

SECTION G

PERSONNEL

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GBRKA
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Holidays
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Reduction in Force of Non-Certified Personnel
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PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Equal Opportunity Employment	Descriptor Code: GAAA
Legal Reference:	Passage Date: 10-20-75
	Amendment Date: 3-15-82

No person shall be denied employment or advancement, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any course, program or activity under the jurisdiction of the Board of Education on the basis of sex, race, religion, belief, national origin, ethnic group, or handicap.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Grievance Procedure	Descriptor Code: GAEA
Legal Reference:	Passage Date: 4-26-76
	Amendment Date:

It is the object of the Pickens County Board of Education to settle equitably, at the lowest possible level, differences and issues cited by staff and students relating to discriminatory actions. In an effort to accomplish this objective, no action will be taken on grievances or complaints which have not observed the following procedure:

Level One (Informal Procedure)

The aggrieved person must first discuss his/her grievance with his immediate supervisor with the objective of resolving the matter informally. (The principal or assistant principal is the student's immediate supervisor). The aggrieved person and his/her supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. Either person may be accompanied by a mutually acceptable professional staff member at this initial conference.

Level Two (Formal Procedure)

Step 1: If, as a result of the discussion between the complaint and his/her supervisor, the matter is not resolved, then within five (5) school days he/she shall set forth his/her grievance in writing to the immediate supervisor, specifying:

- a. the nature of the grievance
- b. the nature or extent of the injury, loss, or inconvenience
- c. the results of previous discussions
- d. dissatisfaction with decisions previously rendered

The immediate supervisor shall communicate his/her decision in writing to the aggrieved person within five (5) days of receipt of the written grievance.

Step 2: If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he/she may, within five (5) school days, present his/her grievance to the Superintendent of Schools or his representative delegated to receive such communications. Such appeal should be made in writing and should detail the procedures described in prior steps.

The Superintendent and the aggrieved will jointly appoint an ad hoc committee composed of one member appointed by the Superintendent, one member by the aggrieved, and a third person, who may not be representative of either of the parties-in-interest rank, appointed by the two other committee members. In the case of an issue where a person has been employed or appointed to oversee a

particular activity, this person shall be the third member of the committee by virtue of position. The committee shall render a recommendation to the Superintendent within ten (10) days after convening to discuss the issue.

Step 3: The Superintendent, within five (5) days after the rendering of the recommendation by the ad hoc committee, shall render his decision. A copy shall go to the aggrieved person and all other directly involved.

Step 4: In the event a complainant is not satisfied with the disposition of his/her grievance at Level Two, Step 3, he/she may file the grievance in writing with the Board of Education. This must be done within five (5) work days after the decision from Step 3. He/she may request a hearing before the Board of Education and request the Superintendent to submit a resume of previous negotiations to the Board. The aggrieved person may be accompanied by one (1) person of his choice at this hearing, which will be scheduled within 30 days from the time of the request. The aggrieved shall be notified of a decision by the Board within thirty (30) days of the hearing.

Step 5: In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board of Education, he/she may appeal such decision to the appropriate authorities as provided by law or seek recourse through a state or federal court system.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Complaints In Title I	Descriptor Code: GAEB
Legal Reference:	Passage Date: 5-12-81
	Amendment Date:

Title I, ESEA rules and regulations require that Pickens County Board of Education establish procedures for investigating complaints alleging violations of Title I or of the regulations for that title.

A complaint may be filed by any parent, teacher, Title I advisory council, or other concerned individual or organization.

A complaint is a signed statement that includes—

- (a) An allegation that an agency has violated a Title I requirement that is found in the Title I statute, Title I regulations, Title I interpretive rules, GEPA, or EDGAR;
- (b) Information that supports the allegation, which may include relevant State and local laws, regulations, guidelines, and correspondence;
- (c) A specific request for belief.

Complaints received by the Pickens County Board of Education

- (a) Within five (5) working days after receipt of a written complaint against the operation of Title I, ESEA, the local Title I office will acknowledge receipt of the complaint in writing. All written complaints must reflect signature and address of the complainant.
- (b) Within ten (10) working days after acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with the local Superintendent of Education and representatives of local Title I office at which time oral and written testimony will be taken. Minutes of the informal complaint hearing shall be kept on file by the Pickens County Board of Education.
- (c) The failure to resolve a complaint in an informal setting will necessitate a formal hearing. The complainant will be advised of the right to requesting writing a formal hearing. The complainant will have five (5) working days from the date of the informal hearing to request for a formal hearing, the staff of the Pickens County Board of Education will make, when necessary, an on-site investigation of the complaint.

