



STAFF HANDBOOK

2024-2025

Magic City Acceptance Academy

75 Bagby Drive

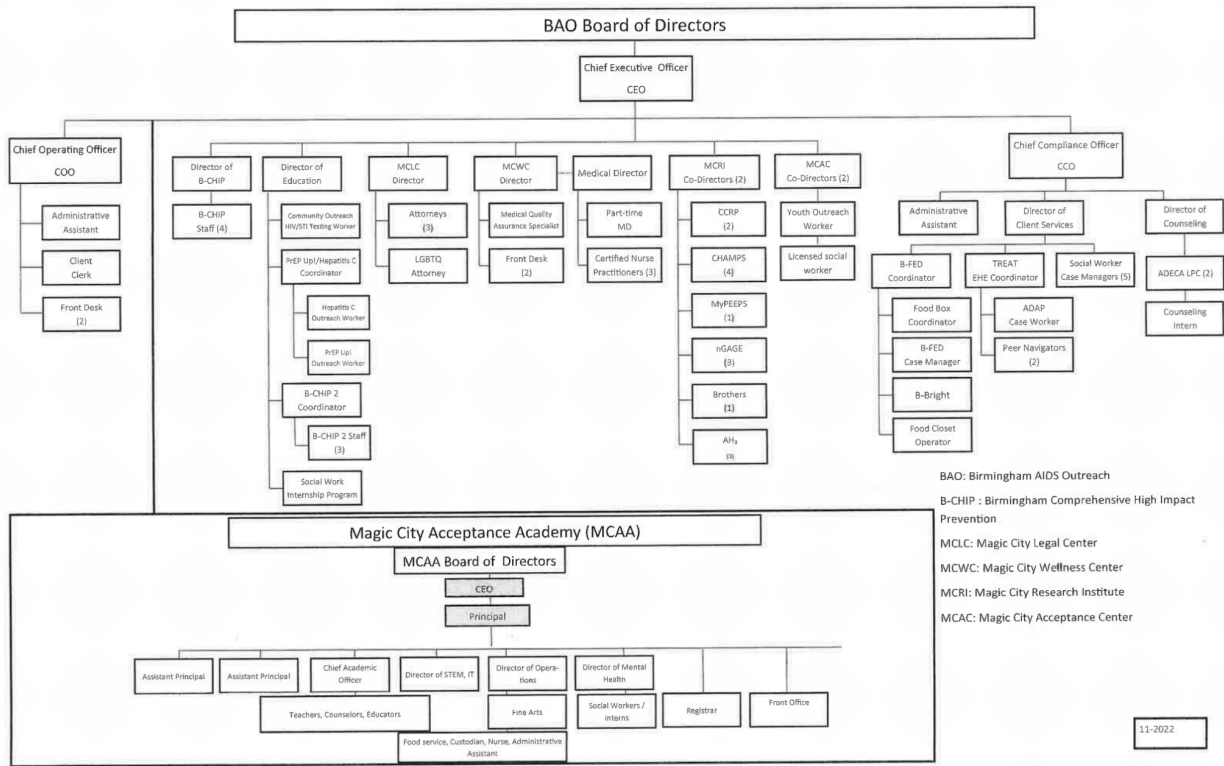
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Introduction

Mission

The Magic City Acceptance Academy (MCAA) facilitates a community in which all learners are empowered to embrace education, achieve individual success, and take ownership of their future in a positive learning environment.

Vision

The Magic City Acceptance Academy (MCAA) will motivate and prepare students in grades six through twelve by providing an exceptional, innovative, and quality-driven education. MCAA's purpose is to engage students who have dropped out, are not thriving in traditional schools, or are enrolled in home-school programs. MCAA will provide a positive learning environment for all students to succeed.

Employment

MCAA will generally follow Alabama Law in all personnel areas as we develop our policies. Employment at BAO and the State of Alabama are at-will. The law is as follows:

Universal Citation: [AL Code § 16-24C-6 \(2016\)](#)Section 16-24C-6

Employment Requirements

All applicants must submit an online application, any required documents, and a copy of their diploma, if applicable. An official transcript and/or a teaching certificate must also be submitted, if applying for a certified position. Upon recommendation to hire, all employees of MCAA are subject to a background check through the Alabama State Department of Education and are required to be e-verified through the Department of Homeland Security.

Leave Time for MCAA Employees

Teachers who have 9- and 10-month contracts earn 1 sick day after every month worked for a total of 9 days per school year. Teachers are required to work the month before earning a leave day.

Corrective Actions

Staff members who are not adhering to MCAA's policies and procedures, or who are found to be acting in a way that does not reflect the mission and values of the school may be subject to corrective action. This will include a conversation and a follow-up in writing. The employee will be terminated on the third corrective action for similar offenses. As an at-will employer, the

employee may be terminated, demoted, reassigned, suspended, or disciplined with or without pay, or with reduced pay, and with or without cause, with or without corrective action.

At-Will Employment

Except as may otherwise be provided or required by law, by contract, or by the specific terms of their appointment, all personnel are deemed “at-will” employees and may be terminated, demoted, reassigned, suspended, or disciplined with or without pay, or with reduced pay, and with or without cause.

