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 employees work beyond their designated workweek. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent. Approval of overtime should be given by the immediate supervisor at the time the work is done. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory (Policy 6.83 Salary Schedules). Payment for overtime shall be made to the appropriate Saraland City School System employee at the next regular pay period if submitted prior to the deadline for the pay period. Any classified Saraland 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.

CONFLICTS OF INTEREST AND ETHICS ([Policy 6.14](#))

The Saraland 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 Saraland 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 information on the Alabama Ethics Law and related rules are available at <http://ethics.alabama.gov/docs/GuidelinesPublicOfficialsEmployees7-2012.pdf>.

The Saraland 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.

Saraland 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.

Guidance on professional educator ethical standards is available at Alabama Department of Education website at <https://www.alabamaachieves.org/communication/legal/>.

GIFTS TO/FROM EMPLOYEES (Policy 6.14.1)

Staff members may, at their discretion, present gifts to groups of students on special occasions. Saraland 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.

Saraland 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 (no more than \$25 per occasion and no more than \$50 per year from a single provider) are excluded from this policy. All gifts must comply with the current Alabama Ethics Law – see Conflicts of Interest, Ethics section of handbook.

TUTORING FOR PAY (Policy 6.14.3)

Saraland 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 Saraland City School System shall 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 worksites/classrooms during regular work hours. All computers and/or digital devices owned by the school system are subject to the rules and guidelines of the Internet Acceptable Use Policy (AUP) Agreement.

Employees may be authorized to take school system equipment away from their classrooms/worksites to complete school related tasks. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements.

VIOLATION OF LAW (Policy 6.30)

Anyone known to be violating a local, state, and/or federal law on Saraland 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 Saraland Board of Education rules. Employees in violation of this policy may be subject to termination or other disciplinary action.

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.

School and/or worksite bulletin boards and designated places for the distribution or posting of professional organization materials and information shall be provided.

POLITICAL ACTIVITIES ([Policy 6.32](#))

Saraland 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 Saraland Board of Education employee who is a candidate for public office shall conduct the campaign so as not to interfere with school 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 Saraland 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 Saraland City School System employee who has been elected to public office be allowed to perform duties related to the public office while performing duties for the school system.

PERSONNEL RECORDS ([Policy 6.82](#))

The Saraland 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 Saraland City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours at a time that is mutually agreeable with Human Resources and when the employee is not engaged in fulfilling employment-related duties. Each employee may have included in his/her personnel file a written response to any material contained within the file. A human resource, 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 Saraland City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

SAFETY AND SECURITY ([Policy 3.40](#))

The Saraland 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 Saraland Board of Education or school-sponsored events or activities. 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 Saraland 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 (Reference Policy 9.60). A student who is suspended or expelled is not in good standing and is not permitted on a Saraland City School System campus or school grounds.

Each school has a collaboratively developed school safety plan with which all employees should be familiar and know how to implement. Procedures for emergency evacuations, lock downs, weather drills, and other safety precautions are to be reviewed and practiced as specified in the school safety plan.

The Saraland Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down drills as described in the school and system safety plans. A fire drill shall require complete evacuation of the building. A lockdown drill for safety and security emergencies is to be scheduled during the first six (6) weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one (1) drill per month.

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

SCHOOL VISITORS AND VOLUNTEERS ([Policy 9.60](#))

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

Each school has implemented 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 schools when individual and community health conditions permit. To avoid interrupting the daily program, a parent/guardian should request to conference before or after school hours or during a teacher's planning period. Upon arrival, all visitors are required to sign in at the school office and be issued visitor identification.

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

EMERGENCY CLOSINGS ([Policy 3.25](#))

In case of emergency, the Superintendent may close any school or all schools. The Superintendent will establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, guardians, and employees. The members of the Saraland Board of Education will be informed of any event or condition which requires the closing of any school(s) in the system.

In the event of a declared state of emergency, control of students shall be retained by school personnel until students are released from school or in the case of transported students, 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 designee will make public announcements and press releases to the media concerning emergency school closings.

ACCIDENTS AND INJURIES ([Policy 5.60](#) and [Policy 6.70.4](#))

The Saraland 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.

