



## **PERSONNEL HANDBOOK**

**2018-2019**

*Mr. Chris Padget*  
*Superintendent*

# **EMPOWER, ENGAGE, EDUCATE.**

## **SYSTEM MISSION AND BELIEF**

### **We believe:**

- All students can learn.
- High expectation of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

## BOARD PERSONNEL

### HENRY COUNTY BOARD OF EDUCATION

Mr. John Cameron	District 1
Mr. Eddie Chambers	District 2
Ms. Jean Bush	District 3
Ms. Mary Wiggins	District 4
Mr. Emanuel Davis	District 5

### HENRY COUNTY SUPERINTENDENT

Mr. Chris Padget  
[cpadget@henryschools.org](mailto:cpadget@henryschools.org)

Mrs. Lori Beasley,  
Federal Programs, Professional  
Development, Counselors  
Media Specialists, Mentoring  
Elementary Curriculum  
[lbeasley@henryschools.org](mailto:lbeasley@henryschools.org)

Mr. Kevin Sanders,  
School Improvement, Secondary Curriculum,  
Teacher Evaluation, Dropout, Accreditation,  
Facilities, Learner Assessment  
[ksanders@henryschools.org](mailto:ksanders@henryschools.org)

Mr. Dennis Brand,  
Vocational Director, Attendance  
[dbrand@henryschools.org](mailto:dbrand@henryschools.org)

Dr. La'Keisha Newsome,  
Special Education, 504, ARI, AMSTI  
[lnewsome@henrycountyboe.org](mailto:lnewsome@henrycountyboe.org)

Mr. Jon Murphy, Transportation,  
Textbooks, Drug Testing, School Safety  
[dbarnes@henryschools.org](mailto:dbarnes@henryschools.org)

Mr. Geoff Jones, Technology Coordinator, E-Rate,  
Data collections,  
[gjones@henryschools.org](mailto:gjones@henryschools.org)

Mrs. Donna McCoy, CNP Director  
Sick Leave Bank  
[dmccoy@henryschools.org](mailto:dmccoy@henryschools.org)

Mr. Chris Woods, Technology Specialist  
[cwoods@henryschools.org](mailto:cwoods@henryschools.org)

Mrs. DeDe Coe  
At Risk/Virtual Campus Coordinator

Mr. Lee Fortson, Technology Specialist  
[lfortson@henryschools.org](mailto:lfortson@henryschools.org)

Dr. Robert Hudson,  
School Psychologist  
[rhudson@henryschools.org](mailto:rhudson@henryschools.org)

Ms. Janet Cooper,  
Special Education Secretary, Teacher Certs, Fixed  
Assets, Federal Programs Secretary  
[jcooper@henryschools.org](mailto:jcooper@henryschools.org)

Mrs. Shannon Giles,  
Secretary to Transportation,  
Secretary to Superintendent/Board  
Accounts Payable Clerk  
[sgiles@henryschools.org](mailto:sgiles@henryschools.org)

Ms. Jodi Ennis,  
Payroll Clerk, Purchase Order Clerk  
[jennis@henryschools.org](mailto:jennis@henryschools.org)

Ms. Michelle Andrews, CSFO

Mrs. Jan Shelley, CNP Secretary  
[jmshelley@henryschools.org](mailto:jmshelley@henryschools.org)

## **CENTRAL OFFICE**

P.O. Box 635  
Abbeville, Alabama 36310  
585-2206

FAX: 585-2551    EMAIL: [cpadget@henryschools.org](mailto:cpadget@henryschools.org)

## **CENTRAL OFFICE STAFF**

Alternative School	1242	<a href="mailto:newsome@henryschools.org">newsome@henryschools.org</a>
Alternative School Assistant	1243	<a href="mailto:flynn@henryschools.org">flynn@henryschools.org</a>
Bus Shop	1239	<a href="mailto:moliver@henryschools.org">moliver@henryschools.org</a>
Board Room	1222	
Career Technical	1232	<a href="mailto:dbrand@henryschools.org">dbrand@henryschools.org</a>
Chief School Finance Officer	1226	<a href="mailto:mandrews@henryschools.org">mandrews@henryschools.org</a>
Child Nutrition	1224	<a href="mailto:dmccoy@henryschools.org">dmccoy@henryschools.org</a>
Child Nutrition Secretary	1235	<a href="mailto:jshelley@henryschools.org">jshelley@henryschools.org</a>
Federal Programs	1227	<a href="mailto:lbeasley@henryschools.org">lbeasley@henryschools.org</a>
Instructional Specialist	1234	<a href="mailto:ksanders@henryschools.org">ksanders@henryschools.org</a>
Payroll Clerk, Purchase Order Clerk	1228	<a href="mailto:jennis@henryschools.org">jennis@henryschools.org</a>
PO/AP Email	1223	<a href="mailto:accounts@henryschools.org">accounts@henryschools.org</a>
Secretary to Transportation, Superintendent & Board, AP Clerk	1225	<a href="mailto:sgiles@henryschools.org">sgiles@henryschools.org</a>
Schools Psychologist	1233	<a href="mailto:rhudson@henryschools.org">rhudson@henryschools.org</a>
Special Ed/Fed Programs Secretary	1229	<a href="mailto:jcooper@henryschools.org">jcooper@henryschools.org</a>
Special Education	1230	<a href="mailto:newsome@henryschools.org">newsome@henryschools.org</a>
Superintendent	1225	<a href="mailto:cpadget@henryschools.org">cpadget@henryschools.org</a>
Technology Coordinator	1231	<a href="mailto:gjones@henryschools.org">gjones@henryschools.org</a>
Technology Specialist	1236	<a href="mailto:lfortson@henryschools.org">lfortson@henryschools.org</a>
Transportation Supervisor	1240	<a href="mailto:jmurphy@henryschools.org">jmurphy@henryschools.org</a>

## SCHOOLS

Abbeville Elementary  
Jill Barber, Principal  
Tracey Horn, Assistant

Headland Middle  
Linda Saffold, Principal  
Micah Johnson, Assistant

Headland High  
Jason Bradford, Principal  
Tina Gibson, Assistant

Headland Elementary  
Carmen Neiswanger, Principal  
Patrick Dowell, Assistant

Abbeville High  
Darryl Brooks, Principal  
Jeanette Randall, Assistant

Henry County Virtual Campus  
LaKeisha Newsome, At Risk/  
Virtual Campus Coordinator

## PURPOSE

This Personnel Handbook is an outgrowth of the Henry County Board of Education Policy Handbook. It is designed to be used as a guide for Henry County personnel in their professional endeavors as key players in the overall success of the educational program within the Henry County School System.

The Henry County Public School System has a rich and proud tradition of providing quality education to the learners of Henry County. There are many excellent opportunities for teachers to teach and learners to learn within the system.

All personnel are recognized by this system as a person of worth and dignity, and as such is entitled to all rights and privileges granted by the Henry County Board of Education as established in the Policy Handbook.

The administration of the Henry County School System encourages all personnel to read this handbook carefully and become fully aware of the roles, rights, and responsibilities found herein.

*It is the official policy of the Henry County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

## **EMPLOYMENT PROCEDURES**

**This personnel handbook is a guide for employees in relation to the Henry County School Board Policy Manual which is posted online at [www.henrycountyboe.org](http://www.henrycountyboe.org). If you have questions related to information contained in this manual, please see your immediate supervisor for clarification.**

### **TEACHER - LEARNER RELATIONSHIPS – POLICY #6.29**

The learner's learning environment is fostered by mature professional conduct on the part of all adult staff members. This precludes socialization/fraternization between learners and teachers during school, during school activities, and after school hours.