Resignations

Employees shall give a notice of 30 working days as notice upon submitting a written resignation to the principal. No leave may be used during this time. Failure to do so will result in breach of contract, lost wages, etc.

Employee Conflicts of Interest

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law.

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. Employee may accept gifts or gift cards purchased from pooled donations within a class, team or other school organization for the employee’s personal use provided that the amount that each person gives does not exceed twenty-five (\$25.00) and that the contribution to the pool does not result in the donor’s exceeding the aggregate amount of allowable gifts for that year.

Experience Verification

Employees will be placed on the corresponding level of experience based on job history with previous school districts or level of experience.

Corporal Punishment

MCAA will **absolutely not practice corporal punishment in any form**. We will practice the principles outlined in our Restorative Discipline Practice Manual.

Technology Usage

The primary use of the technology environment is to support the educational needs of MCAA students and the instructional needs of our teachers and staff. Therefore MCAA permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the internet, network storage areas, and email. Such access and use is restricted to employees, students, and other persons who are engaged in educational and administrative activities that serve and are identified as actual educational objectives. Each employee will sign and “acceptable use” document agreeing to abide by all MCAA policies, rules, and regulations regarding technology use. Employees who violate MCAA policy, rules, or regulations regarding technology use may be denied technology use and be subject to further disciplinary actions. All technology resources including, but not limited to, network devices, email systems, computers, and smart boards are either owned or leased by MCAA and are sole property of MCAA. MCAA administration may, at any time, and without prior notice, access, search, examine, inspect, collect or retrieve information of any kind from MCAA technology resources, to include computer or related equipment, files, and data, to determine if a user is in violation of an of MCAA’s policies.

Drug-Free Workplace - Substance Abuse Procedures

All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on MCAA property or while attending any sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any school sponsored or sanctioned event, program, activity, or function. [Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)] 4.2.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, readmission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975). 4.3 Accreditation The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by Cognia as a condition to receiving or maintaining accreditation.

Parental Notification

Teachers shall contact parents for repeated class I infractions prior to reporting it to administration.

Teachers shall communicate with parents any failing grades at least every 4 weeks.

Procedures for BAO staff that are housed at MCAA

There will be opportunities for specific BAO staff members to be housed at MCAA. The following procedures will be used to handle leave, holidays, supervision, and HR.

- The employee will be a BAO employee housed at MCAA.
- The employee will follow the BAO POLICIES AND PROCEDURES GUIDE
- The employee will be eligible for BAO benefits
- The employee will not be eligible for MCAA benefits (i.e. state retirement)

- The employee will have a direct site supervisor at MCAA Hours of operation

BAO Staff Hours of Operation

The MCAA Principal determines the hours and days of operation based on the demands of MCAA. BAO/MCAA staff do not work from home. If you have an illness or temporary situation that requires a change in office daily hours/location, approval from MCAA Principal and BAO HR must be obtained.

BAO Employee Leave/Paid Time Off

All staff classified as full-time will participate in the Leave Bank (Paid Time Off) Program. Leave will be earned based on the number of years of continuous employment with the Agency.

Accrual of Leave for BAO Staff

Leave can only be accrued for complete pay periods. Employees entering or leaving employment with the Agency will earn leave for their first/last full payroll period. Any employee in “leave without pay” status during a pay period will not earn leave for that pay period. Rates for earning leave/paid time off for the leave bank, are as follows:

<u>Years of employment</u>	<u>Leave earned per full pay period</u>
Less than 2 years	8.0 hours
2-5 years	8.5 hours
More than 5 years	10 hours

The leave year corresponds with the agency fiscal year, and spans October 1 through September 30. Leave earned, as it applies to the maximum allowed, will be reviewed and adjusted as necessary prior to September 30 of each year. For new employees, leave will be prorated based on their hire date during the fiscal year. Leave accrues from hire date, but may not be used until after the Employee has successfully completed their 90-day introductory period. Upon departure from the agency, an employee will be paid out for any leave bank time that has been accrued and unused up to a maximum of 40 hours. An employee must have completed 12 continuous months of full-time employment to receive a payout of unused leave time. Failure to work a 30-day notice will forfeit paid leave time. An employee that is terminated from the agency for a violation of any agency policy will not be eligible for payout of any leave time accrued. An employee will be paid for accrued, unused leave after all debts are reconciled with the agency. Upon departure, agency ID, keys and other agency items must be turned in and failure to turn in items will result in the employee being charged for these items in their last paycheck. A former employee is paid accrued and unused leave on the pay period after their last normal paycheck. Leave will be available for use any time after it is earned in one-hour increments. The Agency retains the right, however, to mandate leave usage during specific periods if programmatically required. Paid leave is not available for use during the first 90 days of employment. Leave requests for time off during the “resignation notice period” will not routinely be allowed. All requests during this period must have prior approval of the CEO. Leave during the resignation notice period, if approved by the CEO, will be considered, a leave without pay and leave time will not be accrued during this pay period. Any leave that occurs during the resignation notice period will not be considered even if approved before resignation notice was presented to the agency.

