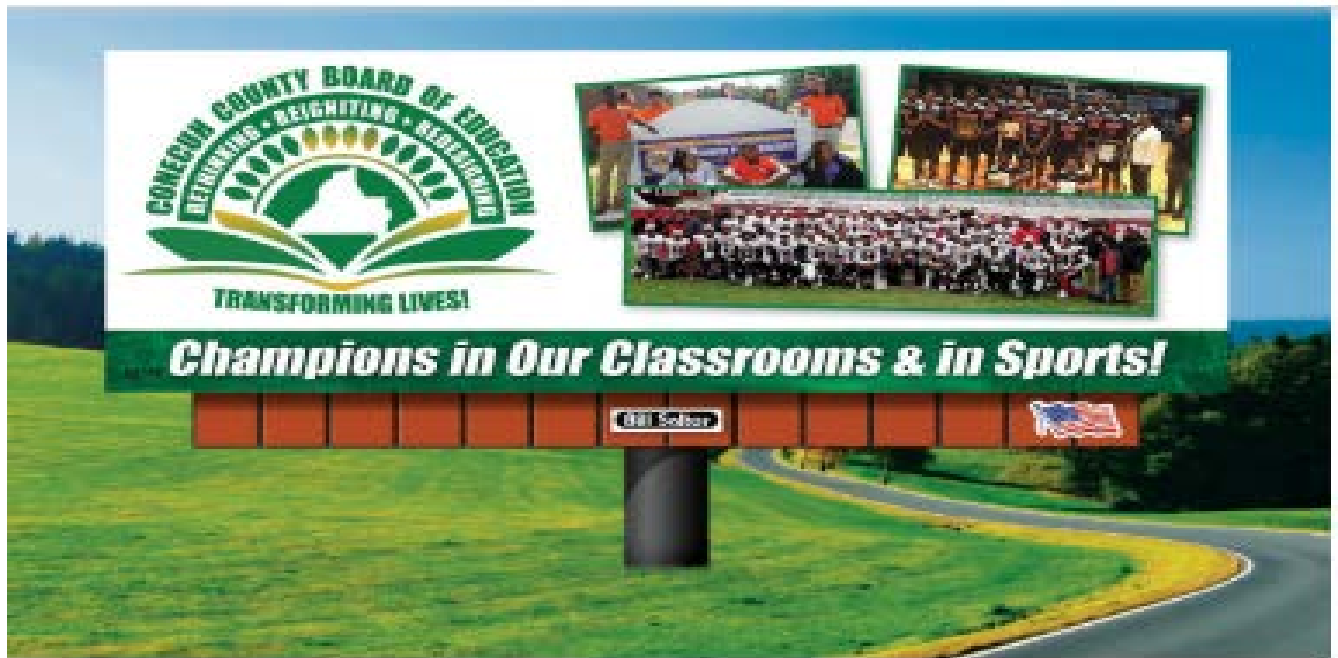


# Conecuh County Schools' Employee Handbook 2019-2020



Conecuh County Board of Education  
2019-2020 Academic Year

1455 Ted Bates Road, Evergreen, AL 36401

Phone 251-578-1752 Fax: 251-578-7061

[www.conecuhk12.al.us](http://www.conecuhk12.al.us)

Dr. Zickeyous Byrd, Superintendent

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# Welcome to Conecuh County Schools

## Message from the Superintendent:

Conecuh County is thankful for the many opportunities we provide for our students: pre-k, advanced placement, career technical programs, dual enrollment, advanced technology, extracurricular activities and programs, the humanities, and junior ROTC, as well as thoughtful, caring, and motivated leaders, teachers, and support staff. Our teachers and leaders are dedicated to ensuring that students are prepared to their chosen college or career pathway. Realizing this goal and our commitment to our students, we are proud of our strong partnerships with stakeholders who embrace and support our schools.

**Zickeyous Byrd, Ed. D.**  
Superintendent  
Conecuh County Schools

## **Mission:**

The mission of Conecuh County Schools is to inspire and prepare all students to be lifelong learners and responsible citizens of the world by engaging them in a meaningful and rigorous curriculum that provides opportunities for students to reach their fullest potential. Whatever It Takes!

