



# **PERSONNEL PROCEDURES**

**2025-2026**

**205 45<sup>th</sup> Street NE  
Fort Payne, Alabama 35967  
256-845-0915  
[www.fpcsk12.com](http://www.fpcsk12.com)**

## **Welcome from the Superintendent**

On behalf of the Fort Payne City Board of Education, I would like to welcome you to the Fort Payne City School System.

Our goal is to provide all of our students with the opportunity to obtain a quality education. A positive attitude by all parties involved will go a long way in helping meet this goal.

This handbook is a collection of relevant information for employees of the Fort Payne City Board of Education. The policies and procedures represented in this handbook and the complete Board Policy Manual found online are the formation of collaborative efforts. It is our request that you be informed about the rules, regulations and procedures that oversee our daily operations. This handbook is designed to assist you in carrying out your assigned duties in the most effective manner possible.

Employees are encouraged to review Section 5 of the Fort Payne City Policy Manual for all the policies related to employment. This handbook primarily covers procedures while most of the policies are covered in the Policy Manual.

Brian L. Jett  
Superintendent  
Fort Payne City Schools

## Fort Payne City Schools Facilities/ Departments

<b>Fort Payne City Board of Education</b> Mr. Brian L. Jett 205 45 <sup>th</sup> Street NE Fort Payne, AL 35967 Telephone (256) 845-0915	<b>Fort Payne Middle School</b> Mr. Shane Byrd, Principal 4910 Martin Ave NE Fort Payne, AL 35967 Telephone (256) 845-7501
<b>Fort Payne City Schools Transportation/Child Nutrition Program Office</b> Dr. Laran Adkins, Transportation Supervisor 231 38 <sup>th</sup> Street NE Fort Payne, AL 35967 Telephone (256) 845-9288	<b>Little Ridge Intermediate School</b> Mr. Jeff Boatwright, Principal 5200 Gault Ave N Fort Payne, AL 35967 Telephone (256) 845-0626
<b>Fort Payne High School</b> Mr. Scott Timmons, Principal 201 45 <sup>th</sup> Street Fort Payne, AL 35967 Telephone (256) 845-0535	<b>Wills Valley Elementary School</b> Mrs. Jennifer List, Principal 4111 Williams Avenue NE Fort Payne, AL 35967 Telephone (256) 845-3201
<b>Williams Avenue Elementary School Preschool Center</b> Mrs. Jackie Jennings 4111 Williams Avenue NE Fort Payne, AL 35967 Telephone (256) 845-0626	<b>Fort Payne City Schools Maintenance Dept.</b> Mr. Kevin Sayre, Maintenance Supervisor 231 38 <sup>th</sup> Street NE Fort Payne, AL 35967 Telephone (256) 845-9288

## INTRODUCTION

The Fort Payne City School Employee Procedure Manual for Personnel addresses procedures that are referenced in the policy manual. The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the School System and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The School System hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, and from time to time, without notice, in any manner that the Administration of the School System deems to be in the best interest of the School System. The contents of this handbook apply to all regular employees (certified and classified) and to all part-time, temporary, and seasonal personnel in the School System and do not amend, abridge, or replace Board policies, administrative regulations, rules, procedures or employment contract conditions established by the School System. All forms associated with Personnel information can be found online at: [www.fpcsk12.com](http://www.fpcsk12.com) or with your local bookkeeper. Personnel-related questions must be addressed to your immediate Supervisor or the Personnel Department at the Central Office. Payroll questions must be addressed to the Finance Department. To contact either department, call 256-845-0915.

### Statement of Nondiscrimination

The Fort Payne City School system does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding nondiscrimination policies:

*FPCS Policy 5.13*

Mrs. Christy Jackson— ADA Coordinator, Special Education Coordinator ([cjackson@fpcsk12.com](mailto:cjackson@fpcsk12.com))

Dr. Laran Crowe Adkins – Section 504 Coordinator ([lcrowe@fpcsk12.com](mailto:lcrowe@fpcsk12.com))

Mr. Dan Groghan- Title IX Coordinator ([dgroghan@fpcsk12.com](mailto:dgroghan@fpcsk12.com))

Contact Information:

205 45<sup>th</sup> Street  
Fort Payne, AL 35967  
256-845-0915

## RESPONSIBILITY OF THE BOARD OF EDUCATION

The general administration and supervision of the Fort Payne City School are vested in an appointed board of education. The Board of Education is the legal employer of all personnel hired by the system. The Board administers the system through written policies, monthly meetings, and instructions to the Superintendent of Education who is the chief executive officer of the system. The authority and power of the Board of Education are corporate in nature and are exercised only during legally held meetings. Individual board members have no legal authority over individual schools, departments, or personnel. All personnel actions are the responsibility of the Superintendent of Fort Payne City Schools, acting with Board approval.

*Alabama Code 16-8-8*

## RESPONSIBILITY OF THE SUPERINTENDENT OF EDUCATION

The Superintendent is the chief executive officer of the school system. The Board of Education delegates authority and responsibility to the Superintendent for the day-to-day operation of the school system. This includes, but is not limited to, educational policies and programs, personnel management, fiscal management, property management, student attendance, and discipline. The Superintendent recommends and implements policy to the Board. In most areas of personnel management, for example the employment or dismissal of an individual, the Board can only act on the specific recommendation of the Superintendent.

*Alabama Code 16-9-23 and 16—30*

## FORT PAYNE CITY BOARD OF EDUCATION MEETINGS

The Fort City School Board of Education meets on the 3rd Thursday of each month at 6:00 PM and is open to the public. The Board of Education building is located at 205 45<sup>th</sup> Street NE. Meetings are subject to change due to holidays and/or other events.

## Employee Classifications

- **Support Employee:** Alabama Code of Law, Section 36-26-100 refers to support personnel as those persons employed as bus drivers, lunchroom workers, janitors, custodians, mechanics, maintenance personnel, secretaries, aides, and all other persons not otherwise deemed certified.
- **Certified Employees:** Alabama Code of Law, Section 16-24-1 refers to certified personnel as those persons employed as instructors/teachers, principals, or supervisors.
- **Full-Time Employee:** Bus drivers are considered full-time at 20 hours/week. Certified and Support personnel hired as regular or permanent employees who work at least 30 hours (Support) and 35 hours (Certified) per week are considered full-time.
- **Part-Time Employee:** Support personnel who are permanently employed for less than 30 hours each week are considered part-time. Certified personnel who are permanently employed for less than 35 hours per week are part-time.

## EMPLOYEE RESPONSIBILITY

It is the responsibility of every person working within the Fort Payne City School System

to be knowledgeable of and adhere to all applicable Board policies. The policy manual is available on the school system website at [www.fpcsk12.com](http://www.fpcsk12.com)

## **DISCLAIMER**

This employee handbook serves as an overview of personnel policies, procedures, and work rules of the Fort Payne City Schools. The right is retained to modify or alter these procedures and policies in accordance with applicable statutes and whenever it is deemed to be in the best interest of the system.

This handbook is not an employment contract. The information contained herein is intended to provide guidance to keep you informed about your benefits and obligations. Official policies are contained in the Board of Education Policy Manual, which is available for reference in all schools, departments and online. If there is a conflict between a Board policy and this handbook, the policy will apply.

## DUTIES AND RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to perform their jobs responsibly and in a conscientious manner. Employees are expected to meet the general performance and service standards in addition to any specific job description requirements. Employees should first contact their immediate supervisor or principal for information. If the supervisor or principal cannot provide an answer, he/she will either obtain the information or direct the employee to an appropriate official.

Teachers are expected to respond to professional duties as reasonably requested by the supervisor such as professional learning activities, faculty and/or grade-level meetings, and parent-teacher organization meetings and at other times as appropriate.

*Alabama Code 16-8-9; FPCS Policy 5.01*

## APPLICATION, RECRUITMENT AND PROMOTION

All certified applicants must complete an online application at <https://alsde.hiretrue-prod.com>. Non-certified applicants may complete an application at the central office or online at [www.fpcsk12.com](http://www.fpcsk12.com). In a continuing effort to ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants having direct, unsupervised contact with students. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Position vacancies are announced in accordance with Board policy. Recruitment and promotion of certified employees conform to Alabama State Board of Education Administrative Codes and Bulletins. Employees are encouraged to apply for positions that offer opportunities for promotion.

*Alabama Code 16-9-23; 16-12-16; 16-23-1; FPCS Policy 5.02*

### **Professional Certification Reminders:**

- All Alternative Level Certificate applications must be submitted after July 1st and be received in the Teacher Certification Office at the Alabama State Department of Education by October 1st of the application year.
- If an employee is renewing an instructional leader/administrative certificate that expires on or after June 30, he or she must earn PLU's (Professional Learning Units) regardless of his or her position or role in which they serve in order to renew that certificate.
- If an employee is renewing a teaching certificate that expires at the end of the five-year period, he or she must earn a minimum of 50 hours of professional development and meet the employment/experience requirement
- Teachers will be notified to **submit appropriate documentation to the system's certification officer** when the certification renewal application portal opens. It is ultimately the teacher or staff member's responsibility to maintain and renew their certificates so that they remain current and do not expire.

# **ALABAMA EDUCATOR CODE OF ETHICS**

## **Introduction**

The primary goal of every educator in the state of Alabama must at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

## **CODE OF ETHICS STANDARDS**

### **Standard 1: Professional Conduct**

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning. Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students.

Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.



## **Standard 2: Trustworthiness**

An educator should exemplify honesty and integrity in the course of professional practice. Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

## **Standard 3: Unlawful Acts**

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

## **Standard 4: Teacher/Student Relationship**

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

### **Standard 5: Alcohol, Drug and Tobacco Use or Possession**

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

### **Standard 6: Public Funds and Property**

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

## **Standard 7: Remunerative Conduct**

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

## **Standard 8: Maintenance of Confidentiality**

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.

## **REPORTING**

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty (60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards or with the State Department of Education Teacher

Certification Section, must be filed in writing and must include the original signature of the complainant.

*Alabama Administrative Code 290--3--2--.05*

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

## **DISCIPLINARY ACTION**

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

*Alabama Administrative Code 290--3--2--.05*

## **POLICY MANUAL**

It is the responsibility of every person working within the School System to be knowledgeable of and adhere to all applicable Board policies. The policy manual is available on the school system web site at: [www.fpcsk12.com](http://www.fpcsk12.com)

## **EMPLOYMENT**

### **EMPLOYEE CLASSIFICATIONS**

#### **Support Employee:**

Alabama Code of Law, Section 36-26-100 refers to support personnel as those persons employed as bus drivers, lunchroom workers, janitors, custodians, mechanics, maintenance personnel, secretaries, aides, and all other persons not otherwise deemed certified.

#### **Certified Employees:**

Alabama Code of Law, Section 16-24-1 refers to certified personnel as those persons employed as instructors/teachers, principals, or supervisors.

### **EMPLOYEE BENEFITS:**

Contact Finance/Payroll Department for any information regarding retirement, health care plan, COBRA, sick bank, cafeteria plan, and optional plans.

## **DRESS AND APPEARANCE**

Fort Payne City Schools believes that our professional commitment to excellence should be reflected in our appearance. Our appearance sets the tone for teaching and learning. At all times, employees should be distinguishable from students by their attire. General guidelines have been developed to uplift, enhance, and promote a positive professional image of our school system. Employee supervisors are responsible for managing and determining the appropriateness of these guidelines.

*FPCS Policy 5.01*

### **EMPLOYEE APPAREL GUIDELINES**

The expectation of all Fort Payne City School employees requires good grooming and personal appearance. Employees are expected to dress in such a manner to ensure their health and safety. Grooming and dress must not constitute a distraction or interfere with the educational opportunity of students. Unless otherwise specifically stated or addressed, rules and regulations contained in the Employee Apparel Guidelines apply to normal school hours; however, such guidelines may be enforced at any school function or activity where the wearing of such dress is not appropriate for the type activity or is determined to be potentially disruptive or dangerous.