Requests to use leave will be considered based on need to maintain the operation of programs; requested leave may not be approved. Leave may be used for vacation, illness or for other reasons as determined by staff. Requests for scheduled leave must be submitted at least seven (7)

working days prior to the desired date. Unscheduled leave may be used only for sudden illness, emergency, death in the family, or family illness. The CEO/Supervisor must be notified of unscheduled leave and will be considered for approval. At the discretion of the CEO/COO, a doctor's statement may be required before leave is approved or upon return to work for the leave to be paid. If leave is not approved, the absence will not be paid. Employees on administrative "leave without pay" for disciplinary reasons may not use paid leave hours or accrue leave time. Employees are required to take a minimum 80 hours of paid leave time during each fiscal year (fiscal year starting October 1). If Employees do not take the minimum amount, the difference between the hours taken and the 80 hours required will be forfeited. Any balance unused beyond the initial 80 hours will be rolled over into the PTO bank. Any exceptions require the approval of the CEO.

Leave time must be approved by MCAA Supervisor. BAO Staff will complete a leave time request, have supervisor sign, and attach to corresponding timesheet.

Administrative Leave An employee may take two days of administrative leave for the death of an immediate family member. Immediate family member is defined as partner, parent, husband, wife, child, siblings, grandparents, grandchildren, and in-laws of husband/wife/partner. The employee must inform the CEO/Supervisor of the death and the CEO/Supervisor will approve the administrative leave. From October 1 – September 30 of each year an employee may only take a total of four (4) days of administrative leave due to the death of immediate family members. Additional days, if needed, may be utilized from the personal leave/PTO bank of hours. Jury Duty: When called to jury duty, an employee must notify the CEO/Supervisor within two (2) days; failure to notify the CEO/Supervisor will result in loss of pay during jury duty. The employee will report to jury duty and inform the CEO/Supervisor if selected to hear a case. Upon completion of the case, an employee must report to work the following day. The employee must provide the agency with all paperwork from the court, stating the days in court, in order to be paid from payroll.

Holidays: BAO observes ten (10) holidays with pay annually. They are New Year's Day, Juneteenth, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Martin Luther King, Jr. Day, Christmas Eve, and Christmas Day. The BAO offices will be closed on these days. If a holiday falls on Saturday or Sunday, the day for observance of the holiday will be determined by the CEO.

Holidays that are observed by MCAA and not BAO (i.e. Thanksgiving week, Spring Break, etc), the BAO staff have two options: 1. BAO staff can take the time as "leave" days. 2. The BAO staff will work the hours at another BAO location. The office space can be reserved for you by BAO HR. The BAO staff must make arrangements with supervisor. Working from home is not allowed during this time. The BAO staff may be assigned specific tasks during this time that fall outside of their normal job description, examples may include: working in the food bank, building projects, maintenance in the buildings, and specific holiday projects. It is the employees responsibility to work with their direct supervisor, before the holiday, to ensure that schedule modifications are accurate and approved by BAO HR.

Employee time sheets are to be completed weekly and given to immediate supervisor (for signature) each Monday. Employee will send signed time sheets to the Coordinator of Operations at BAO by Tuesday of every week. To ensure accurate accounting of time/leave time, time sheets must reflect leave time taken with the signed by the direct supervisor leave request form attached. It is the employee's responsibility to ensure that this is done correctly. After processing, time sheets are kept in the individual employee's personnel file. Each employee should keep for

his/her own records a digital copy or photocopy of each week's timesheet. Time sheets are a top priority for the agency as they reflect your time worked, leave taken, leave accrued, and are used to bill and show maintenance of effort in your specific department. Please contact the BAO HR department for any questions concerning your employment at BAO.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to MCAA (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident

MCAA encourages reporting of all perceived incidents of wrongdoing, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, principal or any administrator. See the complaint procedure described below.

In addition, MCAA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. MCAA recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have received inappropriate conduct by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, principal, or any administrator.

MCAA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents.

Any reported allegations of wrongdoing will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or MCAA will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting wrongdoing or for participating in an investigation is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting maltreatment of an employee will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment,

temporary suspension without pay, or termination, as MCAA believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to MCAA's CEO.

False and malicious complaints of wrongdoing (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states "No 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[.]" All federal agencies that provide grants of financial assistance are required to enforce Title IX's nondiscrimination mandate. ED gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs and libraries.

Examples of the types of discrimination that are covered under Title IX include but are not limited to: sex-based harassment; sexual violence; pregnancy discrimination; the failure to provide equal athletic opportunity; sex-based discrimination in a school's science, technology, engineering, and math (STEM) courses and programs; discriminatory application of dress code policies and/or enforcement; and retaliation.

Harassment Complaint Procedures

The Administrator 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 students 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 student population groups and ages.

1. 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);

2. 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
3. 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)

The Title IX Coordinator is Patton Furman. She, or the principal, should be the first point of contact.

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 principal 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.