## **Vision:**

Our vision is to ReThink, ReIgnite, ReDesign, and Transform Lives!

## **Motto:**

In Conecuh, we are GREAT...Whatever it takes!!!

Conecuh County Schools  
Ronnie Brogden Administration Building  
1455 Ted Bates Road Evergreen, AL 36401 251-578-1752 (Ph.)  
251-578-7061 (Fax)

# Introduction

The Conecuh County Schools' Employee Handbook addresses procedures that are referenced in the policy manual. These procedures are subject to change based on policy revisions, employee law updates, and recommendations from the Superintendent. The purpose of this handbook is to provide clarification on appropriate procedures that address a variety of Personnel issues.

## **EQUAL OPPORTUNITY EMPLOYMENT**

No person in the School District shall, on the basis of race, color, creed, religion, sex, age, handicap, national origin or similar personal distinction be denied the benefits of, or be subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal in any educational program or activity which is under the jurisdiction of the Board.

## **NON-DISCRIMINATORY STATEMENT**

Conecuh County Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

# Offices and Departments

**Front Office:** Mrs. Cathleen McQueen, Receptionist  
(251) 578-1752

## **Office of the Superintendent and Personnel:**

Dr. Zickeyous Byrd, Superintendent  
(251) 578-1752  
[zickeyous.byrd@conecuhk12.com](mailto:zickeyous.byrd@conecuhk12.com)

Mrs. Brenda Landon, Administrative Assistant  
(251) 578-1752 ext. 1204  
[brenda.landon@conecuk12.com](mailto:brenda.landon@conecuk12.com)

## **Department of Curriculum and Instruction:**

Mrs. Jaclyn Brown Wright, Executive Director  
(251) 578-1752 ext. 1212  
[Jaclyn.brown@conecuhk12.com](mailto:Jaclyn.brown@conecuhk12.com)

Mrs. Maegan Ford, Middle School Curriculum  
(251) 578- 1752 ext. 1220  
[maegan.grace@conecuhk12.com](mailto:maegan.grace@conecuhk12.com)

Mrs. Monica Mitchell, Lead ARI Reading Specialist  
(251) 578-1752 ext.  
[monica.mitchell@conecuhk12.com](mailto:monica.mitchell@conecuhk12.com)

Mrs. Starr Plump, High School Curriculum  
(251) 578-1752 ext. 1210  
[starr.plump@conecuhk12.com](mailto:starr.plump@conecuhk12.com)

Ms. Rhenea Defee, Administrative Assistant  
(251) 578-1752 ext. 4006  
[rhenea.defee@conecuk12.com](mailto:rhenea.defee@conecuk12.com)

Mrs. Phyllis Lett, Project A.W.A.R.E. Administrative Assistant  
(251) 578-1752  
[phyllis.lett@conecuhk12.com](mailto:phyllis.lett@conecuhk12.com)

## **Department of Federal Programs:**

Dr. LeAnn Smith, Assistant Superintendent  
(251) 578-1752 ext. 4003  
[leann.smith@conecuk12.com](mailto:leann.smith@conecuk12.com)

Mrs. Pam Brock, Federal Programs Bookkeeper  
(251) 578-1752 ext. 1208  
[pam.brock@conecuk12.com](mailto:pam.brock@conecuk12.com)

Ms. Rhenea Defee, Administrative Assistant  
(251) 578-1752 ext. 4006  
[rhenea.defee@conecuk12.com](mailto:rhenea.defee@conecuk12.com)

## **Department of Operations and Student Support:**

Mrs. Felicia Parham, Director(Transportation)  
(251) 578-7075 ext. 1301  
[felicia.parham@conecuk12.com](mailto:felicia.parham@conecuk12.com)

Mrs. Samantha Rudolph, Director  
(Child Nutrition Program)  
(251) 578-1752 ext. 1207  
[samantha.rudolph@conecuk12.com](mailto:samantha.rudolph@conecuk12.com)