### **TEACHER TRANSFERS**

For voluntary teacher transfers, the vacancy of a teaching position will be posted within the Henry County School System for a period of one week during the school year, two weeks during the summer, and interested teachers will submit a written request for transfer from the principal with whom they are based, and be accepted in writing by the principal of the school to which he/she is transferring. All transfers are subject to Superintendent recommendation and Board approval.

For involuntary teacher transfers (Policy #6.90), the Board may transfer any teacher upon the recommendation of the Superintendent, for any succeeding year, from one position, school or grade to another by giving written notice to the teacher of such intention to transfer. Such transfer shall be without loss of status or violation of contract and shall not be for political or personal reasons. The Board may transfer any teacher only in accordance with Chapter 24 of Title 16 of the Code of Alabama.

### **JOB VACANCIES – POLICY #6.12**

Any non-instructional vacancies or new positions created will be posted on the school bulletin board at least ten days and advertised one time in each of the local weekly newspapers. During the summer, employees will be mailed notification of these openings only upon written request. In emergency situations notice of vacancies, etc. may be waived and the position filled for the duration of the school year.

### **ORIENTATION**

All new employees will be given an orientation prior to being assigned to specific job responsibilities. The orientation shall include, but not necessarily be limited to, an explanation of pertinent Board policies and School District administrative regulations, job expectations, and safety instruction.

## **PROFESSIONAL STAFF**

### **QUALIFICATIONS AND DUTIES -- EMPLOYMENT REQUIREMENT – POLICY #6.16**

The Board requires that each professional employee in the School District hold a degree from an accredited college or university.

Each professional employee shall hold a current and valid Alabama Teacher's Certificate, which shall be on file in the Office of the Superintendent.

A teacher must fulfill the continuing education requirements set forth by the Board during the term of employment.

All vocational employees shall meet the requirements of the State Department of Education for certification.

#### HIRING -- EQUAL OPPORTUNITY FOR EMPLOYMENT – POLICY #6.10

The Board shall make the final decisions to employ personnel based on the Superintendent's recommendations. As a minimum, an employment contract shall comply with the form mandated by the State Superintendent of Education.

#### POSTING VACANT POSITIONS AND RECRUITMENT – POLICY #6.12

The Henry County Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

- a. Job description and title.
- b. Required qualifications.
- c. A statement of reference to the approved salary schedule.
- d. Information on where to submit an application.
- e. Information on any deadlines for applying.
- f. Other relevant information.

In accordance with Attorney General Opinion 2002-069, November 21, 2001, the following are exceptions to posting vacancies:

- a. There is no vacancy when two (2) teachers trade positions.
- b. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.

If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary or emergency basis through an involuntary transfer within (15) days before or after the first day of school (AL Code Section 16-24B-7), the notice must be posted at least five (5) working days.

Nothing in board policy shall prohibit the immediate employment or transfer of Henry County School System personnel needed to ensure the welfare and safety of the students, personnel or others and teachers on a temporary emergency basis as provided by law.

#### HEALTH EXAMINATIONS – MEDICAL EXAMINATIONS – POLICY #6.19

The Board reserves the right to require employees of the School System based on reasonable cause, at any time, at the Board's expense, to submit to a physical or mental examination by a

physician or physicians to be designated or approved by the Board. It may terminate the employment of any person whose condition of health, as disclosed by such examination, makes further retention of such employee detrimental to the best interest of the School System.

#### ASSIGNMENT – POLICY #3.22

The Board authorizes the Superintendent to assign all teachers, professionals, and other employees of the Board to their respective positions upon employment.

#### SUPERVISION – POLICY #6.22

The Board is vested with the general administration and supervision of the School District. Actual supervision, administration, and maintenance of the District are delegated to the Superintendent as the executive officer of the Board.

#### CONTINUING SERVICE – NON-PROBATION STATUS/TENURE – POLICY #6.21

The Board shall grant professional continuing service status when a full-time employee has held three successive probationary contracts, each of which has been granted for the period of one school year, and has then been re-employed for a fourth year.

Before re-employment for a second or third year or for continuing contract, each probationary status employee shall have received from his principal and/or other supervisor as applicable a recommendation or approval. Any recommendations to place personnel on continuing service status shall be made to the Board by the Superintendent. The contracts of continuing service employees shall remain in full force unless superseded by a new contract signed by both parties or cancelled in accordance with applicable laws (i.e., due process for proposed termination).

A teacher who has gained continuing service status and who is promoted to principal or supervisor (in accordance to the hiring process as outlined in the Middle District Court Order of Alabama, Civil Action No. 1057-S, dated August 11, 1981), shall in no way jeopardize the employee's original continuing service status as a teacher.

#### SUSPENSION – POLICY #6.50

The Board may suspend or dismiss any person in its employment for the following reasons: 1) immorality; 2) incompetence; 3) insubordination; 4) willful neglect of duty; or 5) when the interest of the School District so dictates.

The Superintendent has the authority to temporarily suspend school personnel when, in his opinion, the circumstance necessitates immediate action. Such suspensions may be for up to 20 days without pay. Personnel may request a conference with the Board upon the charges filed by the Superintendent. The conference may be held at the next regular meeting of the Board or at a special meeting called for that purpose. The boards' decision to uphold or not uphold the Superintendents recommendation is final and not subject to review.

#### LAY-OFF – REDUCTION IN FORCE – POLICY #6.91

Should it be necessary because of financial limitations, declining enrollment, closing of a building, or other serious and legitimate business or legal reasons, or because of serious natural disaster to decrease the professional personnel, the Board shall, individual contracts notwithstanding, have the authority to terminate, demote, or reassign professional personnel to achieve the necessary reduction in staff.



As a prerequisite to all other considerations, the Board shall determine, upon the recommendation of the Superintendent, the type of instructional service within the organizational categories in which personnel is to be reduced.

In accomplishing the necessary reduction, probationary personnel shall be terminated first. In the event that personnel with continuing service status must be terminated, all such personnel within the classification to be reduced shall be ranked from highest to lowest based on a composite of the three most recent recorded evaluations and terminated in inverse order.

If two or more such persons are determined to be equally qualified and suited to the assignments remaining, the employees' continuing service in the school district in the targeted classification shall govern. If between two or more employees the length of continuous service is equal prior teaching experience shall govern, and if prior teaching experience is equal, the position of the respective employees on the salary schedule at the time of the reduction shall govern. Any reduction in personnel shall procedurally be accomplished in accordance with Ala. Code 16-24-10.

Note #1. The Board will also give consideration to other factors such as certified areas, performance evaluation, and needs of the school district.

#### SEPARATION -- POLICY #6.50

The Board may cancel the employment contract of any employee only in accordance with Chapter 24 of Title 16 of the Code of Alabama. Cancellations of an employment contract of a teacher on continuing service status may be made for incompetence, insubordination, neglect of duty, immorality, justifiable decrease in the number of teaching positions or any good and just cause, but cancellation may not be made for political or personal reasons.

#### RESIGNATION – POLICY #6.93

The Board prohibits any professional employee, whether on continuing service status or not, from canceling his/her contract during the school term for which said contracts is in effect, or for a period of 30 days previous to the beginning of such school term unless such cancellation is mutually agreed upon. Any employee shall be permitted to cancel his/her contract at any other time by giving 5 days' written notice to the Board. Any such employee canceling his/her contract in any other manner than herein provided shall be deemed guilty of unprofessional conduct and the State Superintendent by authority of Section 16-24-1 1, Code of Alabama, is authorized to revoke or suspend the certificate of the employee.