Mandatory Reporting

Any person whose profession brings them in contact with children on a daily basis is legally obligated to report signs of suspected child abuse or neglect. Teachers and staff should consult with counselors and or administration to report suspected abuse or neglect.

Complaints and Due Process

Grievance Procedures

An employee has the right to register a complaint anytime someone feels they have been treated improperly through a misrepresentation of any Magic City Acceptance Academy policies, laws, administrative regulations or procedures, or alleged, unfair, unreasonable or abusive treatment. This does not include employee disagreement with evaluations, that will be viewed as a separate process. Any employee should feel that they can file a grievance complaint without fear or reprisal, retaliation, restraint, or coercion. Any employee who feels the need to file a complaint shall advise their immediate supervisor of their concern and request explanation or relief. For teachers and all other school personnel the principal is considered the person to whom they will report. The principal will hear the concern and offer a response. If the employee is not satisfied they may initiate a formal response and initiate a formal grievance following the following procedures:

1. The grievance must be submitted in writing to the principal or supervisor within fifteen (15) working days of when the problem or incident occurred. The grievance should cite the reasons and nature of the complaint and be signed by the employee. If the principal or supervisor feels that the complaint is not within their authority to resolve the complaint, then they shall advise the employee to take the grievance to the next level.
2. If the complaint is not resolved to the satisfaction of the employee at the first level, then the employee, within five (5) working days of the supervisor's reply for the grievance to the next appropriate supervisory level. The supervisor will then schedule a conference with the complainant, if requested, and hear the complaint in person. Within fifteen(15) working days of the receipt of the grievance, the supervisor shall provide the employee with a reply in writing.
3. If the complaint is still not resolved to the satisfaction of the employee, the employee may then, within five (5) working days forward the complaint to the next highest authority which, in this case would likely be the MCAA Board of Directors. The Board of Directors will hear the complaint within fifteen (15) working days of receipt of the complaint and review all documentation and conduct a conference with the employee. The MCAA Board will submit their decision to the employee in writing and their decision shall be final.

American with Disabilities Act Compliant Procedures

Compliant Criteria - Persons who believe that they may have been unfairly treated on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator of MCAA

- Complaint Form - The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of the complaining

party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available to persons with disabilities upon request.

- Complaint Process - The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than 30 days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio recording. The response will explain the position of the Board and offer options for substantive resolution of the complaint.
- Appeal Procedure - If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days, the principal will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- Records of Retention - All written complaints received by the ADA Coordinator, appeals to the principal, and records relating thereto will be retained by the Board for at least three (3) years.
- Additional Procedures Authorized - The principal is authorized to develop such procedures as are necessary to implement this policy.

Leave Types

Leaves of Absence

MCAA offers employees paid and unpaid leaves of absence. Employees who expect to be absent for an extended period of more than five (5) days should contact the principal for information about applicable leave benefits, payment of insurance premiums, and requirements for communication. Examples of extended unpaid leave are: 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 childcare 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.

Paid leave must be taken in full day or half day increments.

Absences

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

- Illness, injury, or other qualifying reason for sick leave on on-the-job injury leave under state law or the Family Medical Leave Act;

- Personal leave: Each employee will have two personal leave days per school year. Unused personal leave days will be converted to sick leave days.
- Vacation leave: Only 12 month employees will accrue vacation days at the rate of 1 per month.
- Professional Leave: It is granted by an administrator for staff professional learning. Leave requests must be submitted for approval at least 3 weeks in advance. Any time taken for Professional Development must be accompanied by proof of attendance or a personal/sick day will be taken to cover the absence.
- Military leave;
- Court leave;
- Other unpaid leave that is specifically approved by the Board upon showing of substantial hardship or extraordinary circumstances.
- Personal, sick, vacation leave may not be taken in the first or last 10 days of a school term.

Paid Sick Leave

- Persons Eligible for Paid Sick Leave - All regular full time employees are eligible for paid sick leave.
- Earning and Accumulation of Paid Sick Leave - All eligible employees earn sick leave days at the rate approved by state law- one day per month.
- New employees should request a transfer of any unused sick days from their previous district(s).
- Use of Sick Leave - Eligible employees may only use paid sick leave for absences caused by the following:
 1. Personal illness;
 2. Incapacitating personal injury
 3. Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal relationship;
 4. Death of a family member including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
 5. Death or care of an individual with whom usually strong personal ties exist because of a relationship other than those listed above.
- It is the responsibility of the employee to request a transfer of any sick leave to or from MCAA from another district. There is no pay out for unused sick leave.

Certification

Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. Additionally, if the employee is absent in excess of three (3) consecutive days, an original physician's statement is required to be submitted to the employee's supervisor. If the MCAA principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the

illness or medical condition may be required to be presented. Abuse of sick leave may subject the employee to disciplinary action.