## **Department of Maintenance:**

Mr. Loomas McMillian, Director of Maintenance  
(251) 238-2748  
[loomas.mcmillan@conecuk12.com](mailto:loomas.mcmillan@conecuk12.com)

## **Department of Special Education:**

Ms. Rita Young, Coordinator  
(251) 578-1752 ext. 4007  
[rita.young@conecuk12.com](mailto:rita.young@conecuk12.com)

Mrs. JoAnn Dees, Administrative Assistant  
(251) 578-1752 ext. 4001  
[joann.dees@conecuk12.com](mailto:joann.dees@conecuk12.com)

Mrs. Brenda Brantley, School Psychometrist  
(251) 578-1752 ext. 4009  
[brenda.brantley@conecuhk12.com](mailto:brenda.brantley@conecuhk12.com)

## **Department of Finance:**

Mrs. Wanda Jackson, Chief School Finance Officer  
(251) 578-1752 ext. 1203  
[wanda.jackson@conecuk12.com](mailto:wanda.jackson@conecuk12.com)

Mrs. Pam Brock, Federal Programs Bookkeeper  
(251) 578-1752 ext. 1208  
[pam.brock@conecuk12.com](mailto:pam.brock@conecuk12.com)

Mrs. Anita Deason, Payroll  
(251) 578-1752 ext. 1202  
[anita.deason@conecuk12.com](mailto:anita.deason@conecuk12.com)

## **Department of Technology:**

Mr. Scott Luthardt, Coordinator  
(251) 578-1752 ext. 1206  
[scott.luthardt@conecuk12.com](mailto:scott.luthardt@conecuk12.com)

Triston Ewing, Technician  
[triston.ewing@conecuhk12.com](mailto:triston.ewing@conecuhk12.com)

Savannah Little, Administrative Assistant  
[savannah.little@conecuhk12.com](mailto:savannah.little@conecuhk12.com)

<b>School</b>	<b>Principal</b>	<b>Address</b>	<b>Phone</b>
Conecuh County Jr. High (Pre-K to 9 <sup>th</sup> )	Mr. Kenneth Kirkland	2347 Cleveland Ave. Castleberry, AL	(251) 966-5411
Evergreen Elementary & SPMA	Mrs. Tonya Bozeman	821 West Front Street Evergreen, AL	(251) 578-2576
Genesis Innovation School	Mrs. Mary Ann Danford	1989 Jaguar Drive Evergreen, AL	(251) 578-5291
Hillcrest High	Mr. Jackie Daffin	1989 Jaguar Drive Evergreen, AL	(251) 578-1126
Lyeffion Jr. High	Mrs. Rita Nettles- Armstrong	7575 Highway 83 Evergreen, AL	(251) 578-2800
Repton Jr. High	Mr. Tommy Dukes	2340 Conaly Street Repton, AL	(251) 248-2960
Thurgood Marshall Middle	Mrs. LaTonya Gill	428 Reynolds Ave. Evergreen, AL	(251) 578-2866
Workforce Development	Mrs. Katrina Roper- Smith	300 Jaguar Drive Evergreen, AL	(251) 578-1752

# ***Alabama Educator Code of Ethics***

[https://www.alsde.edu/sec/ee/Documents/Alabama\\_Educator\\_Code\\_of\\_Ethics.pdf](https://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf)

## **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.
- Violating other confidentiality agreements required by state or local policy.

### **Standard 9: Abandonment of Contract**

*An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.*

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

- Abandoning the contract for professional services without prior release from the contract by the employer;
- Refusing to perform services required by the contract.

## **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 nonrenewed, 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*

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9.
- Order from a court of competent jurisdiction.
- Violation of any other laws or rules applicable to the profession.
- Any other good and sufficient cause.

An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.

## **Time Off/Leave of Absence**

Employees are expected to be at work on all scheduled days and during all scheduled work hours and to report to work on time.

**Refer to Board Policy 5.10**

### **Vacation Leave**

All employees that earn vacation leave are to request such leave at least 2 weeks in advance.