- (d) The formal hearing will be conducted by the Pickens County Board of Education. The Pickens County Board of Education will provide an opportunity for the complainant or the complainant's representative or both to present relevant evidence, including the opportunity to question the parties involved. Minutes of the formal complaint hearing shall be kept on file by the Pickens County Board of Education.
- (e) The entire procedure, from receipt of the complaint to a resolution, shall be completed within a period not to exceed thirty (30) working days.
- (f) The complainant has the right to appeal the final resolution of the Pickens County Board of Education to the State Department of Education-Title I Office within thirty (30) working days after receipt of the written decision.
- (g) The Pickens County Board of Education will disseminate, free of charge, information concerning these procedures to interested parties, including district and school advisory councils, within ten (10) working days after resolution of the complaint.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sexual Harassment of Employees	Descriptor Code: GAEC
Legal Reference:	Passage Date: 1-24-94
	Amendment Date:

General

It is the policy of the Board that sexual harassment of employees by other employees is unlawful behavior and will not be permitted in the employment setting. The Board is committed to providing a working environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's employment;
2. submission to or rejection of such a conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with the individual's performance or creating a hostile or offensive working environment.

Designation of Reporting Officer

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, a primary and alternate administration employee of opposite sex to serve as the reporting officer for all complaints of sexual harassment involving employees of the Board. An employee may request the right to make his or her report of sexual harassment to a supervisor of the same sex as the employee. All employees of the Board shall be provided written notice by the Superintendent of the name and manner in which any complaint may be reported to such officer.

Reporting Incidents of Sexual Harassment

An individual employee who feels that he/she has been sexually harassed should report the incident to either his/her immediate supervisor, the designated reporting officer or the Superintendent. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. The Board would urge the employee to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the immediate supervisor in person or may be made in writing, signed by the complainant, and so delivered to either party. If such report is first made verbally then it will be the responsibility of the individual receiving the report to reduce the same to writing and to have the same signed in his/her presence by the complainant. The immediate supervisor or reporting officer shall forthwith commence an investigation of such written complaint. No employee alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

Complaint Resolution Procedure

Upon completing an investigation of the complaint, the designated reporting officer shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the complainant and the charged employee. The immediate supervisor will attempt to solve the grievance to the satisfaction of both parties. If such complaint cannot be resolved at this level, the complaint will be referred to the Superintendent and the Superintendent shall thereupon meet with the complainant and the charged employee, together with the designated reporting officer or immediate supervisor, and make every effort to resolve such complaint to the satisfaction of both parties. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status.

Protection of Complainant

No employee shall be subject to adverse employment action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

Pickens County Board of Education
Carrollton, Alabama

SEXUAL HARASSMENT COMPLAINT FORM

Name of Complainant

Employee/Student

Name of Charged

Date

Time

School/Work Site

Nature of Complaint

(to include dates, places, names of witnesses, if any, description of offense, etc.)

I have read the above information and certify it to be correct.

Signature

Date

Witness

Disposition:

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sexual Harassment of Students Harassment of Students	Descriptor Code: GAED
Legal Reference:	Passage Date: 1-24-94
	Amendment Date: 12/15/10

General

Harassment, Violence, and Threats of Violence

It is the policy of the Board that harassment of students by other students or employees is unlawful behavior and will not be permitted in the school setting. The Board is committed to providing an academic environment that is free of unlawful harassment and will seek to utilize available measures to deter such conduct.

Definitions

(a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function including, but not limited to, written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

Place a student in reasonable fear of harm to his or her person or damage to his or her property.

- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

(b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(c) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

(d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

(e) The term “student” as used in this policy means a student who is enrolled in the Pickens County School System.

Description of Behavior Expected of Students.

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

(b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex;
- The student's ethnicity;
- The student's political beliefs;
- The student's marital status;
- The student's sexual orientation;
- The student's social and family background;
- The student's linguistic preference;
- The student's religion;
- The student's national origin; or
- The student's disability.

Consequences of Violations.

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a

reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Promulgation of Policy and Related Procedures, Rules and Forms.

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

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity; or
2. submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity; or

3. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to the following: continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

Designation of Reporting Officer

The Board hereby directs the Superintendent to appoint annually, prior to the beginning of the school year, a primary and alternate administrative employee of opposite sex to serve as the reporting officer for all complaints of sexual harassment involving students of the School System. All students shall be provided notice by the principal of the name and manner in which any complaint may be reported.

Reporting Incidents of Sexual Harassment

A student who feels that he/she has been sexually harassed should report the incident to the school principal or teacher. Such report shall be made as soon as possible after the incident, or, if a series of incidents, as soon as possible after the latest occurrence.

Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be in writing, signed by the complainant. If such report is first made verbally, it will be responsibility of the principal to reduce the same to writing and to have the complainant sign the written complaint. The principal will investigate the complaint and attempt to solve the complaint to the satisfaction of both parties. If a matter can't be resolved a written complaint will be delivered to reporting officer for further

investigation. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint. Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

Complaint Resolution Procedure

Upon completing an investigation of the complaint, the designated reporting officer shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the student and the charged employee or student. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status or such student's educational status.

Protection of Complainant

No student shall be subject to adverse employment action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

Pickens County Board of Education
Carrollton, Alabama

HARASSMENT COMPLAINT FORM

Name of Complainant

Employee/Student

Name of Charged

Date

Time

School/Work Site

Nature of Complaint

(to include dates, places, names of witnesses, if any, description of offense, etc.)

I have read the above information and certify it to be correct.