Personal Leave

All regular, full-time teachers (9 month) and 10 month staff are eligible for two (2) non-cumulative personal leave days each scholastic year without loss of pay. Personal leave must be requested in writing 10 calendar days in advance. Personal leave may not be taken immediately before or after a school holiday or in the first or last 10 days of a school term. Sick days may be taken with a doctor's excuse. Teachers may be compensated for unused personal leave at the end of the year at the same daily rate of pay as a substitute teacher. Full time employees may choose to convert unused personal leave days to sick leave days at the end of the school year. As previously stated, a form will be circulated each May for employees to designate how they wish unused personal leave to be documented.

Vacation Leave

All twelve-month professional/classified employees will be allowed vacation days per contract year (July 1 - June 30) as follows:

- Eligible Employees – Twelve-month full-time employees are eligible for paid vacation.
- Vacation Benefits – Eligible employees will earn vacation leave benefits one per month for each month in which the employee works a minimum of half the applicable work days of said month.
- Accrual and Accumulation – Vacation leave shall be earned monthly and must be earned before it can be used. Vacation leave days may not be bought, sold, or donated. Up to twelve (12) days of vacation may be accumulated. Accumulated vacation days in excess of 12 will be forfeited.
- Scheduling – Vacation leave must be scheduled with the knowledge and approval of the principal

Professional Leave

The principal is authorized to grant professional leave with pay to employees to engage in educational activities which, in the judgment of the principal, serves the needs and interests of the school. The number of days granted will be at the discretion of the principal. Leave must be approved by the principal at least 2 weeks prior to the absence, or the absence will be considered a personal day.

Military Leave

Military leave is available to all eligible employees in accordance with state and federal laws.

Administrative Leave

An employee may be placed on administrative leave when an allegation of misconduct is made against an employee, either by a coworker, student, parent, an alleged victim, or a police officer. During the leave, employers may investigate the situation before determining an appropriate course of action. Administrative leave does not in itself imply that an employee will be disciplined or that an allegation is credible, which is why pay and benefits are not discontinued. It simply allows the employer to investigate the incident, maintaining the employee's status while at the same time removing them from work, eventually leading to either their return or dismissal

On the Job Injury

If an employee is injured on the job while completing their duties, they should immediately contact the principal and Operations Director. The employee will receive an incident report. It must be completed immediately. They will take this Worker's Compensation form to the doctor each time they get medical attention for the work-related injury. Employees will use their sick days if needed.

Catastrophic Sick Leave

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

1. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
2. Continuing treatment by a health-care provider, to include any period of incapacity due to:
 - a. 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;
 - b. Pregnancy or prenatal care;
 - c. 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);
 - d. 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;
 - e. 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.

This time should be taken only after consultation with the principal.

Family and Medical Leave Act (FMLA)

Magic City Acceptance Academy (MCAA) complies with the Family and Medical Leave Act (FMLA) with respect to employees.

Eligibility: Full-time and part-time employees may be eligible for FMLA leave if they have worked 1,250 hours during the 12-months preceding the requested leave, they have a total of 12-months of service, and they have not already exhausted available FMLA leave. Eligible employees may take FMLA leave per calendar 12-month period based on the 12-months prior to the commencement of the leave. An employee who takes leave under the provisions of the FMLA must comply with the notice requirements under the act, as well as other Magic City Acceptance Academy policies described herein.

Types of FMLA Leave

An eligible employee may take up to twelve (12) weeks of unpaid leave during a rolling 12-month period for the following reasons:

- **Birth, Adoption or Foster Care:** for incapacity due to pregnancy or prenatal medical care; to care for the employee's child after birth, placement for adoption, or foster care.
- **Employee's Own Serious Health Condition:** a serious health condition as defined by the FMLA.

- **Family Member’s Serious Health Condition:** to care for the employee’s son, daughter, parent, or spouse who has a serious health condition.
- **Active Duty Exigency:** qualified exigencies arising out of the fact that the employee’s spouse, child, or parent is on, or has been notified of an impending call to, active duty with the Armed Forces, whether as a regular member or a reserve member.

An eligible employee may take up to twenty-six (26) weeks of unpaid leave during a single 12-month period for the following reason:

- **Military Caregiver Leave:** to care for a spouse, child, parent or next of kin who is a current member of the Armed Forces, whether as a regular member or a reserve member, or a recent veteran of the Armed Forces, who has a serious injury or illness incurred or aggravated during active duty.
- During the single 12-month period during which leave is granted for Military Caregiver Leave, an employee shall only be entitled to a combined total of twenty-six (26) weeks of leave for both that Military Caregiver Leave and FMLA leave taken during that period for any other reason.

Intermittent or Reduced Leave Schedule - FMLA

In certain circumstances, employees may take FMLA leave intermittently (e.g. in blocks of time) or by reducing their work schedule. In certain circumstances involving foreseeable or scheduled intermittent leave, MCAA may temporarily assign an employee to an alternative position with equivalent pay and benefits that better accommodate the employee’s approved intermittent or reduced leave schedule. When the need for an intermittent or reduced leave schedule is foreseeable based on a planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unreasonably disrupt the operations of the department and agency.