Employees are expected to comply with the following guidelines:

1. Employees must be neatly dressed, clean, and well groomed.
2. Foot apparel must be worn.
3. Hair must be worn in such a way that it does not impair vision and is not considered unsafe or hazardous. Hair coloring should not be distracting to the educational environment.
4. Clothing must not include pictures, writings, symbols, etc. promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered dangerous, disruptive, or hazardous to others, or to the school environment.
5. Athletic shorts may be worn that are consistent with the intent of these guidelines by physical education teachers in physical education classes, but are not to be worn to other academic classes. If shorts are worn as professional attire, they should meet the knee length requirement that is placed on student attire.
6. Mini-skirts, short shorts, athletic shorts, and sweatpants are not acceptable as regular classroom attire.
7. Appropriate dress for employees must be worn that does not reveal the body in an inappropriate manner, e.g., clothing must not be too tight, too short, too low cut, bare at the midriff or sides. Sundresses, off-the-shoulder tops, spaghetti strap tops, halter tops, sheer or see through clothing, and clothing with holes may not be worn.
8. Hats, caps, bandannas, and other head coverings are not to be worn in

school. Sunglasses are not to be worn in school. Physical Education Teachers, Coaches, Maintenance Department Personnel, and Bus Drivers are excluded.

9. With the approval of the Principal, employees in school-sponsored activities may dress in a manner that does not conform to the dress guidelines only for the purpose of the activity.
10. As employees of the Fort Payne City School System, we are all publicly funded support and certified employees and we should dress accordingly, which means appropriate for our profession.

This apparel guideline applies to all employees, unless exceptions are granted due to an employee's disability, medical condition, or other exceptions approved by the Principal or immediate supervisor. The Principal or immediate supervisor or his/her designee has the authority to determine inappropriate dress and violations of the guidelines. Any employee violating the apparel guideline may be asked to return home for appropriate dress. If the problem persists, the Building Principal will notify the Superintendent.

## **EMPLOYEE IDENTIFICATION CARDS AND BADGES**

In order to ensure the safety and security of both staff and students, District ID Badges should be clearly visible at all times. Additionally, employees will be issued a key access card to their location. Please contact your supervisor as soon you discover your access card is missing. The access card must be deactivated and new card will be issued. Employees are also required to wear their Centegix cards at all times during the school day and during school activities while on duty.

*FPCS Policy 4.01*

## **SCHOOL BOARD EQUIPMENT**

Board equipment is defined as anything that is not personally owned by the employee. Abuse or misuse of this equipment is not acceptable. No employee shall operate any equipment without appropriate training and authorization. The use of school-owned equipment at home must be approved by the appropriate supervisor, administrator, or Superintendent.

*FPCS Policy 4.04*

## **USE OF BOARD FACILITIES:**

Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are

satisfied and a rental contract that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Superintendent. The Superintendent is authorized to waive any applicable fee or rental charges or other applicable terms and conditions if he determines at his discretion that the use of Board facilities by a non-school organization serves a public purpose. Forms must be requested at the Superintendent's office and must be made at least 15 days prior to rental date requested.

*FPCS Policy 4.04*

### **Visitation During Work Hours**

Employees may not permit their family or friends by their presence to interfere with performance of their duties during work hours as determined by the employee's supervisor.

### **LOCAL SCHOOL FUNDRAISING**

Any property, money, or other resources that are obtained by a Board employee through grants, fundraising, online giving, or like means in the name of or for the benefit of the school system or its students become the property of the school system and are subject to Board policies and procedures governing Board property and resources. The Superintendent's approval is required for ANY crowdfunding activities and the Superintendent is authorized to develop procedures governing the approval and administration of any outside fundraising or crowdfunding activities.

- All fundraising activities sponsored by the school must be approved by the principal and the CSFO in advance.
- A Fundraiser Request Form must be properly completed and submitted for approval.
- It is recommended that all items be paid for when orders are placed.
- All monies collected shall be turned into the Local Bookkeeper EACH day.
- Monies shall not be left overnight in classrooms.

Items sold should never be turned over to a purchaser prior to the item being paid for in full.

*FPCS Policy 3.17*

### **CASH IN THE BUILDING**

In the interest of building security, no cash or other valuable articles should be left in classrooms or other locations in the school. School funds should be received and in the office before school is dismissed for the day. Personal articles of value should be secured in a locked cabinet or removed from the building by the owner.

### **LESSON PLANS**

The Board requires a general plan of work, including daily schedules and brief lesson plans to be prepared by each teacher and submitted to the principal. Specific (detailed)

lesson plans shall be prepared by the teacher in his/her absence for use by the substitute teacher. Such plans shall be in sufficient detail to permit the substitute teacher to conduct instructional activities that will benefit students educationally.

## **STAFF MEETINGS**

An administrator, supervisor, and/or principal may call staff meetings when he/ she feels such meetings are warranted. Mandatory attendance by employees may be required.

However, such compulsory attendance should be stated within the notice announcing the meeting. Staff meetings should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

## **CONFIDENTIALITY ISSUES IN SPECIAL EDUCATION**

Since the very beginning of federally mandated special education, one of the major provisions has included safeguards that protect the confidentiality of individual students with special needs and their families. All staff members having access to records or knowledge of students with disabilities have an occupational, legal, and ethical responsibility to protect this right. Personally identifiable data, information, and records collected or maintained must be stored, retrieved, and utilized for the benefit of children with disabilities in a manner that will ensure confidentiality and privacy rights.

Please strive to ensure the following safeguards:

- 1) Discuss individual students only with those who have a need to know.
- 2) Protect written information and records of students from the intentional and incidental view or possession by unauthorized students, staff members, and others. Only those who have a need to know or see such records shall have access to the records.
- 3) Protect pictorial and recorded records of students, including photographs, yearbooks, audio recordings, and videotapes which identify them as having disabilities.
- 4) Protect students from verbal identification and discussion of personal information, including:
  - mentioning names of students protected by confidentiality provisions;
  - discussing protected students in the presence or hearing proximity of others;
  - giving information to others having no need to know; and
  - discussing student information with, in front of, or in the hearing proximity of other students, except where the educational program/services for the student with a disability require such disclosure.

## **USE OF PHYSICAL FORCE**

See information related to student corporal punishment and physical restraint in Board Policy

*FPCS Policy Reference – 6.16 & 6.17*



## THE FAMILY AND EDUCATIONAL RIGHTS PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - o School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

## **SUPERVISORY RELATIONSHIPS**

Employment decisions and relationships that violate any provision of Alabama law, including state ethics and nepotism laws, are prohibited. The Superintendent is authorized to take action to identify and correct violations of the policy in a manner consistent with applicable law.

*FPCS Policy 5.02.6*

## **EMPLOYMENT OF FAMILY MEMBERS**

Board members, administrators, or supervisors may not use their positions to directly or indirectly seek or secure the employment of any family member as defined in the Alabama Ethics Law.

*FPCS Policy 5.02.6*

## **NON -TEACHING SUPPLEMENTAL DUTIES**

Compensation in the form of supplements may be paid for non-instructional supplemental duties in accordance with rates specified or established for such duties in the Board's official salary schedule. Such duties include coaching and sponsorship of athletic support organizations (e.g., cheerleaders, drill teams, dance line) as well as scholastic support activities (e.g., yearbook, service clubs, and academic clubs). Such supplemental duties are considered additional nonteaching assignments to be made and approved on an annual basis or otherwise, as the needs of the school require. Such supplemental duties are not considered a part of a teaching contract or appointment, and no tenure, continuing service status, non-probationary status, or contractual right to continued employment or compensation for such supplemental assignment will be recognized or implied in the absence of a separate written contract of employment providing for such rights.

*FPCS Policy 5.04*

## **DUAL EMPLOYMENT**

When an employee is hired to perform the functions of two or more distinct positions within the school's daily operations (e.g., teacher and athletic coach), and when maintenance of that dual employment is deemed essential by school authorities to meeting the budgetary and staffing needs of the school, the employee's unwillingness, inability, or failure to faithfully discharge the duties of one of the positions may constitute grounds or cause for removing the employee from both positions in accordance with provisions of applicable law.

*FPCS Policy 5.01.2*

## **OVERTIME:**

Only employees who are "non-exempt" from the provisions of the Fair Labor Standards Act (FLSA) are eligible for overtime. Generally, classified employees are "non-exempt." Professional employees, management officials, and most supervisors are exempt from the FLSA. Other employees may be exempt if they meet certain criteria of the FLSA. These employees are not entitled to overtime.

## **PERSONNEL FILES**

An official personnel file is created for each employee. This file contains confidential information that is available only to authorized administrative personnel, representatives of governmental agencies whose access is granted, and the employee.

An employee has the right to review his/her personnel file in the presence of a designated staff member. Derogatory information shall not be entered in employee's files until he/she is given notice and an opportunity to review the information.

*Alabama Code 16-8-7; FPCS Policy 5.09*

## **EMPLOYEE ABSENCES – FRONTLINE PROCEDURES**

Regular attendance by the faculty and staff is important to the instructional progress of the school. When an employee needs to be absent from work, you are required to enter absences in FRONTLINE and all employees must notify their immediate supervisor and building administrator. It is the employee's responsibility to register an absence when he/she will not be reporting to work and notify the building administrator/supervisor of the absence. Additional questions can be addressed by calling the Personnel Office at the Fort Payne City Schools Board of Education at 256-845-0915. In the event an employee must leave work in the middle of the day, he or she must notify an administrator who will arrange coverage.

*FPCS Policy 5.10*

### **Excessive Absences:**

Employees are expected to inquire and understand the attendance procedures at their school. Excessive absences create severe problems for the system and could result in disciplinary actions.

## **STUDENT FIRST ACT OF 2011**

### **TENURE/ PERMANENT STATUS AND CONTRACT TERMINATION**

All eligible employees of Fort Payne City Schools are considered probationary upon hire and are eligible to obtain tenure or non-probationary status according to the **Students First Act of 2011**. According to the **Students First Act**, a teacher shall attain tenure upon the completion of three complete, consecutive school years of full-time employment as a teacher with FPCS. Likewise, a probationary classified employee shall attain non-probationary status upon the completion of three complete, consecutive schools years of full-time employment with FPCS.

A probationary teacher will not receive tenure when the Board approves and issues written notice to the teacher on or before the last day of the probationary teacher's third consecutive complete school year of employment. Likewise, a probationary classified employee will not receive non-probationary status when the Board approves and issues a written notice of termination to the probationary employee on or before June 15 immediately following the employee's third, consecutive complete school year of employment.

If an employee is terminated after being employed for a complete year, but then rehired prior to October 1 in the school year immediately following the school year of separation and then completes the current school year, the employee will receive tenure credit for the year. If an employee is terminated and then re-hired after October 1 of the school

year immediately following the school year of separation, the employee will not receive tenure credit for the current school year.

*Students First Act 2011, Section 16-24C-4*

## **TRANSFER/ REASSIGNMENT PROCEDURES**

**Voluntary** - The Principal/Supervisor may consider granting a voluntary transfer/reassignment if the employee so requesting possesses the required qualifications for the desired position and if a vacancy in such position exists. All requests for voluntary transfers/reassignments should be in writing to the immediate supervisor in which the position is available and to the employee's current building supervisor. All requests for voluntary transfers shall be carefully considered and reviewed in accordance with Board policies concerning prohibited discrimination practices. Hiring recommendations will be submitted from the building administrators or central office supervisors to the Superintendent for consideration.