#### RETIREMENT – POLICY #6.92

All employees employed for twenty or more hours per week shall be members of the Teachers' Retirement System of Alabama. There is no mandatory retirement age for Board employees.

#### LEAVES AND ABSENCES – POLICY #6.70-6.71

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

- A. Personal illness;
- B. Bodily injury which incapacitates the employee;

- C. Death in the immediate family of the employee (husband, wife, mother, father, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle, and aunt);
- D. Where unusually strong personal ties exist because of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the teacher concerned shall file with the Board of Education a written statement of the circumstances which justify an exception to the general rule;
- E. Attendance to an ill member of the family of the employee (also see others in Part C), or a person standing in loco parentis.

Professional personnel may accumulate sick leave at the rate of one day per month. In no cases shall sick leave be used until it is earned, except as may otherwise be provided by policies governing the sick leave bank.

Upon proper verification of the previous employing Board of Education, professional employees employed by the Board may transfer sick leave from another Alabama School District.

Each employee shall be entitled to five (5) days of non-cumulative paid personal leave annually. The first two shall be paid leave, with the last three requiring personnel to pay the cost of substitute personnel.

The following provisions shall apply:

1. Employees may not use personal leave the 1<sup>st</sup> week of school, the last 4 weeks of school, or the day immediately before or after a holiday unless in situations in which prior approval of a written request is granted by the immediate Supervisor and Superintendent.
2. No employee will be required to divulge reasons for personal leave.
3. Personal leave will be denied if an absence will result in 10 % or greater of the entire school support personnel being out on the same day, unless prior approval by the immediate supervisor or principal.
4. The first two (2) days granted will be considered as state paid personal leave, with the last three considered as County paid leave. Reimbursement for unused State paid personal leave days shall be paid by supplemental check with the July payroll. Such days shall be reimbursed at the rate paid the regular support substitutes in the School System. The date for determining days to be reimbursed for the previous school year shall be June 30 each year for all employees of the School System. No reimbursement will be made for County paid personal leave days; however, unused and unreimbursed State personal leave days as well as unused County personal leave days will be transferred to sick leave in July of each year.

5. Staff members are encouraged to notify their principal and/or supervisor in advance of taking personal leave, although it is recognized that advanced notification may not always be possible.

#### MATERNITY LEAVE – POLICY #6.70.3

A maternity leave may be granted to eligible teachers. Maternity leave shall be without pay, except that accumulated sick leave days may be used in accordance with law when pregnancy has been confirmed. There will be no limit on the length of time a teacher may teach after she becomes pregnant; however, at any time, the principal has the authority to recommend that the teacher take maternity leave if it is deemed necessary due to emotional or physical problems.

Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, unless a professional employee has worked at least 90 days during a scholastic school year.

A professional employee on returning from maternity leave shall be restored to her former position, maintaining tenure status and all accruable benefits. However, days are not accrued for sick leave, personal leave, or annual leave while on maternity leave without pay.

#### MILITARY LEAVE – POLICY #6.70.3.1

Military leaves of absence may be granted to a teacher without the impairment of the continuing status of the teacher.

#### HEALTH LEAVE – POLICY #6.70.3.1

Any teacher who has qualified for leave privileges is eligible for a health leave up to one scholastic year without pay. A written request signed by the immediate supervisor must be presented to the Superintendent, who in turn must sign the request and present to the Board for final approval. The Board may request a doctor's certificate.

#### PROFESSIONAL STUDY LEAVE – POLICY #6.70.8

Professional study leave may be granted to teachers to further their own educational advancement and knowledge in the form of full-time study in an accredited college or university. This leave may be granted for the last semester or for no more than one scholastic year based on the ability of the Board to find a qualified substitute. This leave must be submitted by the teacher in writing to his/her immediate supervisor who in turn presents the request to the Superintendent for presentation to the Board. This must occur no later than the semester prior to the beginning date of classes. If the leave is granted by the Board, it will be without pay.

#### VACATION LEAVE FOR TWELVE-MONTH EMPLOYEES – POLICY #6.70.2

All employees who are employed on a 12-month basis are entitled to two weeks per year of vacation leave. Employees may choose to carry over unused vacation leave and may accrue up to 20 total days of vacation. The board may also pay employees their regular rate of pay for up to 5 unused vacation days. This leave should be scheduled with the person's immediate supervisor before it is taken. All vacation leave should be taken prior to June 30<sup>th</sup> of each year.

#### SICK LEAVE BANK (SLB)– POLICY #6.71

Certified employees are entitled to a Sick Leave Bank in Henry County as established according to provisions of Section 084-23 1, State Law of Alabama. Participation requires the employee to sign a request form which authorizes the removal of 5 days from the participant's sick leave account or the first 5 accumulated sick leave days to be placed in the Sick Leave Bank.

In Henry County there is a Sick Leave Bank Committee designated to monitor the program. The Committee is composed of four members. Two of these are designated Board representatives and two are chosen by the Henry County Education Association.

Newly employed personnel may become participants within 30 days of their employment date. After the initial enrollment period, any person who has been employed at least 1 year in the School System will have to be approved by the SLB Committee before being allowed to participate. Participation shall be on a voluntary basis on the part of the employee. Participating employees shall make equal contributions (5 days) to join the SLB.

The following conditions must be met to withdraw days from the SLB: a) all accumulated sick leave days of the employee seeking a loan must be exhausted; b) a request for the loan of days from the SLB must be received in the payroll office on or before the ending payroll date for the month (otherwise it will be carried over to the next month); c) all requests for the SLB withdrawals must be made in whole day increments; d) no employee may owe more than ten days plus the five days he/she has on deposit, unless approved by 50% of the participating members of the bank; e) an employee cannot leave the system without repaying the sick leave days to the bank. If the employee has no sick leave days remaining, then the value of the loan shall be deducted from the final paycheck at the prevailing rate. Any request the payroll office deems unusual or questionable shall be referred to the SLB Committee for review and determination of status. It is the sole responsibility of the employee to make application for any loan from the sick leave bank on or before the date due for such applications. Employees may authorize the principal to apply for a loan from the SLB on their behalf under extenuating circumstances.

A participating employee who chooses to no longer participate in the SLB shall be eligible to withdraw August 1 through September 15. An employee must repay any borrowed days prior to withdrawing membership from the SLB. Participating employees who are leaving the School District may apply for their 5 days within 90 days following the termination of their employment. Sick leave days deposited to the SLB will automatically be restored to the employee's accumulated sick leave upon retirement. These days will be credited to the employee's service retirement upon completion of the required retirement form.

Any grievance arising from the administration of the sick leave must be addressed first to the Sick Leave Bank Committee. If unresolved, the matter may be presented to the Board of Education for final disposition of the issue.

#### INJURIES TO EMPLOYEES – POLICY #6.70.4

Employees of the School District are not covered under Workman's Compensation; therefore, the Board is not liable for accidents that occur on school premises during school hours.

The Henry County Board of Education, upon written recommendation of the Superintendent, may authorize that the salary of an employee of the School District be continued during absences due to job-related injuries upon presentation to the Board of satisfactory evidence by a doctor and immediate supervisor which demonstrates that the absence is due to or arising from a job-related injury.

Payment to an employee shall not exceed 100% of the employee's regular daily salary for each day absent. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee's returning to work, and salary continuation in no event shall exceed 30 working days.

