

SECTION B

SCHOOL BOARD OPERATIONS

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PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Accreditation	Descriptor Code: BA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The Board recognizes the importance of securing and holding accreditation by the State of Alabama and the Southern Association of Colleges and Schools and applauds the efforts of local faculties in this achievement.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Officers of Board	Descriptor Code: BBA
Legal Reference: 16-8-2 16-9-1	Passage Date: 7-8-74
	Amendment Date:

The Board will elect a member to serve as chairman and vice-chairman each year as required by state law. The Superintendent of Education is designated by law as the secretary of the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Board/Superintendent Relations	Descriptor Code: BBD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The formulation of policy is the most important function of the Board Education. Execution of Board policy should be left to the professional, the Superintendent. The following is a list of duties and responsibilities of the Board in relation to the Superintendent:

- a. The Board will support the Superintendent of Education in the discharge of his duties.
- b. The Board will pass upon the annual budget.
- c. The Board will advise with the Superintendent upon educational programs and activities.
- d. The Board will appoint, transfer, or dismiss, only upon the Superintendent's recommendation, all teachers, principals, and other employees.
- e. In consultation and recommendation with the Superintendent, the Board will determine the salary schedules.
- f. The Board will require and view business and financial reports of the School system.
- g. Regular school progress and achievement reports will be required of the Superintendent of Education.
- h. After consultation with and recommendation of the Superintendent, the Board will adopt school policies, rules, and regulations in accordance with state law.
- i. Expenditures will be approved by the Board in line with a budget previously adopted.
- j. The Board will act as a court of appeal for teachers, pupils, and patrons in cases which the Superintendent may be unable to dispose of or which may be appealed from his decision.
- k. In cooperation with the Superintendent and his staff, the Board will make education and school plans for the future.
- l. The Board will appraise or evaluate the work of the Superintendent, the staff, and the total school program.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment of Attorney	Descriptor Code: BBE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

An attorney shall be employed by the Board of Education who will advise and counsel with the Board and represent the Board in matters involving legal procedure.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Meeting of Board	Descriptor Code: BCA, BCB
Legal Reference: 16-8-3	Passage Date: 7-8-74
	Amendment Date: 8-15-77, 3-21-01

Regular Board meetings will be held at the announced time and place. Special meetings may be called when needed. In addition, the Board will meet periodically at schools throughout the system while schools are in session. A special public Board meeting will be held each year to give the public an opportunity to be heard on matters relating to the public schools of the county.

No item of business absent from the prepared agenda will be discussed without approval of a majority of Board members present. Persons wishing to address the Board on non-agenda items shall give written notice at a meeting with the Superintendent of Education or his designee of at least five (5) working days before the scheduled meeting. These issues will then go before the Board only after all attempts have been utilized to resolve them at the administrative level. Persons who have not presented their issues before the Superintendent shall not be allowed to present their petition to the Board until they have done so. Petitioners will be limited to ten persons per meeting due to the physical limitations of the Board Room. Petition may not be made for an open hearing on an issue concerning character and good name of individuals including personnel and students.

The Board or Superintendent may call an executive session in any meeting to discuss issues involving individual persons.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Meeting Procedures	Descriptor Code: BCB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The Superintendent of Education will prepare an agenda of business to be conducted at each meeting. The agenda will be mailed to each Board member in advance of the meeting. Board members will have the privilege of bringing additional business to the attention of the Board at the proper place on the agenda during any and all meetings.

Robert's Rules of Order will be used in adopting motions or resolutions. No motion or resolution will be declared adopted without the concurrence of the majority of the whole Board.

The Superintendent of Education will have the right to recommend or advise on any question under consideration by the Board but will not have a right to initiate a motion or to vote.

The Board secretary will record all official business of the Board and enter the same on the official Board Minute Book.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Notification of School Board Meetings	Descriptor Code: BCC
Legal Reference:	Passage Date: 11-21-05
	Amendment Date:

Individuals requesting to receive notice of school board meetings should complete form OMA-05 provided by the school system. Notice of school board meetings will be sent through the Internet. Individuals requesting such notice must have access to a valid e-mail account and are responsible for informing the superintendent of any change of address. The Pickens County Board of Education is not responsible for e-mail that is not deliverable. Individuals will remain on the meeting notification list until the superintendent is notified in writing that the individual wishes to be removed from the list, unless e-mail notices for three meetings have been undeliverable via the Internet. When three notices have not been delivered, the individual will be removed from the meeting notification list. Form OMA-05 should be mailed to the office of the Superintendent.