**Involuntary** - The Board may transfer/reassign any teacher or classified employee, including personnel employed as principals and supervisors, upon the recommendation of the Superintendent, for any succeeding year, from one position, school or grade to another by giving written notice to the employee of such intention to transfer/reassign. Such transfer/reassignment shall be without loss of status or violation of contract and shall not be for political or personal reasons.

In accordance with **The Students First Act of 2011**, tenured or non-tenured teachers can be reassigned one time per year to any position for which they are qualified on their school campus within the first 20 days of school. This reassignment is not subject to review and Board approval is not required.

Tenured or non-tenured teachers can be transferred to another school to a position for which they are certified within the first 20 days of school. Written notice must be given to the teacher and the teacher is afforded the opportunity for a conference with the Board. Once the Board votes, this transfer/reassignment is not subject for review.

In accordance with **The Students First Act of 2011**, probationary and non-probationary classified employees may be reassigned to a new position for which they are qualified without loss in pay. This reassignment is not subject for review and Board approval is not required.

Probationary and non-probationary classified employees may be transferred to a different location for which they are qualified. For probationary classified employees, this transfer is not subject to review. For non-probationary classified employees, a

written notice is provided to the employee, but this transfer is not subject for review and the employee has no rights before the board. The transfer is effective 15 days after the vote. If there is a transfer to another position and the teacher or classified employee would receive reduced pay, the employee must receive advance notice and has rights before the Board, according to **The Students First Act of 2011**.

## **SUSPENSION/TERMINATION**

The Board may suspend or dismiss any person's employment as outlined in **The Students First Act of 2011** in the Code of Alabama for the following reasons: (1) incompetency, (2) insubordination, (3) neglect of duty, (4) immorality, (5) justifiable decrease in the number of positions, (6) failure to perform duties in a satisfactory manner, or (7) any other good and just cause. An employee who contests the suspension or termination must follow the procedures outlined in **The Students First Act of 2011**.

## **RETIREMENT**

If considering retirement at the end of the current school year, an employee must contact the Teacher Retirement System (TRS) to verify eligibility. The employee must contact the Finance/Payroll Department to complete necessary paperwork by the deadlines specified by TRS in order to avoid missing a paycheck. A letter indicating the decision to retire must be submitted to the Superintendent.

## **RESIGNATION**

In the event an employee does not plan to return to Fort Payne City Schools in the following school year, the principal or supervisor must be notified in writing thirty (30) days prior to the first instructional day students are scheduled to report to school without the Board's consent. Thereafter, the teacher may resign with five days' notice. Timely notifications of these intentions are encouraged in order to assist the school district in finding quality replacements. Any teacher violating this provision may be subject to certificate suspension or revocation for unprofessional conduct.

*Alabama Code 16-24C-11*

## **EVALUATIONS**

### **Educator Effectiveness Plan for Teacher Evaluation**

The system's Educator Effectiveness Plan is designed to provide information about an educator's current level of practice, based on the Alabama Quality Teaching Standards (AQTS), *Alabama Administrative Code* §290-3-3-.04. The AQTS constitutes the foundation of the teaching profession, and the Educator Effectiveness Plan is used to guide teacher/educator reflection, self-assessment, and goal setting for professional learning and growth. The focus of the ATOT Observation Tool is to support educators in evaluating and improving their instructional practices. It helps in providing meaningful feedback and identifying areas of strength and growth along with providing them with the structures and supports necessary to increase effectiveness.

The primary purpose of the educator effectiveness system is to support growth in instructional practice that will ultimately lead to continuous improvement and increases in student performances.

Certified teachers will receive EE training and timelines from their building administrator.  
*FPCS Policy 5.08.1*

## **NON-CERTIFIED PERSONNEL EVALUATIONS**

Classified (non-certified) personnel will be evaluated in accordance with procedures as defined by the Superintendent. The Board further delegates to the Superintendent the responsibility for developing an operational plan for the systematic implementation of the evaluation system. The purpose of the classified personnel evaluation system is to assist employees in the growth of their job performance. All evaluations are recorded on forms specified by the Superintendent. Evaluations are filed permanently in the official personnel file. Evaluations must be shown to and discussed with the employee. An employee has the right to make written comments in response to an evaluation or any part of an evaluation. These comments are filed with the evaluation.

*FPCS Policy 5.08.2*

## **DISCRIMINATION AND GRIEVANCE PROCEDURES FOR EMPLOYEES**

To resolve at the lowest possible administrative level, differences and issues related to alleged discrimination against employees within the meaning of the Vocational Rehabilitation Act, the Americans with Disabilities Act, Title IX, or the Federal Education Amendment, and any other applicable state or federal statute or regulation. These proceedings will be kept as informal and confidential as may be appropriate at all levels of procedure. Persons with such complaints, grievances or request should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action.

*FPCS Policy 4.06*

## SEXUAL HARASSMENT

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

Sexual Harassment Prohibited – Sexual harassment in any form that is directed toward employees is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies for further investigation and action.

Definition of Sexual Harassment – Title IX regulations define sexual harassment to include one or more of the following:

An employee conditioning the provision of an aid, benefit, or service of the school/school district on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school/ school district's education program or activity; or Sexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a).

Examples of Prohibited Conduct – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

Repeated unwelcome solicitation of sexual activity or sexual contact;

Unwelcome, inappropriate sexual touching;

Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

Sexual Harassment Complaint Procedures Authorized – The Superintendent is authorized and directed to establish, implement and

revise more detailed sexual harassment complaint procedures in compliance with Title IX that are designed to provide employees who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The process and procedures will be drafted so as to provide supportive measures, facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to comply with federal regulations, and to be understandable and accessible to all employee population groups.

Initial Confrontation of Accused Harasser Not Required – An employee who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint.

Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to applicants for admission and employment, the schools, parents and legal guardians, unions and professional organizations, and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to employees who believe that they have been subjected to sexual harassment.

Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

*FPCS Policy 5.14*



### **Summary of Title IX Grievance Process**

1. Initial report	Notification by student/parent/friend of student, etc. of the alleged conduct, typically in an informal setting like a counselor's office or parent phone call
2. Initial contact with Complainant by Title IX Coordinator	Meeting with the parent/student to gather more information about the incident.
3. Formal complaint submitted to Title IX Coordinator	Written "official" complaint submitted to Title IX Coordinator. The Title IX Coordinator offers supportive measures to both the Respondent and Complainant
4. Initial assessment by Title IX Coordinator	Determines whether the Complaint alleges conduct that violates Title IX; and, if so assigns an investigator
5. Written contact to Parties (Complainant and Respondent) by Title IX Coordinator	Written contact to parties (Complainant and Respondent) by Title IX Coordinator - this could be Respondent's first notice of complaint; within 5 days of receipt, Respondent may submit a written statement; Respondent cannot be presumed responsible for alleged conduct
6. Title IX Investigator conducts investigation	Interview witnesses or the parties, review videos, get student statements, etc.
7. Preliminary investigative report by Title IX Investigator	Within 10 days, parties may review and submit additional evidence or written questions
8. Final investigative report from Title IX Investigator	Sent to Title IX Decisionmaker with copies to the parties
9. Final decision by Title IX Decisionmaker	Must be within 14 days of receipt of final investigative report; Respondent and Complainant get a chance to ask any other clarifying questions prior to Decisionmaker creating a report.
10. Appeal	Allowed within 7 days of final decision; limited to following reasons: <ul style="list-style-type: none"> <li>● Procedural irregularity that affected the outcome of the matter</li> <li>● Conflict of interest or bias</li> <li>● Newly discovered evidence that could affect the outcome</li> <li>● Seeking reconsideration of the severity of discipline recommended/ imposed</li> </ul>

### **Title IX Definitions**

Title IX's broad definition of sexual harassment includes three types of misconduct on the basis of sex:

1. Any instance of quid pro quo harassment by a school employee;
2. Any unwelcome conduct that a reasonable person would find severe and pervasive and objectively offensive such that it effectively denies equal educational access;
3. Any instance of sexual assault, dating violence, domestic violence, or stalking, as these terms are defined under the Violence Against Women Act, 34 U.S.C. § 12291(a), and the Clery Act, 20 U.S.C.A. § 1092(f)(6)(A)(v).

Note that Title IX also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex or harassing conduct based on a student's failure to conform to sex stereotypes.

NOTE: Just because conduct of a sexual or gender-based nature does not fall within the above Title IX definitions does not mean you cannot punish the offending student/employee/adult. For conduct that falls outside of Title IX, use the District's Code of Conduct to determine a student's punishment, or the District's Policy Manual to punish the adult.

**Reminder: ALL school staff are mandatory reporters of suspected child abuse. Staff should report suspected abuse to DHR as soon as possible, regardless of whether or not the Title IX grievance process is initiated.**

### **Important Title VII Note (Employee Complainants Only)**

If during the course of the initial report, formal complaint, or final decision, it is determined that the alleged conduct meets the Title VII definition, then remedial responses and action by the District will be required even if the conduct does not meet the Title IX definition. As a reminder, conduct constitutes sexual harassment under Title VII when:

- The employee has been subject to unwelcome sexual harassment, such as sexual advances, requests for sexual favors, and other conduct of a sexual nature and
- The sex-based harassment was sufficiently **severe or pervasive** to alter the terms and conditions of employment and create a discriminatorily abusive working environment.
- **The key difference from Title IX is the “severe or pervasive” instead of “severe and pervasive.”**

## **SUICIDE REPORTS**

Take every threat of self-harm seriously. All staff members must take suicidal behavior seriously EVERY time. Take immediate action by notifying the appropriate staff members. The appropriate staff are school administration, Mental Health Coordinator, Social Worker, and school counselors. The school counselors have been provided with suicide procedures and will contact school Mental Health Personnel, and Building Principal regarding the situation once it is reported to their office.

*FPCS Policy 6.25*

## **BULLYING REPORTS**

Take bullying complaints from the students/parents seriously. These reports should be shared with school administrators and/or school counselors. The Fort Payne City Schools has a bullying complaint form that should be completed when bullying reports are made regarding bullying at school or cyberbullying. The school administrators have been provided with bullying procedures and will handle the situation once reported to their office.

*FPCS Policy 6.24*

## **DRUG-FREE WORK PLACE**

In accordance with the Drug-Free Workplace Act of 1988 the Board hereby declares that, with respect to all FPCS employees, the manufacture, distribution, dispensing, possession, use or being Under the Influence of a Controlled Substance is strictly prohibited in the workplace, while on FPCS property, while in or operating vehicles, or in private vehicles on FPCS properties or work sites. Moreover, for all FPCS employees, the purchase, possession or ingestion of, or being Under the Influence of Alcohol while in the workplace, while on FPCS property, while in or operating FPCS vehicles or pieces of heavy equipment or in private vehicles on FPCS properties or work sites is also strictly prohibited. Entities contracting with the Board shall ensure a drug-free workplace, as a condition of the contract.

## **DRUG AND ALCOHOL TESTING**

Additionally, It is the policy of the Fort Payne City Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs is prohibited. The Board also requires that all employees report to work without any alcohol or illegal or mind-altering substances in their system.

All transportation personnel under the regulations of the United States Department of Transportation will be randomly drug tested as designated by the Superintendent. If an employee holding a Commercial Driver's License tests positively during a random drug screening, he/she may be subject to immediate termination or enrollment and treatment in an appropriate Substance Abuse Program. All employees of the Fort Payne City

Board of Education are subject to drug and alcohol testing if there is reasonable suspicion to believe an employee has violated the Alcohol and Drug Policy. If an employee tests positive, he/she may be subject to termination, counseling sessions through the Employee Assistance Program, or enrollment and treatment in an appropriate Substance Abuse Program.  
*FPCS Policy 5.17*

### **Data Governance and Use**

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third-party data use).

Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action. *FPCS 4.11*

### **SOCIAL MEDIA**

Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations. The district recognizes the use of online social media networks as a communication tool. But, the Board permits only restricted and conditional access to the usage of its technology resources including but not limited to the “Internet” network, storage areas, and electronic mail. It is inappropriate to post during instructional time or designated work hours to your personal social media page. Posting students photos, names, grades and any other violation of FERPA is prohibited and subject to disciplinary action. Additionally, posting negative information about the school, colleagues, parents, etc., is discouraged. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the public, through designated employees at the direction of the Superintendent or designee.

FPCS encourages district employees with a personal online presence to be mindful of the information they post.

*FPCS Policy 4.10*

### **Unacceptable Email and Internet Use**

Any communication that would be improper or illegal on any other medium in a school environment are equally so on a computer network. Inappropriate behaviors include but not limited to:

- Offensive content of any kind including pornographic material or sites.
- Promoting discrimination.
- Threatening, violent behavior or profane or offensive language.
- Illegal activities.
- Commercial Messages.
- Messages of a political or racial nature.
- Gambling.
- Sports entertainment, gaming (this does not include use for athletic departments).
- Personal financial gain.
- Personal email.
- Forwarding email chains.
- Sending material of information about students (personal identifiable information) or other employees that could compromise the safety or well-being of the student or other employee.
- Spamming email.
- Unnecessary “reply to all” or blast group emails that are unsolicited.
- Material protected under copyright laws.

## **TOBACCO**

The possession, use, sale or distribution of tobacco or nicotine products designed to enhance nicotine (including but not limited to electronic cigarettes or enhancement products paraphernalia) on school property is prohibited.

### **Penalties for Violations**

1. Students - Students who violate the tobacco prohibition will be disciplined accordance with the FPCS Code of Student Conduct.
2. Employees - Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.

3. Other Persons - Other persons who violate the tobacco prohibition may be denied re-entry to school property.

*FPCS Policy 4.02.2*

## **PROHIBITION ON THE POSSESSION OF FIREARMS**

The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

*FPCS Policy 4.02.1*

### **Penalties for Violations**

In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

#### **A) Students**

Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.

#### **B) Employees**

Employees will be subject to adverse personnel action, which may include termination.

#### **C) Other Persons**

Other persons may be denied re-entry to school property.

### **Notification of Law Enforcement**

The appropriate law enforcement authority, which may include; the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

*FPCS Policy 4.02.2*

## **EMPLOYEE GIFTS**

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law or other pertinent state laws.

*FPCS Policy 5.07*

## **SEXUAL OFFENCES BY SCHOOL EMPLOYEES REGARDING A STUDENT (Criminal Act)**

All employees need to be aware of the following Alabama Codes:

Alabama Code § 13A-6-80. *Applicability; definitions*

(a) For purposes of this article, school employees include a teacher, school administrator, student teacher, safety or resource officer, coach, adult volunteer in a position of authority or any other school employee who has contact with a student in his or her official capacity as a school employee.

(b) For purposes of this article, a “student” is defined as any person under the age of 19 years enrolled or attending classes in a licensed or accredited public, private, or church school that offers instruction in grades K-12, regardless of whether school is in session.

Alabama Code § 13A-6-81. *School employee engaging in a sex act with a student under the age of 19 years.*

(a) A person commits the crime of a school employee engaging in a sex act with a student under the age of 19 years if he or she is a school employee and engages in sexual intercourse as defined by Section 13A-6-60(1) or deviant sexual intercourse as defined by 13A-6-60(2) with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section.

(b) The crime of a school employee engaging in a sex act with a student is a Class B felony.

Alabama Code § 13A-6-82. *School employee having sexual contact with a student under the age of 19 years.*

(a) A person commits the crime of a school employee having sexual contact with a student under the age of 19 years if he or she is a school employee and engages in sexual contact, as defined by Section 13A-6-60(3), with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section. The crime of a school employee having sexual contact with a student is a Class C felony.

(b) A person commits the crime of a school employee soliciting a sex act with a student under the age of 19 years if he or she is a school employee and solicits, persuades, encourages, harasses, or entices a student to engage in a sex act including, but not limited to, sexual intercourse, as defined by Section 13A-6-30(1), deviate sexual intercourse, as defined by Section 13A-6-30(2), or sexual contact, as defined by Section 13A-6-30(3). The crime of soliciting a student to perform a sex act is a Class A misdemeanor.

Alabama Code § 13A-6-82.1. *School employee distributing obscene material to a student.*

(a) A person commits the crime of school employee distributing obscene material to a student if he or she is a school employee and distributes or transmits, by any means, obscene matter that depicts sexual intercourse, sexual excitement, masturbation, breast nudity, genital nudity, or other sexual conduct to a student.

(b) A school employee distributing obscene material to a student is a Class A misdemeanor.

## **SCHOOL CLOSING/DELAYS/EARLY DISMISSALS**

In case of inclement weather, recommendations are based on road conditions, weather

forecasts, and/or communication with state/county road department officials.  
Resources for release information on delays, closing and early dismissals:

1. School Messenger System
2. Television Stations
  - a. WAAY31, [www.waay.com](http://www.waay.com)
  - b. WHNT19, [www.whnt.com](http://www.whnt.com)
  - c. WAFF48, [www.waff.com](http://www.waff.com)
4. Fort Payne City Schools Facebook
5. District website, [www.fpcsk12.com](http://www.fpcsk12.com)  
*FPCS Policy 4.09*

### **1. Cancellations:**

In the case of school closure for the full day, all regular classes will be canceled. All after school/extracurricular activities will also be cancelled. No employees should report to work unless approved by the Superintendent. All days missed due to cancellations will be made up at the direction of the Superintendent.

### **2. Abbreviated Days (Delays)**

Decisions will be announced as soon as possible. All bus routes will be run and schools will be delayed based on the delayed information posted. All employees should report to work based on the amount of delay. Arriving late or not coming to work is only acceptable when severe weather conditions prohibit travel. If an employee does not report to work, they will be asked to take a personal day or vacation day (if applicable). Employees who cannot report to work because of travel conditions should communicate with their supervisor.

### **3. Early Dismissals**

Decisions will be posted with a specific time for dismissal based upon weather conditions and be made by the district administration. All after school/extracurricular activities will be canceled.

School-based staffs are expected to remain on campus until the last student is picked up. All district administration/school administration are expected to remain on duty at their work locations until the last bus has arrived back at the transportation center and the school has received such notification.



## **EMPLOYEE LEAVE AND TIME SCHEDULE**

Punctual, regular attendance is an essential job function of every job and position, and employees of Fort Payne City Schools are expected to report when scheduled to work and to remain at work each working day. Teachers are expected to be on duty 15 minutes prior to student arrival and 15 minutes after the departure of students. In addition, additional duties may be assigned prior to the start of the school day or after school.

*FPCS Policy 5.10*

### **HALF-DAY LEAVE**

All full-time employees will be afforded the option of taking half-day leave for all approved leave types, including sick leave, personal leave, and vacation leave where applicable.

Employees will indicate their request for half-day leave to their immediate supervisor, and will record the request with the management system as they call-in to register their absence. There will only be two options, half-day or full-day requests. The half-day option will be for the first half of the workday or the second half of the workday. The time that constitutes the half-day point may vary from one worksite to another because of different work schedules. Except in emergencies, requests for half-day leave should be made at least one day prior to the intended leave to facilitate contingency planning.

### **ABSENCES AND PROCEDURES**

Except as otherwise authorized under Board policy, employees may be absent from work for the following circumstances:

- a. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
- b. Personal leave;
- c. Vacation leave;
- d. Professional leave/ Duty leave;
- e. Military leave;
- f. Court leave;
- g. Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

Except as otherwise provided or permitted an employee who is absent from work without approved leave will be considered absent without leave (AWOL) in violation of board policy and subject to appropriate disciplinary measures.

*FPCS Policy 5.10.2*

## **PROFESSIONAL LEAVE**

### **ALABAMA STANDARDS FOR EFFECTIVE PROFESSIONAL DEVELOPMENT**

The following list of Standards for Effective Professional Development were adopted by the Alabama State Board of Education on June 13, 2002. These state standards are embedded in the NCLB definition of professional development in Title IX, Section 9101 (34). **They should be used as a guide in developing your LEA Professional Development Plan and implementing activities under that plan.**

**Standard 1:** Effective professional development organizes adults into learning communities whose goals are aligned with those of the school, the district, and the state.

**Standard 2:** Effective professional development requires knowledgeable and skillful school and district leaders who actively participate in and guide continuous instructional improvement.

**Standard 3:** Effective professional development requires resources to support adult learning and collaboration.

**Standard 4:** Effective professional development uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.

**Standard 5:** Effective professional development uses multiple sources of information to guide improvement and demonstrate its impact.

**Standard 6:** Effective professional development prepares educators to apply research to decision making.

**Standard 7:** Effective professional development uses learning strategies appropriate to the intended goal.

**Standard 8:** Effective professional development applies knowledge about human learning and change.

**Standard 9:** Effective professional development provides educators with the knowledge and skills to collaborate.

**Standard 10:** Effective professional development prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement.

**Standard 11:** Effective professional development deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.

**Standard 12:** Effective professional development provides educators with knowledge and skills to involve families and other stakeholders appropriately.

### **Fort Payne City Professional Leave Board Policy:**

**Professional Duty Leave-** The Superintendent is authorized to grant professional/duty leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, serve the needs and interest of the school system

(e.g., professional meeting/conference; chaperoning or supervising extracurricular activities or events). The number of days approved for such leave will be at the discretion of the Superintendent. State, system or local school funds may be used to pay the substitute employees who are on approved professional, or duty leave. However, the Superintendent may require the organization, club, or athletic team the employee is supervising to reimburse the school system for the cost of the substitute.

An employee who fails to have professional leave approved in advance may be charged a personal leave day or, if not personal leave day is available, may be deducted a day's pay.

*\*Chaperoning or supervising extracurricular activities or events will be considered Duty Leave.*

### **Educator Professional Development Files**

Educators in Alabama are required to maintain a file of the professional development credit hours earned, and the easily accessible PowerSchool PD at [alsde.truenorthlogic.com](http://alsde.truenorthlogic.com) will be used to record and update professional development history. Employees should print a copy of their PD training records periodically but always at the end of each school year. Teachers should keep a paper copy for their professional records.

After participating in training, teachers enter the information into the "my history" section of PowerSchool PD. It is important to offer as many specific details about the professional development event as possible. In the "notes" section, an educator should write a short paragraph explaining the "who, what, when, where, and why" of the professional development training. Those notes inform the Alabama State Department of Education about the value of your PD activities when a teaching certificate comes up for renewal.

Next, teachers should photocopy the participation certificate for the event (if available) and give the photocopy to the school's principal. Personnel assigned by the District will then go online to PowerSchool PD and click the approval buttons for the training.

**The district is essentially assuring the ALSDE that the person actually attended the event. The district cannot guarantee professional development activities will be accepted for certificate renewal by the ALSDE.**

- *ALSDE teaching certificate renewal requires 50 hours of professional development in a five-year period.*
- *One semester hour of college credit is equivalent to 20 clock hours of professional development.*
- *One CEU is equivalent to 10 clock hours of professional development.*

### **State credit will only be awarded for activities that meet the following criteria:**

- *Activities should relate to the certificated areas and areas of instructional responsibilities of the teacher.*
- *The educator should show how the workshop will improve student learning. Please*

*carefully complete the “notes” section of the PD event.*

- *Professional Learning Community meetings that focus on improving student learning should have an agenda and measurable outcomes.*
- *Ask the question: Did the teacher participate in the activity expressly for improving student learning?*

College courses/Internet courses - Each semester hour is awarded 20 clock hours of PD credit.