Henry County Board of Education employees who are absent from work due to job related injuries which result in partial or total permanent disability shall be informed about their rights to proceed before the Alabama State Board of Adjustment. These absences shall be treated as sick leave for the purposes of claiming reimbursement for substitute teachers.

#### UNEMPLOYMENT COMPENSATION

The Alabama Unemployment Compensation Law is fully complied with by the Henry County Board of Education.

#### INSURANCE

Major medical insurance is provided by the State of Alabama (PEEHIP). The Henry County Board of Education pays a portion of this coverage with some out of pocket expense to the employee based on the type of coverage. PEEHIP will handle all transactions through the state office (telephone 1-877-571-0020 or [www.rsa.al.gov](http://www.rsa.al.gov)).

#### POSSESSION OF DEADLY WEAPONS – POLICY #6.30.1

Bringing or possessing a deadly weapon or dangerous instrument on school property is prohibited. \* School employees who violate this policy are subject to disciplinary action up to and including termination.

\*Exception: Authorized law enforcement officials.

#### FACULTY AND STAFF USE OF ELECTRONIC DEVICES – POLICY #8.60-8.61

With a rapidly changing society, it is our duty to teach appropriate use of technology, including cell phone usage. Therefore, possession of cell phones shall be permitted at school. Teachers shall take opportunities to teach cell phone etiquette and model appropriate cell phone use. Inappropriate cell phone may include: using the device to cheat on tests, “sexting”, using the device to invoke student unrest, using the device to take or transmit pornographic or lewd photos/videos, using the device for personal reasons. Teachers may use cell phones during planning periods only (unless using the device as a *teaching* tool). \*\*During the regular class periods, cell phones should be turned off and not visible to students unless being used as a learning tool.

Teacher Consequences:

1<sup>st</sup> offense – written warning

2<sup>nd</sup> offense – written reprimand

3<sup>rd</sup> offense – hearing before the Board of Education

\*Teachers whose actions violate State and/or Federal laws (threats, harassments, pornography, etc.) shall be turned over to law enforcement agencies and shall be prosecuted to the fullest extent of the law in addition to school punishment.

\*\* Teachers may be granted permission to keep their cell phone visible and on vibrate during extenuating circumstances as approved by the local school principal.

\*\*\* Absolutely no cell phones (student or teacher) will be allowed in testing rooms where state assessments are being administered. Violators will enter consequences at the 3<sup>rd</sup> offense level.

\*\*\*\*"Sexting" - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.

#### FACULTY AND STAFF USE OF TOBACCO – POLICY #3.45

The Henry County Board of Education does not condone or permit school faculty and staff to use tobacco in any form at any time on school property. Violation of this policy will subject the employee to disciplinary action up to and including termination.

#### DRUG AND ALCOHOL USE OR ABUSE – POLICY #6.80

The Henry County Board of Education places great importance on eradicating alcohol and drug abuse by employees and learners. The Board of Education recognizes that our employees are a valuable resource and desires to provide a healthy, satisfying working environment which promotes personal opportunities for growth. The Board of Education is also dedicated to providing safe, dependable and economical transportation services for the children attending our educational institutions. This policy promotes these goals by (1) assuring that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) creating a work-place environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) complying with applicable Federal and State statutes and regulations including, but not limited to, the Omnibus Transportation Employee Testing Act of 1991 (49 U. S.C. App. Section 1618a) and the Unemployment Compensation Drug Testing Bill (Ala. Act 94-719 amending Ala. Code Section 25-4-72).

- A. The Henry County Board and all employees shall make a good faith effort to maintain a drug-free work place through the implementation of this policy. The objectives of this policy are:
  - 1. To create and maintain a safe, drug-free working environment for all employees;
  - 2. To reduce the likelihood of accidental personal injury and/or damage to learners, pupil transportation, or property; and
  - 3. To protect the reputation of the school system and its employees.
- B. This policy applies to all employees of the Henry County Board of Education, whether administrative staff, faculty or support personnel. In accordance with federal administrative and regulatory agencies, this policy also applies to certain contractors when they are on Board property or when performing transportation related business off-site. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work.
- C. As a condition of employment, each employee shall abide by the terms of this policy. Violation of these rules, including testing positive, will subject the employee to discipline, up to and including discharge. Refusal to cooperate with the school system's procedures in any test investigation will result in discipline, up to and including discharge.

D. Faculty, staff and support personnel, regardless of position or classification, shall be subject to and may be compelled to subject to a drug test:

1. When the Board has a “reasonable suspicion” that a particular employee is using drugs. For purposes of this policy a reasonable suspicion requires an objective evaluation and the suspicion must be directed at a particular individual. Examples of “reasonable suspicion” include, but are not limited to, the following:

- a) Adequate documentation of unsatisfactory work performance or on-the-job behavior;
  - b) Physical signs and symptoms consistent with substance use;
  - c) Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances; and
  - d) Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.
2. When the employee’s duties have a direct impact on the physical safety of school children when the testing is conducted as part of a routine, reasonably required, employment-related medical examination.
3. Any employee who has a commercial driver's license;
- a) At the time of initial employment;
  - b) When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies;
  - c) On a random basis without advanced notice;
  - d) Following any reportable accident; and
4. Each employee who is reported as positive on a drug screening or having an alcohol concentration of 0.02 or greater shall be subject to periodic unannounced drug/alcohol testing for a period of up to sixty (60) months but not less than at least six (6) tests in the first twelve (12) months following the employee's return to duty.

E. Prohibitions and Standards for all employees:

1. No employee shall unlawfully possess, use, distribute, dispense, manufacture or be under the influence of alcohol or a drug while:
  - a) On property or premises owned, leased, or used by the BOE;
  - b) At Board sponsored or supervised activities;
  - c) In any Board owned, leased, or used vehicle;
  - d) While engaged in or going to or from any Board-sponsored or supervised activities; or
  - e) At any employee workplace.

2. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater or when he/she uses any controlled substance except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely function in his/her employee position.
3. No employee shall perform any duty associated with his/her employment while using alcohol or within eight hours after using alcohol.
4. No employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first. Any employee subject to post-accident testing who leaves the scene of an accident before a test is administered or fails to remain readily available for testing may be deemed by the Board to have refused to submit to testing.
5. Any applicant for a school bus driver's position with the Henry County Board of Education shall undergo drug testing prior to employment. A negative drug test is required prior to employment. Failure of a drug test will disqualify an applicant for employment for a minimum of one year.
6. Law enforcement agencies shall be notified, as appropriate, where criminal activity is suspected.
7. Compliance with these standards of conduct is mandatory. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or in noncompliance with these standards of conduct will be suspended from job duties pending an investigation and verification of condition. Employees holding a commercial driver's license shall be terminated upon being found to be under the influence of prohibited substances or who fail to pass a drug-alcohol test. Other employees found to be under the influence of prohibited substances or who fail to pass a drug/alcohol test shall be subject to disciplinary action, up to and including termination.
8. Positive test results shall be a conclusive presumption of impairment by alcohol or illegal drugs.
9. For purposes of this policy, the term "drug" shall include any illicit drug, controlled substance, intoxicating substance, inhalant, counterfeit substance, look-alike substance, marijuana, cannabis, opiate, hallucinogen, narcotic, amphetamines, phenethylamine, cocaine, or other unlawful drug for purposes of federal or state law. The term "alcohol" means the intoxicating agent in beverages, including ethyl, methyl and isopropyl alcohols, or other low molecular weight alcohols.
10. This policy is not intended to prevent possession of a controlled substance which was obtained directly or pursuant to a valid prescription or order from a physician, dentist or other person duly licensed, registered, or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice.



11. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

F. All drug tests pursuant to this policy, with the exception of those given to school bus drivers, shall be conducted and evaluated according to standards set for the U.S. Department of Transportation in 49 C.F.R. Part 40 or standards shown by the Board to be reliable. School bus drivers shall be tested in accordance with rules and regulations promulgated by the U.S. Department of Transportation and the Federal Highway Administration. Only urinalysis will be utilized in the pre-employment in random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry.

G. The School Board will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens. Initially, the following collection site will be used: Southeast Industrial Health Network  
1908 Fairview Avenue  
Dothan, Alabama

The Board of Education, Southeast Industrial Health Network, and the laboratory has developed and will maintain a documented procedure for collection, shipping and accessing urine specimens. The Board, SIHN, and the laboratory will utilize standard urine custody and control forms for all employee testing. A tamper-proof sealing system, identifying numbers, labels and sealed shipping containers will also be used. Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable.

H. All test results will be forwarded to the school system's medical review officer (MRO) and will remain confidential and may only be released to the school system. The employee must execute a proper consent to release this information to any other individual. In the event an employee initiates a grievance, hearing, lawsuit, or other action as a result of a violation of this policy, the school system may release relevant information to the decision maker.

I. No employee of the Henry County Board of Education shall knowingly alter or adulterate any blood or urine sample taken pursuant to any test conducted as set out below. Any employee who refuses to comply with a request for drug/alcohol testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution may be terminated for insubordination.

J. Any employee who fails to notify the Superintendent of the Henry County Board of Education of any criminal drug/alcohol statute conviction for a violation occurring in the work-place no later than five (5) days after such conviction shall be subject to disciplinary action, up to and including termination.

K. The Board also reserves the right to search desks, cabinets, toolboxes, vehicles, including personal vehicles brought on the school system's property, bags or any other property at the school or in personal vehicles.

L. Each employee shall be advised in writing of the provisions of the Board's alcohol and drug policy.

#### SUSPENSION FOR DISCIPLINARY PURPOSES – POLICY #6.50

As circumstances require, a professional employee may be suspended for disciplinary purposes by the Superintendent. Due process shall be a part of the procedure and shall include the following procedures:

- 1) The Superintendent shall conduct an investigation to determine the facts of the case. If the employee involved is not found to be a threat to the health and/or safety of the School System, said investigation shall be conducted in advance of any suspension. The investigation shall be conducted in a manner that ensures parties in interest an opportunity to be heard.
- 2) If suspension without pay for disciplinary purposes is a consideration and the employee involved is not found to be a threat to health and/or safety, the Board shall conduct a conference with the employee prior to any suspension without pay. The Board, based on the facts of the conference, shall determine if the suspension for disciplinary purposes shall be upheld.
- 3) If the employee is considered to be a threat to the health and/or safety of the School System, said employee may be suspended forthwith for disciplinary purposes by the Superintendent with pay, with a hearing to be held before the Board to determine if suspension is to continue with or without pay.
- 4) If an employee is to be suspended pending a hearing before the Board to terminate said employee's contract, said suspension may be invoked by the Superintendent and shall be without pay.

#### FAMILY AND MEDICAL LEAVE ACT – POLICY #6.70.3.1

The Act applies to all Board employees who have been employed by the Board for at least twelve months and who worked for at least 1,250 hours during that twelve month period. Under the Act, an eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period for the following reasons:

1. The birth and first year of a child
2. The adoption or foster placement of a child
3. The care of a "serious health condition"

The Board may allow or require that paid leave be taken before granting unpaid leave. Unpaid leave granted in compliance with the Act, when combined with paid leave available to an employee, shall not exceed a combined total of twelve weeks.

In the instance of birth, adoption and foster placement, the entitlement to leave for child care expires at the end of the twelve-month period beginning on the date of birth or placement.

Entitlement for leave associated with illness of a child occurs only where the child is under 18 years of age or incapable of self-care due to mental or physical disability.

In cases where both spouses are employed by the Board, the combined amount of leave for childbirth, adoption, foster placement, or to care for a sick parent is limited to twelve weeks.

#### Intermittent Leave

If medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions, which pertain to instructional employees. The Board may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided the position has equivalent pay and benefits. When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation.

#### Notification

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least 30 days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment, including intermittent and reduced hour leave, so as not to disrupt unduly the operations of the school district.

#### Certification

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse or parent to be supported by a certification issued by the appropriate health care provider. The certification shall state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) the necessity for the employee's leave, and (4) that the employee is unable to perform the employee's job functions. The Board reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion. If the first and second opinion conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.

#### Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefits during the leave period.

#### Restoration

Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest 10% of the employees employed by the

Board if such denial is necessary to prevent substantial and grievous economic injury to the Board's operation.

Because the end of the semester is a critical time for both teachers and learners, the following conditions apply to requests from instructional employees seeking to return from leave within the last three weeks of the semester:

1. If the employee begins any category of family and medical leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the employee seeking to return within the last three weeks to wait until the next semester.
2. If the employee begins any category of family and medical leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the employee seeking to return within the last two weeks to wait until the next semester.
3. If the employee begins any category of family and medical leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the employee to wait until the next semester.

A “serious” health condition means an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider.

When an instructional employee's leave falls within one of the three categories above, the required additional leave (for example, the last two weeks of the semester in category 1) is considered part of the available twelve week unpaid leave period per year.

Instructional employees are those whose principal function is to teach and instruct learners in a class, a small group, or an individual setting.

### **WORKING CONDITIONS**

The Board shall establish policies pertaining to the working conditions of school personnel. Such policies should include, but are not limited to, the following:

- a) health examination of personnel;
- b) time schedules for each job classification;
- c) workloads for particular individuals;
- d) expenses for school-related work;
- e) non-school employment such as consulting on a part-time basis;
- f) professional leaves and absences such as those necessitated by emergencies, by illness, by pregnancies, by military service, by religious preference, by personal bereavement, by legal reasons or by vacations.

### **ASSIGNMENTS – POLICY #6.10**

The Board directs the Superintendent to assign all school personnel. No assignments or reassignments of personnel shall be made in violation of judicially imposed desegregation orders.

### **TIME SCHEDULES AND WORK LOADS – POLICY #6.11**

The Board requires that all administrators, supervisors, and instructional personnel observe the minimum eight (8) hour work day, unless otherwise agreed upon by the employee and the Superintendent of Education (exception: those individuals whose contracts specify differently).

Workloads for administrative and supervisory personnel shall consist of all duties and responsibilities outlined in respective job descriptions and all other duties that may be assigned by the Superintendent.

#### STAFF INVOLVEMENT IN DECISION MAKING – POLICY #2.23

It is the policy of the Board to encourage employee participation in decision making for the School District and/or integral parts thereof.

In the development of educational policies for the operation of the School District, the Superintendent shall include at the planning stage, whenever feasible, representation by those employees who will be affected by such provisions. The professional staff shall be given full opportunity and encouragement to contribute in curriculum development and in the development of policies pertaining to the instructional program.

Each principal shall maintain channels for conferring with both the professional and support staff in establishing building policies and regulations.

The Superintendent shall develop with employees channels for the ready intercommunication of ideas and feelings regarding the overall operation of the schools. He shall weigh with care the counsel given, especially that given by groups representing large segments of the staff, and shall inform the Board of all such counsel in presenting recommendations for Board action. All involved personnel shall concomitantly recognize that efforts toward discharge of responsibilities in whose determination they shall have participated must denote conscientious and otherwise demonstrate conduct affirming their commitment to placing social and academic development of learners ahead of special interests or selfish motives. Learner development and obligations of all personnel in this respect shall always be the primary emphasis of the Board and employed personnel.