Pickens County Board of Education
Notification of School Board Meetings

Name _____

Organization _____

E-mail address _____

911 address _____

Date _____

Signature _____

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Policy Adoption	Descriptor Code: BDC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

A motion to amend or revise policies, rules, or regulations will refer to the page, section, and item number of the policy in question and will require the majority concurrence of the board. Voting on policy motions or amendments will not be made until the next meeting of the Board following the discussion of the policy in question. Additions, amendments, and revisions will be made in accordance with prevailing state law.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Code of Ethics (Board Members)	Descriptor Code: BH
Legal Reference:	Passage Date: 7- -63
	Amendment Date:

The Pickens County Board of Education in July, 1963, adopted the following Code of Ethics:

Code of Ethics of The Pickens County Board of Education

We believe the inherent desire of people to live in peace under God with one another and the need for today's children to live in a generation of mature adults, dedicated to the advancement of education and of good will toward the human race, are the highest aims we can possibly achieve. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills; to prepare them in the ways of democracy; and to help them become happy, useful, self-supporting citizens. Therefore, in recognition of the positions of responsibility and public trust that we have been elected to, this Code of Ethics is recommended by the Pickens County Board of Education as a guide to its members as they seek to provide, insofar as possible, the educational leadership and a continuation of the American way of life for the youth of our county, state, and nation.

ARTICLE I - My Relations to the Children

Section 1 - I will at all times think in terms of "children first" and will always determine other important things in the light of how they affect the child, his education, and training.

Section 2 - I will seek to provide equal educational opportunities for all children.

ARTICLE II - My Relations To My County

Section 1 - I will endeavor to appraise fairly both the present and future educational needs of the County.

Section 2 - I will represent at all times the entire school community.

ARTICLE III - My Relations To Teachers and Personnel

- Section 1 - I will endeavor at all times to work to the best interest of the teachers and other employees of the school system.
- Section 2 - I will not direct or instruct any employee of the Board of Education with reference to his duties, but I will refer such to the Superintendent or his assistants.

ARTICLE IV - My Relations With Other Board Members

- Section 1 - I will recognize that authority rests only with the Board in official meetings.
- Section 2 - I will refuse to make promises as to how I will vote on a matter which should properly come before the Board as well as a whole.
- Section 3 - I will make a decision only after all facts bearing on a question have been presented and discussed.

ARTICLE V - My Relations with the Superintendent

- Section 1 - I will bear in mind under all circumstances that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business is to be left to the elected Superintendent and his employed assistants.
- Section 2 - I will give the Superintendent full administrative authority for properly discharging his professional duties.
- Section 3 - I will see that the Superintendent and those under his authority work within the frame work of policies set up by the Board.
- Section 4 - I will not request the Superintendent to take action on a matter until the Board has approved such action.

ARTICLE VI - My Relations to Myself

- Section 1 - I will not use my position as a County Board member to benefit either myself or any other individual or agency apart from the total interest of the school system.
- Section 2 - I will remember that I am just a citizen without authority outside of an official Board meeting.
- Section 3 - I will refrain from discussing confidential and official information relative to school matter with unauthorized persons.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Conduct of Board Members	Descriptor Code: BHA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

An individual Board member will withhold commitment and/or opinion on any issue brought to his attention by an individual or group until the issue has been presented to the whole Board during official session. In carrying out the policy for the handling of complaints, the Board will observe the following procedure:

1. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or patrons, until they have first been referred to the Superintendent of Education.
2. Only in those cases where satisfactory adjustment cannot be made by the Superintendent and his assistants shall communications and complaints be referred to the Board.
3. After hearing evidence submitted by the Superintendent in such event, the Board will, if it deems advisable, grant a hearing to the parties concerned.
4. Such hearings will be held during official session of the Board.