Extended overnight workshops- Actual clock hours teacher participates in sessions.

Presenter credit - (state may or may not award credit)

Educational publication credit - 20 clock hours.

Professional book study - Maximum 6 clock hours

Professional conferences- Actual hours teacher participates in workshop sessions.

Accreditation Steering Committee facilitator - 40 clock hours.

National Board Certification process - 45 clock hours per year.

Instructional Coaching and Training - ALSDE approved for PD (45-hour est. of allowable credit)

School improvement projects: Maximum: 20 clock hours per year

**Examples:** *Accreditation Committee Member, District Strategic Plan Committee, Curriculum Writing Projects, School Leadership Team, Textbook Selection Committee*

**Credit is not awarded for the following activities:**

Activities or camps, which are conducted for students.

Meetings that are **informational or procedural** in nature (Ex: Faculty Meetings & Data Meetings)

Coaching workshops not related to the employee's certificated area/teaching assignment

Teacher workdays or teacher travel Workshop set-up or tear-down time

Vendor exhibitions/Vendor presentations, unless the product has already been purchased for use

PTA/PTO Meetings or civic/community group presentations or attendance

Membership in or on boards of organizations

Workshops that are of personal nature (Ex: retirement information, hobbies)

Personal interest classes that do not directly relate to the instructional assignment

## **PROFESSIONAL DEVELOPMENT REQUEST:**

Teachers with instructional duties to include student supervision assigned to them as part of their daily responsibilities may request up to **7 additional Professional Development days during the school year** in addition to the state required PD days. These teachers must coordinate with their building principal to ensure that their class is adequately covered with a substitute and lesson plans prior to the grant of these additional days.

Any request **above 7 additional Professional Development days** will require a meeting with the Superintendent to discuss the importance of the requested leave and how it relates to the teacher's assigned instructional area; and how it will directly improve student learning. The Superintendent will either grant or deny the teacher's request based on the information received during the meeting.

Certain positions, as determined by the Superintendent or his designee, such as Instructional or Technology Coaches, may require additional days due to Professional Development activities assigned from the ALSDE or District. The Superintendent, or his designee, will notify these employees that their jobs require additional days of Professional Development.

Anyone failing to have this leave approved beforehand by the principal, supervisor and then the Superintendent, will have to take care of said leave with personal leave, or the day(s) missed will be deducted from the check.

*FPCS Policy 5.10.7*

## **Fort Payne City Schools Explanation of Travel Procedures:**

**FPCS Travel Policy** – *Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by Board employees who are in travel status on official business of the Board. The Board's travel reimbursement procedure provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for Board employees paid from state or local funds.*

**Approvals** - All persons eligible for travel and/or expense reimbursement must have the prior approval of their immediate supervisor and the administrative head of the budget from which funds will be paid. This requires the approval of the immediate supervisor via Leave Request and the Superintendent or designee via Purchase Order.

**Reimbursements** - Employees may be reimbursed for meals up to a daily maximum, which is currently

\$40, based on the hours required for travel, and by providing itemized receipts.

Reimbursement will not be made for meals provided by the conference. Credit card receipts will not be accepted for any expenses. Itemized receipts are required.

Here are the current daily reimbursement rates for meals:

Breakfast: \$10 / Employees may receive breakfast per diem if required to leave their home prior to 7:00 a.m. Lunch: \$15 / Employees may receive lunch per diem if the trip includes lunch hours. Dinner: \$15 / Employees may receive dinner per diem if they are traveling after 6:00 p.m.

**Personal Vehicle Use:** Employees may use their personal vehicle for travel (if pre-approved by their supervisor) and will be reimbursed for mileage according to the State of Alabama travel rate. Mileage will be reimbursed from work location to event. If any damage occurs to an employee's personal vehicle while on district travel they will not be reimbursed by The Fort Payne City Board of Education. Trips taken to restaurants or activities outside of what is required by the event will not be reimbursed.

**Lodging:** Employees will be reimbursed at the single standard room rate or the conference discount rate (plus taxes). If all the discounted hotel rooms reserved by the event are sold out/unavailable, employees may be reimbursed for rates other than the conference discount rate. Provided that a person not employed by our school system shares a room with our employee, the employee will not be reimbursed for any additional occupant fee. Employees that need to stay additional nights outside of event dates may only be reimbursed with prior approval. All approval must be obtained via the professional leave request form and/or purchase order.

The following lodging expenses will not be reimbursed:

- Valet services unless required by the hotel
- Additional hotel nights before or after the required travel for personal reasons
- Room service, movies, entertainment, upgraded internet speeds
- Alcoholic beverages
- Damages incurred to the hotel room
- Other items/services not required for school business

Documentation required for reimbursement: Detailed hotel receipt showing a breakdown of each nightly fee including a total for the entire stay.

**Vacation Rentals:** In lieu of a hotel stay, employees may be reimbursed for a vacation rental if the cost is the same or cheaper than the conference discount rate, however, prior approval must be obtained. The system will not pay for vacation rentals at a higher rate than the conference rate. Employees will not be reimbursed for multiple room vacation rentals unless multiple people from the system will be in attendance with them at the conference. Provided that a person not employed by our school system shares a room with an employee, the employee is only eligible for the reimbursement of the conference discount rate. Vacation rentals are the sole responsibility of the employee. If damages are incurred to the rental employees will be responsible for the cost. **Flight Expenses:** Employees may be reimbursed for travel based on the least expensive rate of driving versus flying. Employees should book air transportation as early and as cost effectively as possible. Any discounts allowed for the tickets will be applied to the employee's ticket and reimbursement.

Employees may be reimbursed for the following costs relating to flight expenses:

General long-term parking

One carry-on and one checked luggage

Employees will not be reimbursed for the following costs relating to flight/travel expenses: Travel Insurance

Upgraded tickets for more leg room or choosing a

seat Paying for a service to register and check

bags Additional fees for overweight/oversized bags

Flight cancellation due to personal reasons

REQUIRED documentation for reimbursement:

1. Exact location to determine mileage.

2. Documentation of attendance (e.g., agenda or certificate).

3. Attach Itemized Meal receipts.

4. Original, itemized receipts for hotel, registration, parking, etc.

## **DUTY LEAVE**

Realizing the importance of extracurricular activities and athletics and the necessity of sponsors, coaches and other employees to be away from their jobs occasionally to supervise these activities and events, the Fort Payne City Board of Education has adopted this procedure. State funds, system-wide local funds and/or local school funds may be used to pay the substitute for employees who are on approved duty leave.

The extracurricular organizations, clubs and/or athletic teams may be assessed for the cost of any substitute employed. An employee may be granted duty leave for chaperoning students on an approved trip. Excessive absences by any one employee would of necessity, have to be curtailed. No more than five days of duty leave shall be granted for any one employee per school year unless approved prior by the Superintendent.

Anyone failing to have this leave approved beforehand by the principal, supervisor and then the Superintendent, will have to take care of said leave with personal leave, or the days missed will be deducted from the employee's check.

*FPCS Policy 5.10.7*

## **SICK LEAVE**

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

Personal illness;

Bodily injury which incapacitates the employee;

Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt);

Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases, the teacher concerned shall file with the Board a written statement of the circumstances, which justify an exception to the general rule:

Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or a person standing in loco parentis;

Employees may accumulate an unlimited number of sick leave days at the rate of one (1) day per contract month. In no cases shall sick leave be used until it has been earned, except as may otherwise be provided by policies governing sick leave banks. Sick leave can only be used for reasons provided in state law. When an employee has been absent due to personal illness for three or more consecutive workdays the employee may be asked to provide a written medical excuse. An employee may be



asked to provide a written medical excuse for an absence when there is a question concerning possible abuse of sick leave regardless of the number of days absent. Employees cannot be paid for unused sick leave days.  
*FPCS Policy 5.10.3*

## **PERSONAL LEAVE**

State laws for personal leave for employees of local boards of education are contained in Title 18, Chapter 8, Section [16-8-26](#) of the Code of Alabama (last amended by Act No. 97-444). This law also covers two-year postsecondary institutions and certain other agencies. A summary of the provisions of this law follows:

1. This law covers any certificated employee and those support employees who work an average of at least 20 hours a week.
2. A board of education may grant up to 5 days, but no less than 2 days, of personal leave each year.
3. An employee is entitled to full pay for at least two of the personal leave days used during the scholastic year.
4. A board of education may decide to grant additional personal leave days (not to exceed 5 days total) and may decide whether additional personal leave days are at full pay, partial pay, or without pay.
5. Personal leave is noncumulative (unused days do not carry-forward to the next school year).
6. A teacher or support employee may convert unused personal leave to sick leave at the end of the school year if the unused personal leave days are funded (full pay or partial pay) by state or local funding.
7. A teacher may choose to be paid at the end of the school year for unused personal leave days at the same daily rate paid to substitute teachers if the unused personal leave days are funded (full pay or partial pay) by state or local funding.
8. A teacher or support employee cannot be required to disclose their reasons for requesting personal leave.

Each employee in the Fort Payne City School System will be allowed five (5) days of personal leave per full year of employment. The State of Alabama provides the first two (2) days and the Fort Payne City Board provides the remaining three (3) days.

Employees hired after September 30<sup>th</sup> will receive three (3) days. Employees hired after December 31<sup>st</sup> will receive two (2) days.

Part-time employees will earn personal leave based on their full time equivalency.

Personal Leave is non-cumulative. Unused personal leave is automatically converted into sick leave at the end of a scholastic year.

Employees will be charged an amount equal to the daily rate of pay for a substitute whether or not a substitute is required as follows:

Years of service	Days charged sub daily rate
0-14	3
15-19	2
20 or more	1

All unused personal leave days will be converted to sick leave at the end of the scholastic year with the exception of teachers who submit in writing a request to be paid for their unused personal leave days. The request must be submitted to the board of education no later than June 15 of the scholastic year. All personal days must be approved prior to usage.

*FPCS Policy 5.10.5*

## **VACATION/ANNUAL LEAVE**

The policy of the Fort Payne City Board of Education concerning annual leave and holidays is as follows:

1. All personnel employed on twelve-month contracts earn a maximum of twelve annual paid vacation days.
2. If an employee has been employed for less than twelve months, accrued vacation time must be apportioned accordingly.
3. Forms should be filled out in advance requesting the days the employee would like to take for vacation. This must be approved first by the principal or supervisor and then by the Superintendent.
4. In the case of central office personnel and principals, only the approval of the Superintendent is necessary.
5. Vacation days can be used at any time throughout the year except when it creates a hardship for the school system.
6. Vacation days cannot be carried over from one year to the next.
7. In addition to 12 annual leave days, employees on 12 month contracts shall have the following days as paid holidays:
  - a. Fourth of July
  - b. Labor Day
  - c. Veteran's Day
  - d. Thanksgiving Thursday and Friday
  - e. Christmas Eve and Day
  - f. New Year's Eve and Day
  - g. Martin Luther King Day
  - h. Memorial Day
  - i. Juneteenth

If the holiday falls on Saturday, the employee shall be given the preceding Friday. If the holiday falls on Sunday, the employee shall be given the following Monday.

*FPCS Policy 5.10.6*

## **COURT LEAVE**

Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned for school-related purposes 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.

*FPCS Policy 5.10.9*

## **SICK LEAVE BANK**

The School System Sick Leave Banks (hereinafter referred to as SLBs) are established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted and to provide catastrophic sick leave. This action is authorized by The Code of Alabama and the Board of Education. In accordance with The Code of Alabama, the decision to have a joint or separate SLB(s) for certified and support staff is to be made by each group, utilizing a secret balloting process. The accounting of the SLB(s) shall be the responsibility of the Board.