### **Sick Leave**

In the case of unforeseen absences or tardiness, an employee shall give immediate notification, not later than one hour before his/her scheduled starting time, to the Principal, Assistant Principal or immediate Supervisor when it is necessary to be absent from work due to illness.

In the case of a known doctor's appointment, an employee shall request leave at least 7 days in advance of an appointment.

### **Personal Leave**

All employees requesting personal leave shall request such leave at least 3 days in advance.

### **Professional Leave**

The Superintendent is authorized to grant professional leave with pay to CCBOE employees to engage in educational activities which in the judgement of the Superintendent serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent: provided, however, that any such leave exceeding five (5) days in a scholastic year must be approved by the Superintendent.

# Employment

## 5.1 *Employee Qualifications and Duties*

5.1.1 General Requirements – Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:

- a. Employees are required to be punctual and to attend work regularly.
- b. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
- c. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.
- d. Employees are required to obey all laws, ordinances, Board policies, and supervisory directives, and are expected to follow the Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.
- e. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
- f. Employees must complete and submit required reports accurately and in a timely fashion.
- g. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
- h. Employees shall at all times maintain appropriate, “professional” distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students.
- i. *Employee Attire* – Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of decorum and professionalism. Service and other employees who are issued uniforms shall wear uniforms when required.

# Professional Certification

In addition to the requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate, which will be maintained in the Superintendent's office. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will become effective upon Board approval following receipt of documentation of the new certification from the State Department of Education.

## Professional Certification Reminders:

- **All Alternative Baccalaureate Level Certificates (ABC) & Career & Technical ABC Level** applications must be received in the Teacher Certification Office at the Alabama Department of Education by October 1st of the application year. To request the 1st ABC, the teacher must have already passed the Praxis II and APTTP by September 1st .
- **All first year Special Alternative Certificate (SAC) and Preliminary Certificate (PRE)** applications for the current school year must be received in the Teacher Certification Office at the Alabama Department of Education no later than October 1st of the application year.
- An individual may not be employed more than three years while holding an **ABC, SAC, PRE** or any combination thereof.
- If an employee is renewing an **Instructional Leader/Administrative Certificate**, he or she must earn PLU's (Professional Learning Units) regardless of his or her position or role in which they serve. If the individual chooses not to renew the administrative certificate, he/she must sign a waiver form.
- If an employee is renewing a teaching certificate that expires at the end of the five year period, he or she must earn 5 CEU's (50 hours of professional development).
- Teachers will be reminded, but 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.

# **Probationary Employment**

Employees are required to serve the maximum period of any probationary service provided or permitted by law before tenure, non-probationary status, or any other statutorily sanctioned form of employment security will be recognized by the Board.

## **Tenure**

In accordance with the Students' First Act of 2011, all personnel will remain on probationary status until tenure is attained. Teachers and classified employees who have worked in the same school system for three complete consecutive school years and are thereafter employed by the same school system for the next succeeding school year shall attain continuing service status (tenure). For the school year to count as a complete school year, the teacher or classified employee must be hired prior to October 1<sup>st</sup> and work to the end of the school year.

## **ACT#2018-83**

### **Resignations/Termination of Employment**

As noted in state law, ACT#2018-83, no teacher shall be permitted to terminate his or her employment within 30 calendar days before the first day of the next school term for students, unless the termination is mutually agreed upon. A public K-12 teacher may terminate his or her employment at any other time by giving 30 days' written notice to the Board of Education. Any public K-12 teacher terminating his or her employment in violation of this section is guilty of unprofessional conduct, and the superintendent may recommend to the State Superintendent of Education that his/her certificate be revoked or suspended.

## **Employee Reassignment and/or Transfer**

There is no limitation on when an employee can voluntarily transfer or be reassigned. Any reassignment or transfer not specifically described by the Students' First Act can be pursued at any time based on the Superintendent's recommendation and the board's approval as long as the employee is qualified for the position.