Procedures for Requesting Family and Medical Leave (FMLA)

To request leave, the employee must notify the Human Resources (HR) department in writing to obtain a “Request for Leave” form specific to FMLA. This form should be completed and returned to the HR Director. An employee utilizing FMLA leave must give written notification and must provide the anticipated timing, duration, and reason for the leave. When the need for Active Duty Exigency is foreseeable, the employee must provide his or her supervising managers/supervisors with such advance notice as is reasonable and practicable. When the need for all other types of FMLA leave is foreseeable, an employee must provide their direct supervisor with at least a 30-day notice of the need for FMLA leave. When this is not practicable due to medical reasons or other warranted conditions, notice should be provided verbally within two business days of when the employee is aware of the need. When the need for leave is foreseeable based on a planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unreasonably disrupt the operations of the department or agency. If an employee fails to give proper notice for foreseeable FMLA leave, MCAA may delay leave until at least thirty (30) days after notice is provided.

Certification - FMLA

MCAA may require employees to provide certification and/or recertification of the need for FMLA leave. Such certifications may be required prior to FMLA leave approval or while on FMLA leave, as allowed by law. Failure to furnish appropriate certification within 15-days of request, unless not practicable under the circumstances, may result in leave denial.

Benefits While On Family and Medical Leave (FMLA)

Health benefits for a single plan will remain in effect with the premium paid by usual parties while an employee is on leave. Health benefits will remain in effect for a family plan as long as the employee continues to pay his or her premium for dependents. The HR Director will notify the employee of how to make premium payments upon approval of FMLA leave. Health coverage for a family plan may be cancelled if the employee fails to pay the due premium for dependents. FMLA leave will not cause employees to incur a break in service under their retirement plans. Employees will not, however, accrue additional benefits under the plans while they are on unpaid FMLA leave. Other benefits will remain in effect as they did prior to the leave as long as the appropriate premiums are paid. The HR Director will notify the employee of how to make payments upon approval of FMLA leave. MCAA may proportionately reduce the benefits that are computed on the basis of hours worked during the leave period, based on the amount of time worked during the year.

Coordination with Other Leave Plans and FMLA

This plan is coordinated with the other leave plans provided by MCAA. Available accrued leave will be substituted for unpaid leave and will run concurrently with FMLA leave.

Returning From Leave - FMLA

As provided by the FMLA, eligible employees who return from FMLA leave will be reinstated to the same job they left, or one with substantially equivalent benefits, pay and other terms and conditions of employment to the extent required by the FMLA. If the employee's medical condition indicates the employee may be unable to perform an essential job function or presents a significant safety concern, a fitness-for-duty certification may be required and may be subject to further medical review. The consequences of not returning from leave when FMLA leave time expires include the loss of the potential right to job restoration. Additionally, MCAA may recover premiums that were paid on the employee's behalf while the employee was on leave if the employee does not return from leave.

FMLA Employee Rights and Responsibilities and Basic Leave Entitlement

FMLA requires covered employers to provide up to 12-weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - FMLA

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

FMLA Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months.

FMLA Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - FMLA

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - FMLA

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

PEEHIP Eligibility

MCAA will be a part of the Teacher Retirement System of Alabama

For up to date information including all forms go to:

<https://www.rsa-al.gov/peehip/publications/>

Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)

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 at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

1. Penalties for violations – In addition to any criminal sanctions that may be available to the Board, the following penalties will be imposed for unauthorized possession of firearms:
2. 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 principal 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.
3. Employees – Employees will be subject to adverse personnel action, which may include termination.
4. Other Persons – Other persons may be denied re-entry to school property, and if warranted, prosecuted for criminal trespass.
 - a. 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. {Revised: November 19, 2020} [Reference: ALA. CODE §16-1-24.1, 24.3 (1975); **Ala. Admin. Code**

290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q))

Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities. a.

Penalties for Violations – In addition to any criminal sanctions that may be available to the Board, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:

1. Students – Students will be disciplined in accordance with the Board’s Code of Student Conduct.
2. Employees – Employees will be subject to adverse personnel action, which may include termination.
3. Other Persons – Other persons may be denied re-entry to school property and, if warranted, prosecuted for criminal trespass. b. 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. [Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

Illegal Drugs and Alcohol

The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited. a. Penalties for Violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:

1. Students – Students will be disciplined in accordance with the MCAA’s Code of Student Conduct.
2. Employees – Employees will be subject to adverse personnel action, which may include termination.
3. Other Persons – Other persons may be denied re-entry to school property. b. 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. 4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation. {Revised: October 23, 2014}

Penalties for Violations

1. Students – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s 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.

Equipment, Supplies, Materials, Vehicles

Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the school may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-school related use or purpose. Such property may not be removed from school premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the principal.

Personnel Records - Content of Personnel Files

A central personnel file will be maintained for all regular employees. The personnel file may contain information regarding the employee’s current assignment, payroll status, and work history, including but not limited to job qualifications, certification, licenses, employment contract(s), evaluation data, disciplinary information, and such other documents, written materials, and data as may be reasonably deemed necessary and appropriate by the Board for sound and efficient personnel administration. Anonymous material and other matters that are prohibited by law, regulation, or Board policy from being maintained in personnel files may not be included therein. Employees may reasonably supplement or respond in writing to any material contained in the personnel file with which they disagree and such responses will also be included in the personnel file.