*FPCS Policy 5.12*

## **UNPAID LEAVE OF ABSENCE**

Unpaid Study Leave – Upon written application by the employee, the Board may provide an unpaid leave of absence for up to one year to pursue study or professional growth opportunities. Such leave is available to nonprobationary certified personnel only. Except as provided to the contrary by applicable law, the employee shall not be entitled to return to the same position held before the commencement of leave, and may be assigned to a different work location or position upon return from leave at the discretion of the Board.

*FPCS Policy 5.10.10*

## **MILITARY LEAVE**

Military leave is available to all eligible employees in accordance with state and federal law. Military paid leave will be utilized for the specific number of days, according to the specific type of military leave, after verification has been provided to the Payroll/Benefits Department.

*FPCS Policy 5.10.8*

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Eligible Employees – The 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.

Medical Leave Provided by the Act – 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:

- a. The birth and first year care of a newborn child;
- b. The placement of a foster child or adoption;
- c. The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- d. The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self-care due to physical or mental disability.

5.11.3 Serious Health Conditions – The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves the following:

- a. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- b. Continuing treatment by a health-care provider, to include any period of incapacity due to:
  1. A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
  2. Pregnancy or prenatal care;
  3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health

care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);

4. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;
5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

Employees are required to use all accumulated leave prior to taking unpaid leave. The paid leave and FMLA leave will run concurrently from the first absence if the leave qualifies for one or more FMLA reasons.

*FPCS Policy 5.11*

## UNPAID LEAVE OF ABSENCES

The local board of education may grant an unpaid leave of absence for good cause to a teacher for one year.

The local board of education may extend the unpaid leave of absence for a valid reason to the teacher for one additional year.

**Ala.Code 1975 § 16-24C-13 § 16-24C-13.**

### Procedures-

- a. **Tenured certificated personnel** may be granted an unpaid leave of absence upon and subject to the following terms, conditions, and limitations:
  - (i) Leave shall be without pay or benefits except as may be required by law;
  - (ii) Leave may be sought for health reasons or any other lawful reason, but the decision to grant leave shall be at the Board's sole discretion upon due consideration of the Superintendent's recommendation;
  - (iii) Application for leave shall be made in writing to the Superintendent with an explanation of the reason(s), the request, and the requested duration thereof, and such other information as may reasonably be required by the Superintendent or the Board in connection there with;
  - (iv) Requests for extension of leave shall be considered only under extenuating circumstances;
  - (v) A teacher wishing to return to active status prior to the expiration of approved leave must notify the Superintendent in writing not less than one hundred eighty (180) days prior to the requested return date;

- (vi) Return from leave of absence will coincide with the commencement of the school year unless a different return date was sought and approved by the Board or is otherwise authorized by the Superintendent;
- (vii) Unpaid leave is not granted for the purpose of permitting the employee to secure other regular or full-time employment during the leave term, and using leave for such purpose without advance approval of the Board constitutes grounds for rescinding the leave.
- (viii) Teachers returning to active status following leave will be assigned to a position that is comparable but not necessarily identical to the position previously held, and only for which they are properly certified.

The extent of unpaid leave on tenure, accrued sick leave, or retirement benefits is governed by law.

***Leaves Extending Beyond One Year*** - For valid extenuating circumstances, the Board may extend the leave of absence for up to one additional year. If a medical condition continues to exist after extenuation of medical leaves, the employee is unable to perform the job duties and responsibilities designated on the job description, and all paid leave has been exhausted, the employee must consider separation of employment.

Questions regarding how to apply for disability should be directed to the payroll department.

Those employees who are not tenured or are probationary may take a limited maternity leave of twelve weeks if they are eligible under the Family Medical Leave Act. If an employee has available sick leave, vacation time or other applicable leave, the employee must utilize those forms of leave before taking unpaid leave under FMLA.

## PAID PARENTAL LEAVE ACT

Key steps and requirements for Alabama public school employees to take paid parental leave starting **July 1, 2025**:

### 1. Ensure eligibility

- You must be a **full-time certified or non-certified employee** at a local education agency.
- You must have worked **12 consecutive months** immediately before the qualifying event at a local education agency

### 2. Qualifying events & duration

- **Birth/stillbirth/miscarriage:**
  - **Mothers:** up to **8 weeks** of paid leave.
  - **Fathers:** up to **2 weeks**.
- **Adoption** (child 3 years of age or younger): one parent = 8 weeks; the other = 2 weeks
- Leave can be used continuously, intermittently, or on a reduced schedule, as approved by your district . FMLA Leave will occur concurrently during this time.

### 3. Submit documentation & plan

At least **30 days before** your leave (unless it's an emergency), you must:

1. **Contact your immediate supervisor and the FPCS finance department. Complete the certification form** provided by FPCS Finance Department- Payroll clerk.
2. **Submit proof** (e.g., birth or adoption documents, healthcare provider statement).
3. **Provide a written plan** detailing:
  - When you will take parental leave.
  - Any additional leave (like FMLA or sick/vacation) you plan to use. This plan must be approved by FPCS.
4. **Sign a return-to-work agreement**, committing to work at least 8 weeks after your leave ends—or risk repayment if you leave early. Districts may waive this in cases of serious health needs

### 4. Apply for leave

- Submit all required documentation and plan to the Finance department at FPCS- Payroll clerk office by the timeline noted.
- In emergencies (e.g., unexpected early labor), submit required documents **as soon as practicable after** the event

### 5. During leave

- You'll be paid at **100% of your base salary** for the entire duration—no need to draw from sick/vacation leave .



## **TEACHERS' BILL OF RIGHTS POLICY**

The Teachers' Bill of Rights requires every teacher to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in certain circumstances. The purpose of this policy is to outline the standards applicable to the development and approval of required classroom management plans; the standards applicable to the exclusion of a student from the classroom by a teacher; and the appeal process available to a teacher if a student is returned to the classroom by the principal. For purposes of this policy, the term principal also includes assistant principal, vice principal, or his or her designee.

**A. Classroom Management Plans:** Each classroom plan must be approved by the principal before the tenth day of instruction for students during each academic year. Principals are authorized to set a deadline for submission of classroom management plans by teachers that provides them with ample time to review and approve plans and seek revisions.

**B. Exclusion of Student from Classroom by Teacher:** A teacher may exclude a student from his or her classroom due to their behavior only if:

- The student has:
  - Engaged in disorderly conduct, which is defined by the Act as any conduct that intentionally disrupts, disturbs, or interferes with the teaching of students or disturbs the peace, order, or discipline at any school;
  - Behaved in a manner that obstructs the teaching or learning process of others in the classroom;
  - Threatened, abused, intimidated, or attempted to intimidate an education employee or another student;
  - Willfully disobeyed an education employee;
  - Uses abusive or profane language directed at an education employee;
- The referring teacher followed his or her approved classroom management plan before excluding the student from the classroom; and
- The referring teacher completes any required referral form and submits it to the principal or his or her designee when the student is excluded and referred to school administration.

**C. Principal Review and Decision:** The Superintendent shall develop guidance and procedures for principals to handle instances of student exclusion pursuant to this policy and consistent with Alabama and Federal law.

**D. Appeal:** An appeal may be filed by a teacher if (1) a principal refusal to allow a student to be excluded from the classroom under this policy, or (2) a teacher believes the school principal has prematurely ended the exclusion of a student from the classroom under this policy.

The appeal process available under this policy may not be invoked if:

- The decision not to exclude a student from the classroom or to return a student to the classroom results from a decision reached at the end of a school disciplinary hearing required by the Code of Conduct or state or federal law;
  - A 504 or IEP team or other legally authorized person or entity determines that a student with a disability has the right to remain in or return to the classroom under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990; or
  - The student is otherwise legally entitled to remain in or return to the classroom.
1. Filing of Appeal: The teacher must complete and submit the approved appeal form to the Superintendent within 1 day(s) of the principal's refusal to exclude the student from the classroom or the return of the student to the teacher's classroom.
  2. Status of Student During Appeal: During the pendency of an appeal, the decision of the principal regarding the placement of the student, if any, will remain in effect.
  3. Administrative Review: Upon receipt of a timely appeal, the Superintendent or designee shall start an investigation of the appeal. The investigation may include interviews of the teacher, the principal, and/or witnesses; obtaining or reviewing written statements, classroom management plans, or other pertinent documents; holding administrative conferences, and any other lawful action deemed necessary to reach a just disposition of the appeal at the discretion of the investigator.

Upon completion of the investigation, the Superintendent or designee shall prepare a written recommendation regarding the issues raised in the appeal.

The written recommendation of the Superintendent shall be transmitted to the teacher within 15 day(s) of the date on which the appeal is filed. Should the Superintendent need such additional time to issue a written decision, the teacher shall be notified of same in writing and advised of when the decision will be issued

4. Appeal to Local Board of Education: A teacher may appeal the decision to the Local Board of Education by filing a written notice of appeal with the Superintendent within 5 day(s) of receipt of the Superintendent's written decision.

The Superintendent shall transmit to Local Board Members for their review a copy of the written appeal, the decision, and all evidence considered at any stage of the administrative review process.

Not later than 15 day(s) following receipt of the notice of appeal by the Superintendent, the Local Board shall meet to consider the appeal. After consideration of the appeal and administrative record, the Local Board may, by majority vote:

- a) Affirm the decision of the Superintendent;
- b) Reverse or modify the Superintendent's decision; or

c) Defer final action pending a hearing before the Local Board.<sup>4</sup>

5. Hearing Process: If a hearing is requested by a majority of the Local Board, the hearing shall be set within 15 day(s). The hearing procedures shall be determined by the Local Board. A final Local Board decision on the appeal shall be issued within 10 day(s) after the hearing ends. The Local Board shall give written notice of its final decision to all parties.
6. Local Board's Decision. The Board's decision shall be final, and the Superintendent will take steps to implement the decision.

### **Principal Procedures for Exclusion**

1. Step One: Any student excluded from a referring teacher's classroom shall be placed under the control of the school principal or his or her designee.
2. Step Two: The principal will review the referral from the teacher and determine whether the teacher followed his or her approved classroom management plan before excluding the student:
  - a. If not, the principal may return the student to the classroom and no further action is necessary.
  - b. If so, the principal will review the referral and determine whether allegations against the student include behavior that allows the referring teacher to exclude the student from the classroom under this policy.
    - i. If not, the student will be returned to the classroom. However, if the student engaged in behavior that otherwise violates the Code of Conduct, the principal may discipline the student.
    - ii. If so, the principal will determine whether the student engaged in the behavior and, if so, determine what disciplinary action is called for under the Student Code of Conduct.
  - c. If a student in grades six through twelve is excluded by the referring teacher for his or her disorderly conduct, interference with an orderly educational process, or obstruction of the teaching or learning process of others in the classroom, the student may not be readmitted to the referring teacher's classroom for at least the remainder of the school day. The principal must communicate with the referring teacher regarding the student before he or she may be readmitted to the classroom.
  - d. If a student is returned to the classroom after being excluded by the referring teacher, the principal or his or her designee must provide written certification to the referring teacher that the student may be readmitted and the type of disciplinary action, if any, that was taken.