SCHOOL FUNCTIONS ([Policy 4.44](#))

Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling. Saraland City School System employees shall be encouraged to attend school-sponsored social functions. All Saraland school functions 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 Saraland Board of Education employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

EXTRACURRICULAR ACTIVITIES ([Policy 5.80](#))

All extracurricular activities within the Saraland City School System shall be sponsored by the school and supervised by approved system personnel. All students shall have the opportunity to participate in extracurricular activities provided they are eligible to participate. All Saraland 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 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 Saraland Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
- A Saraland 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 local school accounting system.
- A student club or organization shall not conduct any activity or act which violates Alabama statutes, Saraland 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, sororities, fraternities, or any similar organizations are prohibited.
- Students may be suspended from extracurricular activities, which include, but are not limited to school sponsored athletic events as either a participant or spectator, cheerleading, band, dances, prom, field trips, and/or graduation exercises, based on procedures established by the Superintendent. If a student is charged with an on- or off-campus Class A misdemeanor which involves drugs, violence, any type of weapon, physical harm to a person or threatened physical harm to a person, or any class of felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether

adjudication is withheld, the student's participation in interscholastic extracurricular activities may be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his/her parent(s)/legal guardian(s) shall be notified in writing of the suspension from school-sponsored extracurricular activities.

CODE OF STUDENT 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/Code of Student Conduct may be viewed at [Code of Student Conduct](#).

PHYSICAL RESTRAINT AND SECLUSION ([Policy 5.30.2](#))

The use of physical restraint is prohibited in the Saraland 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 Saraland City School System and its educational programs.

The use of chemical restraint, mechanical restraint, and seclusion are prohibited in the Saraland 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. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.

Each local school's principal or his/her designee and each educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint.

School personnel are authorized to take reasonable action 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, 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.

Significant violations of the law including assaults on students and staff will be reported to the police.

SPECIAL EDUCATION, GIFTED EDUCATION, AND SECTION 504 ([Policy 4.11](#))

The Saraland Board of Education will provide free and appropriate educational and related services to students with disabilities who qualify under state and federal guidelines. Special education students include students determined by the school's multi-disciplinary team, upon review of psychological, educational, and/or physical evaluation results, to have an intellectual disability, hearing impairments, speech or language impairments,

visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, and students who are classified as gifted.

Information concerning the referral process for special service programs, eligibility, timelines, and resources are located on the Saraland City School System [Special Services](#) webpage.

Additional information about special services is located on the Alabama Department of Education website.

TRAVEL EXPENSE REIMBURSEMENT ([Policy 7.24](#))

Travel expenses incurred by employees while conducting Saraland City School System business may be reimbursed when authorized by the principal, Superintendent, or the Board. Employees must receive approval in advance from the principal, Superintendent or Board for travel. Any person requesting reimbursement for travel expenses shall provide required documentation to include actual expenses, vehicle mileage costs, and other allowable travel reimbursement. No person shall receive reimbursement from the Saraland Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment.

In order to compensate approved personnel intercity travel expense incurred while performing daily duties required by the school system, vehicle allowances will be paid as approved by the Superintendent.

The Superintendent has established uniform procedures for travel expense reimbursement and prescribed forms and procedures necessary for maintaining accurate, uniform records. The CSFO, school principal, or designee will provide employee orientation of approved travel reimbursement procedures.

Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

CASH IN SCHOOL BUILDINGS ([Policy 7.25](#))

All money collected from students, parents, etc. 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. All funds received must be accounted for using a pre-numbered receipt form. The CSFO, school principal, or designee will provide employee orientation on receipt of funds procedures.

All school funds collected at each school or school activity shall be deposited in a bank on a daily basis, to include night depository. In the event of an unforeseen or emergency situation and it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide for the security of the funds until the next day the bank is open.

VANDALIZED, STOLEN, OR LOST PROPERTY ([Policy 7.63](#))

Promptly notify the principal or designee in the event Saraland City School System property is suspected to have been vandalized, stolen, or lost. The principal or designee will notify the Superintendent and proper law enforcement agency to provide available information.

INVENTORIES AND PROPERTY MANAGEMENT ([Policy 7.64](#))

Each principal will conduct an annual inventory of all school property within his/her building(s) including library books, films, digital media, and other materials as deemed appropriate. This annual report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair.