Personnel file data may be stored or maintained electronically or digitally.

Confidentiality

In general, the contents of an employee’s personnel file will be deemed confidential except for documents, information, and materials that are matters of public information or public record under applicable state or federal law.

Access to Personnel Files

Board members, the principal, and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board.

Faculty/Staff

Duty Times

Work hours will be from 7:45 until 4:45 unless they have a specified duty or meetings scheduled. The administration can assign individuals to extra duties before and after school to facilitate a safe drop-off and pick-up of students daily. The administration can also require monthly faculty meetings that are outside these time periods. There will be mandatory assignments that occur outside of these hours, such as Open House and staff meetings.

Mandatory Faculty/Staff Meetings

MCAA's monthly meetings are mandatory for ALL faculty and staff. All absences must be submitted for approval by administration at least 5 days prior to the absence.

Committees

Teachers will be assigned to specific committees within the school, examples are Problem Solving Team (PST), homecoming, fundraising, etc.

Professional Development Days

On calendar days that are assigned as PD days, it is the expectation that teachers and staff will work normal hours with the same arrival and dismissal times.

Absences Request/Substitutes

All faculty and staff including all levels of leadership will be required to submit a digital *Leave Request* form 5 days prior to absence. All requests must be approved by administration before confirmed. Once absence is approved, the form must be submitted to the School Secretary and it will be placed on the *MCAA LEAVE Calendar*. It is the staff members responsibility to check this calendar to confirm approval of absence. Absolutely no verbal request will be considered for approval. Please text, email or call Patton Furman as soon as you know about a last minute absence. Do not contact any other member of staff to convey last minute absences, including lateness. Email bneal@mcaabhm.org and pfurman@mcaabhm.org to request a sub as soon as you know you will be out for any reason. Fill out a leave form in the Staff Shared drive as soon as possible for any type of leave.

Late/Tardiness

Excessive tardiness to work will result in disciplinary action being taken. We will follow the following protocol

1. Discussion with administrator
2. Possible consequences
3. Unpaid days, number TBD based on severity of infractions

Leave School Early

No one should leave the building for any reason during school hours unless you have prior permission of the principal. If an emergency should arise, the principal or designee should be notified immediately when you know early dismissal will be required. A Staff Absence Form must be completed in the office before leaving school. The teacher's signature is required on the form.

Appointments

Please schedule doctors and dentist appointments so they will not conflict with the school day. If absence is required for a doctor's appointment, staff members must follow the *Request for Absence* protocol.

Social Media Policy

Employees may not post financial, confidential, sensitive or proprietary information about the school, students, employees or applicants. Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the school, students, employees or applicants. When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *"The opinions expressed on this site are my own and do not necessarily represent the views of MCAA or BAO."*

Magic City Acceptance Academy may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Posting on social media, or use of social media, while at school is strictly prohibited.

Fire, Tornado Drills, and Intruder Safety Plan

We will conduct regular fire, tornado drills, and intruder safety plans. Please discuss these procedures with your students, and walk them through the routine within the first week of school. All escape maps should be posted by the first day of school. If you have any questions about either procedure or need additional maps, please do not hesitate to ask. (*See Parent Student handbook for more details)

Receipt Books

Any money taken up by staff must be receipted. All monies collected must be counted, documented, and submitted to the bookkeeper to be secured and reconciled. You must bring money and receipt books to the office - money should never be left in the classroom overnight. Students may not handle money.

Progress Reports

Teachers should enter all student grades into PowerSchool at least every 2 weeks. Progress Reports should be sent home halfway through each grading period. Progress Report dates are published on the staff calendar.

School Security and Safety

For safety and security precautions make sure all side doors are kept closed at all times. Never prop a door open and leave it unattended.

All visitors must sign-in and secure a visitors pass. No guest shall enter the side or rear doors at any time. Note: All Staff members must have prior approval to bring friends, children, family members or any non-staff person into the building at any time.

Be aware. If something doesn't look right, it probably isn't. If a person is in the building without a visitor badge or employee ID, report it to the office immediately.

There are two national response models that serve as the framework for local policies, procedures and response plans.

For larger-scale emergencies and disasters, the National Response Framework (NRF) offers guiding principles that enable all response partners to prepare for and provide a unified response to disasters and emergencies—from the smallest incident to the largest catastrophe. The term “response” (as defined by NRF) includes taking immediate action to save lives, protect property and the environment and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery. The NRF also describes how agencies, such as schools, can work together with communities, tribes, states, the federal government and private partners.

Secondly, the National Incident Management System (NIMS) is a comprehensive national design for conducting incident management. NIMS provides the template, while the NRF provides the structure and mechanisms for incident management. A key component of NIMS is the Incident Command System (ICS), which provides a standardized approach for incident management, regardless of cause, size, location or complexity. By using ICS during incidents, schools and districts will be able to more effectively work with the responders in their communities.

To maximize success, effective management of school emergencies requires training, preparation and planning. Schools are responsible for anticipating and preparing to respond to a variety of emergencies.