3. Step Three: Before returning a student to the classroom of the referring teacher, the principal will also review the records of the student to determine if the student has previously been properly excluded from the referring teacher's classroom.
    - a. If a student has been excluded from the classroom two times in one semester, the principal will determine whether all other reasonable means of classroom discipline have been exhausted:
      - i. If not, the principal will take steps to work with the referring teacher to implement additional classroom discipline measures to address the student's behavior.
      - ii. If so, the student may be readmitted to the classroom only after:
        1. The principal, referring teacher, and, if possible, the student's parent or guardian have held a conference to discuss the student's disruptive behavior patterns;
        2. The principal informs the teacher of any course of discipline for the student going forward; and
        3. The student's parent/guardian has been informed of the course of discipline
- I. If a student's disruptive behavior persists following their readmittance to the classroom, upon the teacher's request, the principal shall mete out the maximum discipline provided for by the student code of conduct for the infraction, including, but not limited to, transfer to an alternative school that is approved by the Superintendent.
  - II. If, during a 30-day period, a student in grades sixth through twelve is excluded for the remainder of the school day a total of three times, that student shall receive, as determined by the principal, in-school or out-of-school suspension or may be recommended for placement in an alternative school, if one is available within the school district.

Nothing in this policy shall be construed to infringe on any right provided to a student pursuant to the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, provided that student information related to this policy shall be included as necessary into any and all Individualized Education Plans (IEPs), behavioral intervention plans, and other similar documents.  
Generated pursuant to Act 2024-409 (Teachers' Bill of Rights).

### Parents' Right to Know Act (Act 2024-35)

"At the beginning of each school year, and no later than 30 calendar days after a new or revised curriculum is adopted," the Superintendent and Board must verify that each school has:

- (a) current adopted **curricula** for each class is on the website of the school; and
- (b) **online curricula** is available to students, parents, or guardians through the school website.

### Classroom Teacher Responsibilities:

Upon request of any parent or guardian of an enrolled student in that teacher's classroom, the classroom teacher must provide a detailed summary of:

- Instructional materials adopted by the board of education;
- Supplementary instructional materials in the classroom that were not adopted by the local school board; and
- Books in the classroom that are available for students to read.

### Right to Inspect in Person:

- If a parent or guardian is dissatisfied with the teacher's summary or needs more information, a parent may request that he/she be allowed to examine the instructional materials "at the next work session of the Board."
- "The board shall notify the parent or guardian and the teacher of the issues involved and the date and time of the next work session."

### Classroom Teacher Responsibilities:

- "For any class in which reading books is required, the classroom teacher shall include the titles of the books on a class syllabus."
- "Upon the request of the parent or guardian of a child enrolled in the class, the classroom teacher shall make the syllabus available to the parent or guardian."

### Complaints Against Teachers:

- A parent/guardian may file a complaint with the Superintendent against a teacher **for failure to comply with the Act's requirements** on a **form** developed by the Superintendent.
- Superintendent has 10 school days to "resolve" the complaint.
- If not resolved in 10 school days, the parent/guardian may file a complaint with the State Superintendent of Education.

## **Student Procedures**

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**

#### **PURPOSE**

To provide guidance in the management of a school-based AED program which includes treatment of children under eight years old or under 25kg (55 lbs.) as well as treatment of victims eight years of age and older.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF).

This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

#### **Program Coordinator**

The Program Coordinator will be assigned by the Superintendent

#### **Responsibilities**

- Coordination of training for emergency responders
- Coordinating equipment and accessory maintenance
- Revision of this procedure as required
- Monitoring the effectiveness of this system
- Communication with medical director on issues related to medical emergency response program

#### **Authorized AED Users**

The AED may be used by:

- Any employee who has successfully completed an approved CPR/AED training program
- Trained staff members will have a refresher course every 2 years
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program

#### **School Office staff**

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations

- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

#### Equipment

- AEDs at WVES and WAES include infant/child reduced energy defibrillation electrodes
- The AED will be placed only after the following symptoms are confirmed:
  - Victim is unresponsive, without a pulse
  - Victim is not breathing normally

#### Location of AEDs

During school hours, the AED will be at designated locations. These locations shall be specific to each school but should allow the device to be easily seen by staff. The locations should allow staff members to retrieve the device outside of normal school hours

- WVES – In main school office next to assistant principal's office
- WAES – Inside main school front door on wall
- FPMS – Inside main school front door next to principal's office
- FPHS – Inside main school front door next to principal's office
- FPHS – In gym

#### Additional Resuscitation Equipment

Each AED will have one set of defibrillation electrodes connected to the device and one set in carrying case. One resuscitation kit will be attached to the carrying case. This kit contains latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

#### Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service
- The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions
- Following use of emergency equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure per Program Coordinator

#### Routine maintenance

- The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components

- If the AED is not in Rescue Ready status, the Program Coordinator or designee will be contacted immediately
- An employee, assigned by the Program Coordinator, will perform a monthly check and notify the AED Program Coordinator or designee if the AED is not in Rescue Ready status

#### Medical Response Documentation

The following form shall be sent to the AED Program Coordinator or designee:

- The AED-trained employee shall complete a medical event form whenever an AED is used

*FPCS Policy 4.13*



## **RESTRAINT & SECLUSION NOTIFICATION AND PROCEDURES:**

### Procedures for Implementing Alabama Rule Seclusion and Restraint of all Students

The Fort Payne City Board of Education utilizes physical restraint in a manner that complies with the Alabama State Board of Education rule 290-3-1-02(1)(f). Physical restraint, as defined by the state rule, may be used in situations in which a student is an immediate danger to himself or to others. Designated faculty and staff are provided with training in the appropriate use of physical restraint. In each instance that physical restraint is used, the student's parents will be provided with written notification of the incident.

#### 1. Definitions from Alabama Administrative Code:

Chemical Restraint refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student.

Physical Restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. School employees may provide limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, provide physical guidance or prompting when teaching a skill, redirect attention, provide guidance to a location, provide comfort, or provide limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. Physical Restraint that restricts the flow of air to the student's lungs, including any method (face-down, face-up, or on your side) 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 Alabama public schools and educational programs.

Mechanical Restraint, the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student, is prohibited. School employees may use adaptive or protective devices when recommended by a physician or therapist to promote normative body positioning, physical functioning, and/or to prevent self-injurious behavior. Seat belts and other safety equipment can be used to secure students during transportation.

Seclusion, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others, is prohibited. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present

in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.

Time-Out refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled; (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the student, but should not exceed 45 minutes per time-out; (3) The student is reasonably monitored and in line of sight by an attending adult; and (4) The time-out space is free of objects that unreasonably expose the student or others to harm.

## 2. Requirements of Seclusion and Restraint Rule:

The use of physical restraint is prohibited in Alabama public schools and 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. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment or as a means to obtain compliance.

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.

*Ala. Admin Code 290-3-1, 290-3-1-02 FPCS Policy 6.17*

# **The Jason Flatt Act: Youth Suicide Awareness and Prevention Policy**

## **Introduction**

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2<sup>nd</sup> and 3<sup>rd</sup> in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The *Jason Flatt Act* was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families, and the communities who may be affected.

The *Jason Flatt Act*, which amends the 16-28B-8 of the *Code of Alabama 1975*, includes several elements listed below (in italics) which should be interpreted as policy. “To the extent that the legislature shall appropriate funds, or to the extent that [the] local board may provide funds from other sources, the Fort Payne City School System shall implement the following standards and policies for programs in an effort to prevent student suicide:”

## **Section 1: Prevention of Suicide**

The *Jason Flatt Act* was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families, and the communities who may be affected. This act, which amends 16-28B-8 of the *Code of Alabama 1975*, includes prevention of harassment and violence.

**Section 2:** The *Jason Flatt Act* includes several elements which should be interpreted as policy. The Fort Payne City System will:

- (1) *Foster individual, family, and group counseling services related to suicide prevention.*
- (2) *Make referral, crisis intervention, and other related information available for students, parents, and school personnel.*
- (3) *Foster training for school personnel who are responsible for counseling and supervising students.*
- (4) *Increase student awareness of the relationship between drug and alcohol use and suicide.*
- (5) *Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.*
- (6) *Inform students of available community suicide prevention services.*
- (7) *Promote cooperative efforts between school personnel and community suicide prevention program personnel.*
- (8) *Foster school-based or community-based, or both, alternative programs outside of the classroom.*
- (9) *Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.*

- (10) Engage in any other program or activity which the Board of Education for the Fort Payne City School System determines is appropriate and prudent in the efforts of the school system to prevent student suicide.*
- (11) Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.*
- (12) Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.*
- (13) Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development by the Fort Payne City School System.*

### **Section 3: Description of Behavior Expected of Students**

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

### **Section 4: Responsibility of Reporting**

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

### **Section 5: Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal guardians, and employees by such means and methods as are customarily used for such purposes, included publication on the FPCS website.

*FPCS Policy 6.25*

# **PERSONNEL POLICIES PROCEDURES AND FORMS**

**2025-2026**

# FORT PAYNE CITY SCHOOLS TITLE II AMERICANS WITH DISABILITIES ACT (ADA) COMPLAINT FORM

Name of Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Position/Location \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

Date of Alleged Discrimination \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s)/problems(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages, if necessary)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Received by**

\_\_\_\_\_  
**Date Received**

Please submit this to the ADA Compliance Director, 205 45<sup>th</sup> Street NE Fort Payne, AL 35967.

Digital signatures not accepted. Please print and submit according to instructions above.

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## TITLE IX DISCRIMINATION COMPLAINT FORM

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### **Title IX Coordinator**

Dan Groghan  
205 45<sup>th</sup> Street, Fort Payne, AL 35967  
(256) 845-0915  
dgroghan@fpcsk12.com

Title IX of the Education Amendments Act of 1972 (“Title IX”) provides that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This means that our students and employees are entitled to be free from sex-based discrimination in our educational programs or activities. This includes discrimination based on gender, gender identity, pregnancy status, parenting status, and sexual harassment. For more information, please see the District’s Title IX Policy. If you believe that you have been subjected to discrimination in violation of Title IX, you may complete this complaint form or write a formal complaint and submit it to the Title IX Coordinator.

Please note that the District cannot guarantee that your complaint will be kept confidential, because District personnel is required to share certain information with all parties involved. Nonetheless, the District will make reasonable efforts to avoid sharing information regarding your complaint beyond those required to receive such information. If you have any questions, please contact the Title IX Coordinator.

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## TITLE IX DISCRIMINATION COMPLAINT FORM

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Title IX Coordinator Dan Groghan, 205 45th Street, Fort Payne, AL 35967, (256) 845-0915, [dgroghan@fpcsk12.com](mailto:dgroghan@fpcsk12.com). Once you complete and submit this form, the Title IX Coordinator will promptly and confidentially contact you with information about the next steps.

<b>Name of Complainant:</b>	
<b>Please indicate whether you are:</b>  <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Title IX Coordinator	
<b>Department</b> (if applicable):	
<b>School</b> (if applicable):	
<b>Home/Cell Phone:</b>	<b>Work Phone:</b>
<b>Address:</b>	
<b>Employee ID</b> (if applicable):	<b>Student ID</b> (if applicable):
<b>Have you notified any other personnel about this incident? If yes, note whom.</b>	
<b>Type of Prohibited Conduct</b> (check all that apply):  <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Dating Violence <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Stalking <input type="checkbox"/> Pregnancy Discrimination <input type="checkbox"/> Parenting Discrimination <input type="checkbox"/> Gender Expression/Identity Discrimination <input type="checkbox"/> Other Gender/Sex Discrimination	
<b>Name of person or persons you believe engaged in prohibited conduct against you:</b>	



**Complaint:**

**Describe in as much detail as possible what happened.** To the extent possible, please include who was involved, when the incident(s) occurred, where the incident(s) occurred, and what took place. **Attach additional pages if needed.**

[illegible]

**Identify any persons you believe have useful information related to your complaint, as well as your relationship to them (i.e., co-worker, classmate, teacher, etc.):**

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**For retaliation complaints, please describe the retaliatory conduct and what you believe this conduct is in response to. Attach additional pages if necessary.**

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**Signature:**

Date:

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**Printed Name:**

**FOR THE TITLE IX COORDINATOR**

**Date Rec'd:**

**Initial Report Rec'd By:**

# FORT PAYNE CITY SCHOOLS GRIEVANCE FORM

(A Violation of Board Policy)

I. Name of Person Making the Grievance: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

II. Provide a detailed description of the grievance, note the policy in violation, and who specifically the grievance is against. Be explicit because only noted concerns will be address.