#### STAFF INVOLVEMENT IN POLICY DEVELOPMENT – POLICY #2.23

The Board of Education shall, upon written recommendation of the Superintendent, determine and establish a written educational policy for the School District and shall also prescribe rules and regulations for the conduct and management of all schools.

The Board recognizes the need for knowledge, constructive and purposeful involvement of personnel affected by respective policy areas. Before adopting written policies, therefore, the Board shall directly or indirectly through the Superintendent consult with the professional organization representing the majority of certified employees and in addition shall consult with professional assistants, principals, and teachers of the School District and parents and other citizens served by respective schools.

Adopted policies, rules and regulations shall be filed with the State Superintendent of Education and shall be made available to all teachers employed by the Board. Any amendments to policies, rules, or regulations shall be developed as specified above, filed with the State Superintendent and provided to teachers within twenty days following adoption.

#### STAFF RIGHTS AND RESPONSIBILITIES – POLICY #6.29

The Board recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be restricted if their exercise materially interferes with the educational process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment entered into between the Board and the employee.

## DUTIES AND RESPONSIBILITIES OF TEACHERS – POLICY #6.29

Each teacher shall teach efficiently and faithfully, using State-approved texts, site-approved materials, school district curriculum guides, and State-mandated courses of study that will enhance the learning climate and meet the needs of all learners in his/her charge.

Each teacher shall by precept and example labor faithfully and earnestly for the learners' advancement in studies, deportment, and morals. He/she will embrace every opportunity to include the principles of truth, honesty, and patriotism.

Each teacher shall attend such meetings as required for professional growth and development to include, but not be limited to, faculty meetings, school district in-service meetings, parent conferences (at least one a year to be announced in advance and agreed to by teacher and parent), and all other meetings as may be required by the State Superintendent, County Superintendent, and building principal.

Each teacher shall keep records and reports as required by law, by regulations of the State Board, by local Henry County Board of Education, and by building principal.

Each teacher shall protect school property, seeing that the school building and all things pertaining thereto are not unnecessarily defaced or damaged.

Each teacher shall deliver on closing of school all keys, records and reports to the building principal and/or Superintendent's Office.

Each teacher shall fulfill the terms of any written contract, unless released from the contract by the County Board of Education.

Each teacher shall meet the criteria defined in his/her respective job description and shall develop a yearly professional development plan for the improvement of instruction within the classroom and participate in the County evaluation process.

Each teacher shall assume such authority for the control of learners as may be assigned to him/her by the principal and shall abide by the County Code of Conduct for learners.

## SCHOOL HOURS FOR TEACHERS

All teachers are to report to their assigned school and be on duty at 7:30 a.m. and remain on duty until 3:15 p.m. on designated school days, unless otherwise specified by the building principal or Superintendent; all administrators are to be on duty in their respective schools by 7:00 a.m. and remain on duty until 3:30 p.m. Each teacher shall be provided a minimum of thirty (30) minutes each day for instructional planning.

## TEACHING DAYS

The minimum number of days for learners shall be 180 and the minimum number of days for teachers shall be 187. The minimum number of days scheduled for learners shall be full school days (360 minutes) and these instructional days shall be protected for that purpose.

## LENGTH OF SCHOOL DAY

The length of the instructional school day shall be six hours exclusive of lunch and recess breaks.

## CHANNEL OF AUTHORITY – POLICY #6.29

The channel of authority creates and allows for an orderly and sequential process of exchange of information; or corrective action; or the elimination of misunderstanding; or the clarification of issues; or to provide full information to concerned parties.

In the case of school board employees, individuals employed by the Board are to first seek relief/remedy from their immediate supervisor; the supervisor and/or the employee refer any unresolved matter to the Superintendent; the matter may then be referred to the Board of Education in a regular meeting of the Board if satisfaction has not been achieved with the Superintendent.

#### GRIEVANCE PROCEDURES – POLICY #6.41

The Board recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts to all concerned to promote understanding and cooperation. The Board, therefore, has adopted the following grievance procedure as a means to examine and resolve possible problems, which relate to the administration of personnel policies of the School District.

#### I. Definition

- A. Grievance is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of the School District. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the Board's right to establish educational policy and prescribe rules and regulations for the management of the schools.
- B. Employees covered by this procedure shall mean permanent employees of the Board.
- C. Immediate Supervisor is that employee possessing administrative authority to direct the activities of the grievant.

#### II. Procedure

All grievances shall be handled in accordance with the following procedure:

- A. Step 1. Any employee shall promptly present to the employee's immediate supervisor the grievance in writing. Such notice shall be presented no later than 5 working days after the date on which the alleged grievance occurred. The employee and his/her immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within 5 working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.
- B. Step 2. In the event the employee wishes to appeal the decision at Step 1, the appeal must be presented in writing to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall be presented within 5 working days of the receipt of the Step I decision. Such appeal shall contain a statement of the grievance and specific references to the section of the District's personnel policies which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. At this conference the employee may appear alone or may be accompanied by a fellow employee of his/her choice. Notice of the conference shall also be given to all parties involved in all alleged grievances. The

administrative officer shall issue a written decision to the employee within 5 working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

- C. Step 3. In the event the employee wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing within 5 working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal together with Step 1 and Step 2 decisions and the name of the accompanying fellow employee, if any, must simultaneously be submitted to the Superintendent. The Superintendent shall schedule a meeting with the employee within 10 working days to attempt to resolve the grievance. Notice of the Step 3 conference shall be given to the employee, as well as to the individuals who rendered the Step 1 and Step 2 decisions. The Superintendent shall issue a written decision within 10 working days after the conference with the employee. Unless the grievance shall be appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.
- D. Step 4. In the event the employee wishes to appeal the decision at Step 3, the appeal must be presented to the Superintendent as secretary of the Board within 5 working days of the receipt of the Step 3 decision. A copy of the Step 4 appeal together with copies of the grievance, the Step 1,2,3 decisions and the name of the representative of the employee, if any, must simultaneously be submitted to the Superintendent. The employee's appearance to present his appeal before the Board will be scheduled in accordance with regular procedures adopted by the Board. The employee may appear alone at this conference or be accompanied by counsel of his own choice. The Board shall issue a written decision within 30 days after the conference with the employee.

#### CONFLICT OF INTEREST – POLICY #6.14

The Board prohibits School District employees from engaging in additional employment or other personal pursuits that would affect their efficiency or usefulness as employees in the District; that would make time and/or energy demands upon such individuals which could interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the School District; that would adversely affect their School District employment status or professional standing; or that would in any way conflict with or violate professional ethics.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

The Board also prohibits employees from engaging in political activity which materially interferes with or substantially disrupts the educational process in the School District. Assemblies, school classes and materials and equipment shall not be used for partisan political purposes.

#### SOLICITATIONS – POLICY #6.14

The Board prohibits any employee of the School District from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to learners in the School District or to parents of such learners.



Employees are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of learners in the School District or parents of such learners to persons, firms, corporations, associations, or organizations or to the salesmen of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related articles, equipment or items.

#### SCHOOL BUDGETS – POLICY #4.20

The principal, working jointly with teachers in each school, will determine the materials, supplies, or equipment that will be purchased for his/her school.