The policies and procedures outlined below will help empower the students and staff to respond in an emergency, closely aligned with the phases of emergency management. These phases are management, prevention, mitigation, preparedness, and response & recovery.

MCAA will incorporate all required elements in the Alabama Code in ensuring the safety and security of all students and staff.

Crisis Protocols

Lockdown Procedures

A lockdown takes place if a threat or possible threat is identified inside the school or on the campus and school is on HIGH ALERT. All exterior and interior doors are locked. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that you monitor local news or wait for communication from MCAA Leadership about any

possible evacuation of the building and parent reunification site. Please note that we conduct a lockdown audit and review of lockdown procedures at least twice during each school year.

****Please note that we have added a safety film to the main, side and rear entrances that prevents anyone from the outside being able to see inside those areas. A special kevlar type film has also been added to all entry doors and the classroom interior windows and doors on the first floor. All classrooms were outfitted with this film on their doors and hall windows when the building opened. These films are top of the line and make the glass nearly impenetrable with any kind of tool or weapon. It also makes them much more resistant to penetration by ammunition than sheetrock or wood.**

Shelter in Place

This phrase might be encountered during inclement weather or a hazardous material release. A tornado warning will require schools to take students to the Stormatorium and stay there until it is safe to release students. These areas have been reviewed and approved by the Emergency Management Agency, and have been deemed safe in the event of severe weather. Please note that we cease operations such as checkouts during an active warning. If you are at the school during a warning, we invite you to join us as we "shelter." Should we ever encounter a hazardous material release, we have made precautions to limit the amount of exposure students have with the outside environment.

Heightened Awareness

This means a potential MAY exist for an unusual situation. This status may be used when there is an event in the community or on the state or national level. Instruction will continue but the system/school will be instructed to report any suspicious or unusual activity. This includes weather watches/warnings.

Medical Emergency Lockdown

In the event of a medical emergency, students are to remain in the classroom and hallway movement is strictly monitored, students are only allowed to move with administrative permission. Teachers will take in students found in the hallway and notify teachers of the student's whereabouts. Instruction and activities will continue until Code Green is called.

The Jamari Terrell Williams Student Bullying Prevention Policy

It is the policy of the Board that no student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

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

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

Bullying, intimidation, violence or threats of violence are prohibited and will be subject to disciplinary consequences.

Description of Behavior Expected of Students

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

Annalynn’s Law

Annalyn's Law (March 2018) is named after child, Annalyn Cook, who was sexually abused by a juvenile offender in Alabama.

The law states that juvenile sex offenders must submit an application to all school property and school functions and must meet with school personnel to create and implement an individualized safety plan.

Schools are required to share information and monitor the student(s) through school enrollment and school personnel changes. Officials will offer training to school personnel on how to take appropriate action when an increase or escalation of certain triggering behavior is noticed.

Members of the advisory committee developing the policy include the state's Law Enforcement Agency, the Alabama Department of Education, Department of Human Resources, the Governor's Office, the Alabama Coalition Against Rape, the Attorney General's Office, and the Southern Poverty Law Center.

McKinney- Vento Law

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students who experience homelessness are still entitled to the following:

- Right to immediate school enrollment even when records not present
- Right to remain in the school of origin, if in the student's best interest
- Right to receive transportation to and from the school of origin
- Right to receive support for academic success

The U.S. Department of Education (ED) allocates McKinney-Vento funding annually to states based on the state's proportion of the Title I, Part A federal allocation. States must subgrant funds competitively to school districts within the state to be used for program implementation at the district level.

Erin's Law - Sexual Abuse Prevention Education

In 2016 the Alabama Legislature passed Erin's Law which requires schools to provide an age appropriate curriculum to students on avoiding child sexual abuse.

Jason Flatt Act

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 2nd and 3rd 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, MCAA 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. MCAA 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 MCAA 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 MCAA.

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.

Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school

behavior adopted by the local board of education shall be guilty of misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24)

All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

Vandalism (Act 94-819) (Ala. Code §16-5-380)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver’s License (Act 94-820) (Ala. Code §16-28-40)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16- 28-40(1975) & Ala. Code §16-8-40)

The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)

Theft of lost property – Definition

A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

Theft of lost property in the first degree Section 13A-8-7

(a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.

(b) Theft of lost property in the first degree is a Class B felony

Theft of lost property in the second degree Section 13A-8-8

(a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.

(b) Theft of lost property in the second degree is a Class C felony.

Theft of lost property in the third degree Section 13A-8-9

(a) The theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree.

(b) Theft of lost property in the third degree is a Class A misdemeanor.

Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))

According to Alabama laws, all . . . nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

Name_____

I hereby acknowledge receipt of my digital copy of the 2024-2025 MCAA Teacher Handbook, updated August, 2024. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that information contained in this handbook applies to all employees of MCAA. It is presented as a matter of information only and its contents should not be interpreted as a contract between the Board and any of its employees. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Signature

Date

Note: Please print and sign a copy of this form and return it to Hugh Comer in the office.