PURCHASE ORDERS ([Policy 7.65](#))

The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from school funds. To manage purchasing, the CSFO or principal should determine the need for the goods/services and availability of funds, and then approve or deny the proposed purchase. Purchase orders are required by the Saraland Board of Education for all materials, equipment, and supplies paid for using Saraland Board of Education funds. A purchase order is obtained by submitting a requisition following approved

procedures. Special instructions should be noted on the requisition in such a way as to be easily detected by the school bookkeeper or purchase order clerk. The CSFO, school principal, or designee will provide employee orientation of purchasing procedures.

Invoices received which do not have a purchase order number will not be the responsibility of the Saraland Board of Education; the person placing the order has sole responsibility for payment in such cases.

FUNDRAISING FOR SCHOOL PROJECTS OR ACTIVITIES ([Policy 7.90](#))

All fund-raising projects and activities by schools or groups within the Saraland City School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program. The approval of fundraising projects and activities for a school is the responsibility of the principal. Before approving any project or activity, the principal will require justification of the need and explanation of the manner in which the funds will be expended. When the sale of food items during school hours is approved as a fundraising project, accreditation standards and CNP regulations will be followed. Food items not of a high nutritional value may not be sold or distributed during the school day.

ALLOCATION AND EXPENDITURE OF FUNDS ([Policy 7.92](#))

All funds allocated for the current school year shall be spent for the benefit of the students and to assist teachers in their endeavors to educate students enrolled in the school for the current year. Funds should be spent in a timely manner to ensure that they are spent prior to the end of the current year. Items should be purchased as early in the school year as possible to maximize the benefit to students. Selection of equipment and/or supplies should reflect the most critical needs and expenditures should be prioritized accordingly. The CSFO, school principal, or designee will notify employees of the availability of funds.

PAYMENTS AND DISBURSEMENTS OF FUNDS

The CSFO or principal must ensure that all disbursements from the Saraland City School System funds are adequately documented and are made only by check. 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.

PROHIBITION OF SEXUAL HARASSMENT ([Policy 3.43](#))

The Saraland 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. Reference Board Policy for additional guidance.

CONFIDENTIALITY OF STUDENT RECORDS AND STUDENT INFORMATION ([Policy 5.70](#))

Saraland Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to the Family Educational Rights and Privacy Act (FERPA), protecting the privacy rights of parents and students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and communicating rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

CONTROVERSIAL ISSUES IN THE CLASSROOM ([Policy 4.31](#))

The Saraland 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:

- Teachers shall adapt the study of controversial issues to the age, maturity, and academic background of students.
- Teachers shall place major emphasis on how to think rather than what to think.
- Students shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.

- Students shall have the opportunity to express their opinions within the limits of decency, good will, and respect for the opinions of others.
- Teachers shall teach students the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- Teachers shall seek to develop in students the ideals of truth and honesty.
- 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.
- Teachers shall seek to develop in students a sense of responsibility for their beliefs, opinions, and attitudes and shall encourage students to base same on research, tested experience, and knowledge as recorded in our cultural heritage.
- Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
- Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

CURRICULUM AND INSTRUCTION ([Policy 4.10](#))

The Saraland City School System curriculum shall be determined by

- Alabama State Department of Education Courses of Study
- Student needs and interests
- Regular evaluation of curriculum effectiveness
- Applicable Alabama statutes, State Board of Education rules, and the Saraland Board of Education priorities.

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.

Teachers should not present controversial material or issues that 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 (Reference Policy 4.31).

The Superintendent shall recommend, and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading system, and methods of progress 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, electronic media, 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 all aspects of curriculum development are implemented. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

HOMEWORK ([Policy 4.13](#))

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment. Teachers are expected to assume the following responsibilities when homework is assigned:

- Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
- Assign homework that is related to instructional activities.
- Grade/check the homework and return it to students on a timely basis.
- Utilize homework to extend learning and provide additional practice.
- Expect all students to complete assignments.
- Refrain from assigning homework as punishment for disciplinary infractions.

CHALLENGED MATERIALS ([Policy 4.30](#))

The following procedures shall be followed when the appropriateness of books or instructional materials is questioned:

- 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:
 - Author, compiler, or editor
 - Publisher
 - Title
 - Reason for objection
 - Page number of each item challenged
 - Signature, address, and telephone number of the person making criticism

Procedures for school-level reviews:

- A committee of teachers, educational media specialists, parents, and other qualified personnel will be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal will notify the Superintendent or his/her designee when a committee is convened.
- Challenged materials will not be removed immediately; however, such materials will not be available for student use pending a final decision.
- Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
- The complainant shall be informed in writing concerning the committee's recommendations.