## **Reduction in Force**

If a reduction in force (RIF) is necessary, CCBOE will follow the policy and guidelines outlined in the Board Policy.

# **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.

## **Staff Conduct**

The Board expects employees to conduct themselves in such a way as to promote an appropriate school atmosphere in dress, interpersonal relationships and conduct, whether communicated or performed in person, in writing, and/or electronically. All staff should recognize that they are being continuously observed by students, other employees, parents and community members, and that their actions and demeanor will be reflected in the conduct of the students and/or may impair their effectiveness as an employee.

Profanity and lewd or obscene language, whether spoken, written, or by gesture, are unsuitable and prohibited in the school setting/property and school sponsored activities/functions. Employees who physically or verbally abuse students will be disciplined accordingly and are subject to discipline, up to and including termination.

All employees shall maintain a professional relationship with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, including specifically conduct of a sexual nature, with a student at any time. This includes a prohibition on any inappropriate communication, conduct or action performed in person, in writing, or conveyed electronically through such means as a telephone, cell phone, computer, personal data assistant or other telecommunication device, including text messaging, instant messaging and social networking.

Social Media - Although social media sites such as Facebook, Instagram, Twitter, Snap-Chat, Vine, etc. are personal in nature, they (along with personal texts and emails brought to the administrations attention) can be considered public discourse or public comments. The posting, texting or emailing of comments or images about students, parents, employees, supervisors, departments, schools, the system or your job that are of extremely poor taste, unprofessional, demeaning, derogatory, racist, offensive, insulting, inflammatory, hateful, insubordinate or celebrating immoral, improper or illegal actions is unacceptable and may lead to disciplinary action up to termination as those postings may cause a disruption in the workplace.

Employees may not furnish lists of students or parents to anyone selling instructional or equipment materials.



*Conecuh County Schools Non-Negotiables*

**Strategic Teaching**

**Co-Teaching**

**Positive Behavior Interventions and  
Supports (PBIS)**

**Response to Instruction (RTI)**

**Technology**

**Grievance Complaint Form**  
**(General Administrative Procedure)**

**I. Name of Person Making Complaint** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**II. Name(s) of each school district employee or other individual (s) whose decision or action(s) is an issue:**

**Name:** \_\_\_\_\_

**School/Dept.:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**School/Dept.:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**School/Dept.:** \_\_\_\_\_

**III. Please provide a description of the alleged violation of each individual whose action is an issue, including dates, times of actions or incidents. (Please Print.) You may attach additional pages to the form.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Please list each specific solution desired.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Please attach any additional documentation for which consideration is desired.**

**VI. My other grievance(s) (if applicable) are for:**

**Gifted Procedures and Practices attached**

**Form**

**Discrimination  
attached**

**Form**

\*\*\*Based on race, color, national origin, sex religion, age or disability (Title IX, ADA, Title VI, and Section 504)

**Complaint / Grievance  
attached**

**Form**

\*\*\*Based on the belief that an employee has acted improperly or has otherwise caused the grievant/complainant to suffer a hardship or wrong. This may be completed by parents, guardians, third parties, and /or students.

**VII. In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances does the filing of a grievance complaint stop or delay other administrative proceedings.**

**VIII. This form and any additional supportive documentation shall be personally delivered or hand mailed to the school principal or supervisor. In the event the complaint is made against the principal / supervisor, this form and any additional documentation shall be personally delivered or hand mailed to the Superintendent.**

**Principal’s / Supervisor’s Details of Actions Taken:**

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**Signature of Complainant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CONECUH COUNTY SCHOOLS' EMPLOYEE HANDBOOK

Teacher's Name (PRINT) : \_\_\_\_\_

## ACKNOWLEDGMENT

*I acknowledge that I have received a copy of and have read the foregoing Conecuh County Schools Employee Handbook and I understand the terms thereof. I am fully aware of my responsibility as a Conecuh County Board of Education Employee.*

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Date

**\*\*\*This form is to be kept on file in the school administrator's or supervisor's office and must be signed and dated by Friday, August 16, 2019.**