All purchases, whether by school or from individual teachers, which are submitted to the Central Office for payment, must be handled on requisition forms provided by the Central Office signed by the teacher and principal, and on the face of the requisition form from which funds purchases are to be deducted. Once a purchase order has been approved by the Central Office and the item(s) received, a copy of the requisition order marked received should be forwarded to the Central Office so prompt payment can be made. The individual receiving the goods should check carefully that the full purchase order has been filled. Any items not included should be noted on the face of the requisition order, and notification sent to the vendor and Central Office. Any order without a purchase order number is the responsibility of the individual who made the purchase.

#### EXTRA DUTY – POLICY #6.18

Employees may be assigned extra duties and responsibilities by their supervisor, the Superintendent or his designee. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board.

#### ADULT DRUG-FREE POLICY – POLICY #6.72

The Henry County Board of Education is concerned about performance and safety of the employees in the workplace. The use, possession, or sale of illegal substances by school personnel is considered a serious offense and will constitute grounds for procedures leading to dismissal of said personnel. The use, possession, or sale of alcohol by school personnel on school property or at school sanctioned functions is considered a serious offense and will constitute grounds for procedures leading to dismissal of said personnel.

#### DUE PROCESS – POLICY #5.30

All professional personnel are to become familiar with the Henry County Learner Code of Conduct pertinent to the learners they teach. It is imperative that said personnel administer the rules and regulations set by the Board with fairness, equal treatment, and consistency. All personnel will be accountable in affording every learner his/her due process rights, which succinctly are NOTICE of charges, EXPLANATION of the evidence, and HEARING (opportunity) to refute charges. This action is to be followed prior to any action taken toward the learner.

#### **DRESS**

All employees are expected to dress in a professional manner and should also be in compliance with the learner dress code. Exception: Physical education teachers

## **Business casual guidelines for men and women**

Business casual is crisp, neat, and should look appropriate even for a chance meeting with a CEO. It should not look like cocktail or party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy.

### **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS – POLICY #6.33**

Membership by professional staff in scholastic honoraries, professional organizations, and professional associations is encouraged. Faculty members who wish to attend the meetings of such organizations should submit a request for detached duty to their immediate supervisor who in turn submits the request to the Superintendent.

### **COPYRIGHT POLICY – POLICY #4.90**

A single copy may be made of the following by a teacher or at the request of a teacher for use in teaching or in the preparation to teach a class.

1. a chapter of a book;
2. an article from a newspaper, magazine, or journal;
3. a short story, an essay, or a short poem;
4. a chart, graph, diagram, cartoon, drawing, or picture from a book, periodical or newspaper.

Multiple copies may be made by the teacher or at the request of a teacher for classroom use if the following three tests are met:

1. Brevity test
  - a. Poetry. It is permissible to copy a poem in its entirety if it does not exceed 250 words. Excerpts of longer poems may be copied up to 250 words.
  - b. Prose. A copy may be made of a story, an essay, or an article in its entirety if it does not exceed 2,500 words. Excerpts of a work of more than 2,500 words may be made if the excerpts together do not exceed 1,000 words or 10% of the work, whichever is less.
  - c. Illustrations. Only one chart, graph, diagram, drawing, cartoon, or picture per book or periodical may be made.
2. Spontaneity Test. The decision of the teacher to use the work in the classroom is made so near the time that it is needed that it would be impossible to get prior approval from those who hold the copyright.
3. Cumulative Effect Test.
  - a. The material copies should be used in only one course.
  - b. Not more than three short poems, articles, stories, essays, or two excerpts may be copied from the same collective work or periodical volume during one term (quarter).

Copying that is prohibited: Copying from consumable materials such as workbooks, test booklets, standardized tests, and the like is strictly prohibited. A teacher is never permitted to copy or request the same item to be copied from year to year. A teacher is not allowed to copy or request copies of separate items in order to create a compilation or collection of those items.

## GOALS AND OBJECTIVES

The Board has established the following broad goals and objectives for each learner:

1. Intellectual Discipline - Knowledge of the basic skills in reading, writing, and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English, and other required disciplines in the higher grades. Development of the skills of logical analysis, evaluation, and problem solving. Development of skills, knowledge, and attitudes necessary for effective communication, including listening, speaking, reading, and writing.
2. Economic and Occupational Competence - Knowledge of the fundamental economic structures and processes of the American system and the opportunities for the individual citizen in the system. Development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering in the world of work. Competence in the application of economic knowledge to such practical functions as handling personal finances and participating in community economic affairs.
3. Citizenship and Self-Understanding - Knowledge of comparative political systems with emphasis on the democratic process. Development and application of skills in the political process and the understanding of how political decisions are made. Development of skills, knowledge, and attitudes necessary for becoming a responsible citizen and understanding values as they relate to society.
4. Physical and Environmental Health and Ecological Balance - Development of skills and knowledge of the requirements for personal hygiene, nutrition, and physical exercise to maintain personal health. Knowledge of the dangers of addiction to harmful practices or consumption of harmful materials. Knowledge and understanding of the physical world and the relationship of the individual to it. Competence in recognizing and preventing environmental and ecological problems.
5. Creativity and the Arts - Knowledge and appreciation of the fine arts.
6. Community and Life-Time Education - Commitment to education for the entire community to provide means for economic improvement, cultural development, and enrichment of personal and family lives.

Encouragement of citizens to participate in school activities on a community-wide basis.

Appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in lifetime sports.

## ACADEMIC FREEDOM – POLICY #4.31

Academic freedom may be defined as the right of a qualified scholar to pursue the search for truth in its many forms and to make public his/her methods and findings. It is the right of a teacher to encourage freedom of discussion on controversial issues in the classroom and to develop in learners a love of knowledge and a desire to search for truth. The teacher shall keep in mind that academic freedom is not a political right guaranteed in the Constitution, but rather a necessary condition for the successful practice of the academic profession in a free society.

When exercising academic freedom through the teaching/discussion of controversial issues, a teacher should seek advice and counsel of the administration, colleagues, and his/her associates concerning the limits to which the questions should and may be explored. In practicing academic freedom, the teacher must be aware of his/her moral and ethical obligations to learners, their parents, and to the community. The teacher shall take into account the degree of maturity of his/her learners in deciding on the most appropriate instructional plan.

#### INTERNET ACCEPTABLE USE POLICY – POLICY #5.90

Henry County Schools will be offering access to the Internet. To gain access, each learner must obtain parental permission.

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among learners, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

Learners are responsible for appropriate behavior while using the Internet. Additionally, learners are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in the Henry County Code of Conduct.

All users (learner/teacher/administrator) have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. These rights include:

Privacy - All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to insure that learners are using the system responsibly.

Safety - No user will make threatening or unwelcome communications while using electronic telecommunications. Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

Intellectual Freedom - Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate materials or language - No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.

Equal Access - All users will be granted free and equal access to the Internet depending on facility and equipment limitations.

Exploration of the Internet is encouraged relative to the purposes of research and education. No single user should monopolize the workstations connected to the Internet.

#### **The guidelines:**

1. BE PREPARED to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. Do notify an adult/supervisor immediately if you encounter materials that violate the school code of conduct.
3. Do not use a computer or Internet to hurt, harass, attack, harm other people or their work.
4. Do not damage the computer or network in any way.

5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. Do not use the Internet for illegal activities, e.g. threats, instructions on how to perform illegal acts, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
7. Do not install software or download unauthorized files, games, programs, or other electronic media.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
10. Do not share your password with another person.
11. Do not reveal the personal address or telephone number of you or anyone else.
12. Do not access other learner's work, folders, or files.
13. Do not re-post nonacademic personal communications without the original author's prior consent.