Procedures for system-level appeals will be followed when the complainant disagrees with the decision rendered from the school-level appeal:

- A committee of teachers, educational media specialists, parents, and other qualified personnel will be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member will not be selected from the school where the challenged materials originated.
- The Superintendent will designate a member of his/her staff to be responsible for the organization of this review committee according to Board policies.
- The committee's review will be treated objectively and in a business-like manner and will be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- The committee's recommendations will be submitted to the Superintendent.
- The complainant will be informed, in writing, after the committee's recommendation is received by the Superintendent.

An appeal to the Saraland Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The board will review recommendations of the school and system-level committees and will render the final decision on the complainant's concern.

CARE OF SCHOOL MATERIALS, FACILITIES, EQUIPMENT, AND RESOURCES ([Policy 4.83](#))

Saraland 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 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 Saraland 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 will 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 learning environment, each teacher will:

- Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
- Maintain tools and equipment daily.
- Maintain an accurate inventory of tools, supplies, and equipment.
- Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
- Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
- Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

REPRODUCTION OF COPYRIGHTED MATERIALS ([Policy 5.90](#))

It is the obligation and intent of the Board to comply with the copyright laws of the United States. The following guidelines shall govern the reproduction of copyrighted materials in the Saraland City School System:

- 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.
- 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.
- 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.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS AND TECHNOLOGY ([Policy 5.90](#) and [Policy 8.60](#))

To facilitate achieving a quality education for students, it is the policy of the Saraland 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 technology use by employees and students be legal, ethical, and safe.

Saraland City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the educational vision, mission, and goals of the Board. Access by staff and students to inappropriate and prohibited information and materials will be limited by the use of appropriate software. All such resources are Saraland Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules apply:

- Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
- School system electronic resources include email, World Wide Web pages, and other forms of electronic documentation will not be obscene, abusive, or contain other inappropriate material; and, will require the same handling as other public records.

- User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times. To ensure account security, users shall log out of accounts when not in use.
- Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Saraland Board of Education provided equipment and network resources.
- Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Saraland City School System Acceptable Use Policy.

It is the obligation and intent of the Board to comply with the copyright laws of the United States. Saraland City School system employees and students 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.

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 email 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 intent of the Saraland 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 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 websites 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 Saraland City School System 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 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.

Because school system websites can be globally available and represent the community at large, the designated school system webmaster will review all websites 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 websites, features, or links on the web server, and only computers on the Saraland 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](#))

Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Saraland Board of Education delegates to the Superintendent the responsibility for development of administrative criteria and procedures governing field trips. However, only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

To summarize the process, the teacher will direct the request for a field trip to the principal. The request shall include an outline of the trip and will show how the field trip will be of benefit to the students. Before any trip, 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 will not be allowed to attend the trip. Saraland City School System medication administration procedures and policies shall be followed for students participating in field trips.

All out-of-state or overnight field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state or overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.

In order to reduce the costs of field trips for students, Saraland 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.

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 and the Director of Operations.

Saraland Board of Education employees, serving as chaperones, must ride the bus, provide appropriate supervision, and accept responsibility for ensuring all rules and regulations governing school buses are followed.

All field trip bus passengers must be enrolled in a Saraland school, be an employee of the school system, or be designated as chaperone by the field trip sponsor and approved by the school principal.

Official, approved school system procedures for arranging, approving, and notifying parents about field trips should be followed. Specific guidelines and required field trip documents are available from the principal.

PARENTAL INVOLVEMENT ([Policy 9.15](#))

The Saraland City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Saraland City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.

TEST SECURITY ([Policy 4.61](#))

All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

Saraland City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner. The testing coordinator shall instruct school test coordinators and principals on test security measures. Principals shall be responsible for informing the faculty of test security measures.

ADVERTISING IN SCHOOLS ([Policy 9.40](#))

Saraland City School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Saraland Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited.

The following are exceptions:

- School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS ([Policy 9.50](#))

Literature or materials that originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Saraland City School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Saraland City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

SCHOOL AND JOB-SPECIFIC RULES, PROCEDURES, AND RESPONSIBILITIES

Faculty and staff members at each school and in each 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 worksite 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 websites contain valuable information for employees, parents, guardians, students, and members of the public. Employees are encouraged to visit these sites frequently and to assist in maintaining accurate information.