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III. Please list potential resolutions to your grievance.

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IV. Supervisor: Provide details of the actions taken toward each concern.

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Attached documents are accepted but they must be dated and signed by the person filing the grievance and by the person responding to the grievance.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

# FORT PAYNE CITY SCHOOLS GENERAL ADMINISTRATIVE COMPLAINT/CONCERN FORM

Name of Complainant \_\_\_\_\_

Home Address \_\_\_\_\_ Phone: \_\_\_\_\_

Name of each school district employee or other individual (s) whose decisions or action(s) is an issue:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Describe the alleged violation of each individual, whose action is an issue, including the dates, times and actions or incident: \_\_\_\_\_

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(Attach additional pages, if necessary)

Please list each specified resolution desired. \_\_\_\_\_

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**Signature**

**Date**

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Please submit this to the Superintendent's Office, 205 45<sup>th</sup> Street NE Fort Payne, AL 35967.

Digital signatures not accepted. Please print and submit according to instructions above.

**STATE OF ALABAMA DEPARTMENT OF EDUCATION  
LOCAL SCHOOL SYSTEM  
ACCIDENT REPORT**

SCHOOL DISTRICT \_\_\_\_\_

SCHOOL \_\_\_\_\_

Name of Injured Party: \_\_\_\_\_

\_\_\_\_\_ Social Security No.: \_\_\_\_\_

Home \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Employee Date of Birth: \_\_\_\_\_

Job Title/Job Classification: \_\_\_\_\_ County of Employment: \_\_\_\_\_

\_\_\_\_\_ Time of Injury/Accident: AM: \_\_\_\_\_ PM: \_\_\_\_\_

Date of Injury/Accident: \_\_\_\_\_

Supervisor Notified / Date: \_\_\_\_\_

\_\_\_\_\_

- A. Was accident/injury the result of an automobile accident? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, obtain a copy of police report of accident and submit to supervisor as soon as possible.

If you answer no to the above question, indicate the exact location where injury/accident occurred below:

\_\_\_\_\_

- B. Describe fully the specific activity you were performing at the time the event occurred and what happened to cause the injury/accident. Indicate the body part(s) affected: **More space is provided on back of document.**

\_\_\_\_\_

\_\_\_\_\_

- C. Were there any witnesses? If so, give names, addresses and phone numbers. **More space is provided on back of document.** Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- D. At the time of the injury, were you using any protective equipment (ex. gloves, head, eye, arm, hand protection, etc.)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

- E. Have you had a previous injury or treatment for similar injury or condition to the same body part?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, enter dates of injuries and name(s) and address of treatment provider(s). **More space is provided on back of document.**

\_\_\_\_\_

At any time, were you pre-warned or aware of hazardous (continue)

F. location (ex. Caution, wet floor, do not enter signs, etc)? Yes\_\_\_\_\_No \_\_\_\_\_By Whom? \_\_\_\_\_

**I understand the reporting of false information may disqualify me from receiving benefits and or compensation. I certify the above information is correct to the best of my knowledge.**

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  
Supervisor reporting  
accident: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chief  
Financial  
Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

\*Form is not valid without all signatures

Rev 06/11

## **B. Continued: Description of specific activity at the time of accident**

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## **C. Continued: Extra Witnesses**

Name:

Address

Phone #:

⋮

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## E. Continued:

Date of previous injury/condition

Treatment Provider(s)


**Fort Payne City Schools**  
**Form for Reporting a Complaint of Harassment, Violence, Threats of**  
**Violence, Intimidation, Bullying or Cyberbullying**

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This form may be used by a student or a student's parent or guardian to submit a complaint regarding Harassment, Violence, Threats of Violence, Intimidation, Bullying or Cyberbullying (Board Policy 6.24 [Harassment, Violence, and Threats of Violence Prohibited]). This form should be submitted to the principal of the school via mail or delivered to the principal's office.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Email address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred method of contact (provide address, e-mail, or phone number): \_\_\_\_\_

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint.

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(Attach additional paper, if needed.)

When did this happen (over what time period if continuing or more than once):

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(Attach additional paper, if needed.)

Identify the person(s) whose actions led to the filing of the complaint, and all witnesses or other persons having information that is relevant to the complaint.

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(Attach additional paper, if needed.)

Do you have suggestions for resolving this situation? If so, list them here:

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(Attach additional paper, if needed.)

**OTHER INFORMATION:**

- I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):  
☐ Race  
☐ Sex  
☐ Religion  
☐ National Origin  
☐ Disability  
☐ An imbalance of strength, power, or influence  
☐ Other personal characteristics
- The incident resulted in a threat of suicide by the victim: ☐ Yes ☐ No

**Attach copies of documents or other evidence that is relevant to the complaint.**



I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Student : \_\_\_\_\_ Date: \_\_\_\_\_ Signature  
OR

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Signature

DO NOT WRITE BELOW THIS LINE

\*\*\*\*\* Date Grievance

Received: \_\_\_\_\_ Principal: \_\_\_\_\_

Date Reply Delivered: \_\_\_\_\_ Principal: \_\_\_\_\_

Date Request for Review Received: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Date Response to Request Delivered: \_\_\_\_\_ Superintendent: \_\_\_\_\_

**Fort Payne City Schools**  
**FUNDRAISER REQUEST FORM**

Date Applied: \_\_\_\_\_

School: \_\_\_\_\_

Club/Sport/Organization: \_\_\_\_\_

Activity #: \_\_\_\_\_

Sponsor/Coach: \_\_\_\_\_

Nature of fundraising activity: \_\_\_\_\_

Purpose of fundraising activity: \_\_\_\_\_

Vendor items will be purchased from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated profit from fundraising activity:     \$ \_\_\_\_\_

Anticipated dates of fundraising activity: \_\_\_\_\_ *through* \_\_\_\_\_

**Sponsor** \_\_\_\_\_

signature

date

**Principal** \_\_\_\_\_

signature

date

**CSFO** \_\_\_\_\_

signature

date

**This form must be completed and approved before any fundraising activities begin.**

A Purchase Order must be completed and approved before any items are ordered.

**Fort Payne City Schools**  
**Fundraiser Reconciliation Form**

School: \_\_\_\_\_

Sport/Club/Class: \_\_\_\_\_

Activity #: \_\_\_\_\_

Coach/Sponsor: \_\_\_\_\_

***Deposits from fundraiser:***

***Invoices paid for fundraiser:***

<b>Date</b> <small>(date on your master receipt)</small>	<b>Master Receipt #</b> <small>(found on the receipt attached to the back of your receipt book page)</small>	<b>Amount</b>	<b>Date</b> <small>(date of check written to vendor)</small>	<b>Vendor</b>	<b>Amount</b>

Total Collected (a): \$ \_\_\_\_\_ Total Paid (b) \$ \_\_\_\_\_

Net profit from fundraiser (a – b) \$ \_\_\_\_\_

Reconciliation completed by \_\_\_\_\_ Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_

Reconciliation verified/approved by \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

*Keep a copy for your files and send one copy to CSFO*

***Fort Payne City Schools***

**REVIEW OF PERSONNEL FILE REQUEST FORM**

To: Fort Payne City Schools  
Human Resources Department  
P.O. Box 681029  
Fort Payne, Alabama 35968

From: \_\_\_\_\_ (Print Employee Name)

Re: Review of Personnel File Request

☐ Active Employee      ☐ Substitute Employee      ☐ Retired Employee

**Please check appropriate box:**

☐ I hereby request permission to review my personnel file

☐ I hereby designate \_\_\_\_\_ to be my agent(s) and authorize him/her to inspect my personnel file to the limits listed below

☐ Inspection includes personnel file only

☐ Inspection includes personnel file and medical file

**Please indicate below either the purpose of your request or the particular parts of your personnel file to be inspected by you and/or the designated agent(s) named above:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative Signature

\_\_\_\_\_  
Date

The Human Resources Department Representative will schedule a time for you and/or your designated agent(s) to review your personnel file. Please see ALA.CODE§ 16-22-14 (1975) *FPCS Policy 5.09*

#### Public Records Request:

An Alabama resident requesting to inspect and take a copy of a public record (a "Requester") is required to comply with the procedures set forth in the Procedures for Public Records Requests. Fort Payne City Schools is only required to respond to request from Alabama residents. The following procedures apply when requesting records from Fort Payne City Schools.

1. Forms are available upon request to Tara Johnson CFO Fort Payne City Schools at [tjohnson@fpcsk12.com](mailto:tjohnson@fpcsk12.com). Please identify the requested public record with reasonable specificity. The Fort Payne City School Officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is the Fort Payne City School District obligated to respond to a request that seeks records that do not exist or materials that are not public records.
2. Due to the risk of identity theft, all Public Records Request Forms and Proof of Residency must be submitted in person to the Human Resource department at Fort Payne City Schools 205 45<sup>th</sup> Street NE Fort Payne AL.
3. A Requester will be required to pay estimated reasonable administrative fees before receiving any public records. In the case of time-intensive requests, payment must be received prior to initiation of a search for records.
4. Due to cybersecurity risk, the Fort Payne City School District will not respond by way of acknowledgement or otherwise to any requests or inquiries regarding public records that are submitted via unsolicited emails or other electronic communications.

# FORT PAYNE CITY BOARD OF EDUCATION

*Office of the Superintendent*

205 45<sup>th</sup> Street NE

Post Office Box 681029

Fort Payne, Alabama 35968-1611

Telephone: 256-845-0915

## PUBLIC RECORDS REQUEST FORM

Complete and submit this form to make a public-records request to the Board of Education of Fort Payne City Schools, Alabama. All fields must be completed with accurate information for your request to be processed.

**Administrative Fees:** Payment of estimated administrative fees will be required before your request is fulfilled and, in the case of a time-intensive request, i.e., a request that is estimated to require more than eight hours of staff time to process, prior to the initiation of a search for records responsive to the request. You will be notified of any estimated administrative fees and the procedures for payment once your request for public records has been evaluated.

Date of Request: \_\_\_\_\_  
Request

Identify the public record/s you request: (Be as specific as possible. A valid request must identify the requested public record with reasonable specificity. The public officer is not obligated to respond to vague, ambiguous, overly broad, or unreasonable in scope requests, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records. Additionally, costs will be assessed based on the number of requests, volume of requests, and estimated time to search for requests.

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**Certification and Proof of Residency:** By signing below and submitting this request, you certify that you are an Alabama resident with standing to make a request to inspect public records pursuant to Alabama law. For purposes of this request, a resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such but not limited to a valid Alabama driver license or voter registration. Proof of residency is required in conjunction with the submission of your request for public records.

Are you an Alabama Citizen? Yes No

Do you have an Alabama Driver's License? Yes No

Alabama Driver License Number: \_\_\_\_\_

Alabama Driver License Issued Date: \_\_\_\_\_

Do you have other State of Alabama issued ID? Yes No If yes, what type?

\_\_\_\_\_ Current Street Address (Do not use a P.O. Box)

\_\_\_\_\_  
\_\_\_\_\_ (phone)

Date range of records requested: \_\_\_\_\_ to \_\_\_\_\_ This information is required.

By signing below, I hereby agree to the terms and conditions applicable to obtaining public records, including the requirement for advance payment. I further certify that I am an Alabama resident and that all information provided by me on this form is accurate, true and correct.