#### FIELD TRIPS AND EXCURSIONS – POLICY #4.43

1. Guidelines for Field Trips
  - a) A Field Trip Application Form will be completed by the field trip coordinator (teacher) at least 10 school days prior to the trip.
  - b) The field trip coordinator (teacher) will send the completed form to the principal who will sign it, retain a copy, and send the original to the Transportation Supervisor in the Central Office no later than 10 school days prior to the date of the trip.
  - c) The transportation supervisor may grant approval of the trip and buses, complete the bottom section of the form, return a copy to the school, send one copy to the bus driver, and retain one copy for the Central Office file.
  - d) A listing of the learners' names participating in the field trip activity must be retained in the principal's office.
2. Roles and Responsibilities of Field Trip Coordinator (teacher)
  - a) Complete and submit field trip application form to principal 10 school days prior to date of trip.
  - b) Complete field trip checklist.
  - c) Assume lead role for the trip (make decisions, delegate responsibilities, make contact with bus drivers, and transportation supervisor if necessary).
  - d) Maintain necessary communication, i.e., time leaving and returning is clearly understood, bus driver is aware of activities, principal is advised of developments, keep all learners/groups together as much as practical.
  - e) Remain at return site until all learners have been released to appropriate individuals.
  - f) Report to principal as soon as practical upon completion of the trip.

#### FINAL EXAMINATIONS --- NINE WEEKS AVERAGES AND EXAMS

All learners in grades 6-12 shall take nine-weeks tests. Nine weeks test shall be administered at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks. Semester exams shall be administered at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks. Final yearly grades shall be determined by averaging the two semester final averages in full year classes or averaging the two 9-week averages in semester (block) classes. Nine weeks averages shall be determined as follows: Weekly test grades

(minimum of six) will count 50%. Daily grades (homework, class work, etc. – minimum of 9) will count 25%. The nine weeks exam/semester exam will count 25%

Honor classes (AP and Advanced) shall offer a minimum of 3 test grades and 4 homework assignments. The percentage in each category for calculating a final grade shall also be used for all computer assisted courses.

Students in grades 6-12 who have a “A” average may exempt the semester test in which he or she holds an “A” average with the stipulation that students must take one Core Academic class semester test per semester. Students in grade 6-12 may exempt one additional semester exam if they have a minimum of a “C” average in all individual classes and have perfect attendance during the semester. Exempted classes shall be at the request of the student. All final examinations will be administered according to schedule outlined in the annual school calendar.

#### PARENTAL CONFERENCES – POLICY #9.15

Beginning with the adoption of this policy, all schools of the School System shall develop and implement plans to schedule a minimum of one conference with the parents or guardians of each enrolled learner. Such plans shall require school principals, after consultation with faculty members, to notify the parents or guardians of all learners in their schools that they may schedule conferences with teachers and administrators to discuss educational matters related to their child. Said notification shall be in written form and shall identify the procedure for scheduling a parent-teacher conference.

Parent-school personnel conferences must be scheduled in such a way that will not interfere with said personnel's teaching responsibilities, preferably at the close of the school day or during the preparation period.

#### HOMEWORK POLICY – POLICY #4.13

Learners shall be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to learners based on teacher judgment.

##### Learner Responsibilities

Learners will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time periods
2. Return the assignment on time
3. Do the best work possible when completing assignments.

##### Teacher Responsibilities

Teachers will be expected to assume the following responsibilities when homework is assigned:

1. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment and demands that may be placed on learners by other teachers.
2. Assign homework that is related to in-class instructional activities.
3. Grade or review the homework.

4. Utilize homework as an important part of learner evaluation.
5. Expect all learners to correctly complete assignments.
6. Refrain from assigning homework as punishment for disciplinary infractions.

#### LEARNER RECORDS – POLICY #5.70

A cumulative record shall be kept on each learner enrolled in the schools of the School System. The cumulative records shall be kept on forms approved by the State Department of Education.

The local school principals shall be responsible for developing a plan that will ensure that such records are kept up to date and accurate.

The cumulative learner records shall be considered confidential and as such only the following individuals shall have free access to such records:

1. Teachers and other school officials of the School System *who have a legitimate educational interest.*
2. Appropriate community agencies involved in handling individual learner health and safety concerns.
3. Reports to state agencies that are required to carry out the educational program, such as athletic eligibility reports, school lunch reports, etc.

Any other persons wishing to review learner cumulative records shall do so in compliance with applicable laws. School officials are not permitted to take such files away from the school campuses.

#### TEACHING ABOUT RELIGION

Teaching about religion as it relates to a study of the historical development of mankind is appropriate. The use of the Holy Bible or other religious documents as educational and reference materials in this study is acceptable. Specific religious indoctrination is prohibited in the schools of the School System.

#### LESSON PLANS

Lesson plans shall be developed by each teacher as outlined in curriculum guides. The plans shall be developed on a weekly and daily basis. *They shall be available daily on InformationNow.* It shall be the responsibility of each principal to see that the teachers under his/her supervision adequately prepare lesson plans. Administrative and supervisory personnel are available to assist teachers in developing effective and acceptable plans when this service is requested. Lesson plans and class record books shall be examined by principals at regular intervals. Lesson plans shall be provided by the regular teacher if a substitute is assigned to the class for any reason. These plans shall be clear, comprehensive and explicit with all supporting material available. A substitute folder shall be available on each teacher's desk at all times.

Additional procedures regarding lesson plans may be developed by the Instruction Division on the basis of need. **All lesson plans shall be correlated with the appropriate Course of Study for each subject area.**

# **HENRY COUNTY BOARD OF EDUCATION DRUG FREE SCHOOL POLICY**

## **OVERVIEW**

The Henry County Board of Education promotes a safe and drug-free learning environment of its students. To realize our goal of each student fulfilling their educational needs and utilizing their talents and skills, it is important that every student understand the dangers of alcohol, tobacco and drug use. The most recent Pride Survey indicates the students in the Henry County School System unlawfully use alcohol at rates above the state norm. Recognizing that participation in extracurricular activities is a privilege and not a right, students enrolled in the Henry County School System in grades 7-12 may be required to submit to random, unannounced screenings for alcohol and drug testing. The Board reserves the right to depart from this policy where it deems it is appropriate except where prohibited by law. Students will be notified of changes.

This policy will apply to two groups of students:

- (1) Activity students, consisting of students participating in (a) athletics or cheerleading in Board-sponsored school sports teams or cheerleading dance squads, and (b) other Board-sponsored, school related extracurricular activities;
- (2) Volunteer students who have been added to the random pool with the consent of his or her parents.

Students in extracurricular activities represent the school in competitions, performances and other activities. Their decision to abstain from the use of alcohol or other drugs is likely to influence the choices of other students. Also, the use of alcohol/other drugs by athletes or cheerleaders is likely to increase the risk or injury to the user or others.

## **OBJECTIVES**

1. To create and maintain a safe, drug-free environment for all students.
2. To deter the use of tobacco, alcohol and drug use among students.
3. To encourage any student to seek help in overcoming a substance problem.
4. To reduce the likelihood of incidence of accidental injury and/or damage to students, employees or property.
5. To give students a reason to say “no” to engage in substance abuse.
6. To minimize the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the school system and its students.
8. To educate parents and students to the dangers and warning signs of alcohol and drug use.
9. To reduce behavioral problems in the classroom and promote general health and well-being of all students.