Signature_____

Date_____

Witness_____

Disposition:

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Anti-Harassment of Students	Descriptor Code: GAEF
Legal Reference:	Passage Date: 2-16-10
	Amendment Date: 03/10/10

General

It is the policy of the Pickens County Board of Education that anti-harassment of students by other students is unlawful behavior and will not be permitted in the school setting. The Board is committed to providing an academic environment that is free of unlawful anti-sexual harassment and will seek to utilize available measures to deter such conduct.

Section 1. Harassment, Violence, and Threats of Violence Prohibited

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

Section 2. Definitions.

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3b below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term “threat of violence” as used in this policy means an expression of the intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- (e) The term “student” as used in this policy means a student who is enrolled in the Pickens County School System.

Section 3. Description of Behavior Expected of Students.

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin; or
 - The student’s disability.

Section 4 Consequences for violations.

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Section 5 Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Pickens County Board of Education Web site www.pickens.k12.al.us/

Pickens County Board of Education
Carrollton, Alabama

ANTI-HARASSMENT COMPLAINT FORM

Date Received by Administrator: _____

Name of Complainant: _____

☐ Employee ☐ Student

Name of Charged : _____

☐ Employee ☐ Student

Date: _____ Time: _____

☐ School ☐ Work Site

Nature of Complaint

(to include dates, places, names of witnesses, if any, description of offense, etc.)

I have read the above information and certify it to be correct.

Signature of Administrator

Date:

Witness

Date:

Disposition:

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Dual Pay	Descriptor Code: GAG
Legal Reference:	Passage Date: 7-4-74
	Amendment Date:

Employees may not receive pay by the Board of Education for employment during concurrent duty hours.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment (General)- Communications	Descriptor Code: GAH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In order to establish effective working relationships and communications to and from the proper authorities, personnel employed in any capacity and the public should become familiar within the organizational structure of the system, using it as a guide for channeling professional and business communications.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Recognitions	Descriptor Code: GAJC
Legal Reference: Act 94-446, 1994 Alabama Legislature Amendment 4, November 8, 1994	Passage Date: 6-19-95
	Amendment Date:

The Pickens County Board of Education authorizes the Superintendent to expend public funds for recognitions of significant educational achievements and/or contributions by employees, students, or citizens as warranted. No person shall receive recognitions during any scholastic year that exceed one hundred dollars (\$100.00) in cost (cumulative) without approval being granted by Board action.

The Board further authorizes the local school principals to expend public funds attained through local school recycling for recognitions of significant achievements and/or contributions by employees, students, or citizens as warranted. No person shall receive recognitions during any scholastic year that exceed one hundred dollars (\$100.00) in cost (cumulative) without approval of the Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employee Network and Internet System Usage	Descriptor Code: GAJD
Legal Reference: <u>The Code of Alabama</u> , 16-8-9, 16-21-1 to 3	Passage Date: 3-22-2000
	Amendment Date:

INTRODUCTION

School computers, networks and Internet access are provided to support the educational mission of the Pickens County School System. They are to be used primarily for school-related purposes, i.e., to communicate with educational resources, to research topics, and/or to obtain useful education information. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy or the Student Internet Acceptable Use policy and must not damage the school's hardware, software or communications systems.

PRIVACY

All communication over Board equipment or facilities is the property of the Pickens County Board of Education. All messages created, sent, or retrieved over the Board equipment or facilities are the property of the Board. The Board reserves the absolute right to access and monitor all messages and files on Board equipment or facilities. However, before any individual equipment or facilities are accessed or monitored, other than for maintenance, Superintendent or Central Office designee permission is required. Employees shall have no expectation of privacy with regard to such data.

RULES OF BEHAVIOR ON SYSTEM NETWORKS

Employees are responsible for good behavior on school computer networks just as they are in other aspects of their jobs. General rules regarding the behavior and communication of employees apply in this instance. Inappropriate conduct on the computer, at any time, may adversely affect the employment of an individual. Employees are forbidden to:

1. Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, etc.
2. Access, transmit, or retransmit any information concerning pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude form). This includes, but is not limited to:
 - a. viewing pornography on the computer
 - b. conducting sexually explicit discussions with Internet partners at any time of the day

- c. sending, displaying, viewing or downloading offensive messages, pictures or movies
 - d. using obscene or profane language
- 3. Advocate or promote violence or hatred against a particular individual or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another. This includes:
 - a. harassing, threatening, insulting, or attacking others
 - b. using the system network to exchange messages which create dissension or conflict
- 4. Use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without appropriate registration of the software including the payment of any fees owing the owner of the software).
- 5. Initiate the use of encryption software from any access point within the school district.
- 6. Use alternate Internet service provider connections to the Pickens County School's internal network unless expressly authorized and properly protected by a firewall or other appropriate security device(s). Employee personal computers may not be connected to the school network. Non-network Internet use by system employees must also conform to this policy.
- 7. Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- 8. Publish or copy copyrighted material. Any violation of this rule will hold the employee personally liable for any of his/her own actions that violate copyright laws. Unless otherwise noted as "freeware" or "shareware" all software on the Internet should be considered copyrighted work. Therefore employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder. Software updates may be purchased online in accordance with Pickens County School System purchase guidelines, and installed in accordance with the software licensing agreement. Employees must secure the approval of the school administrator before outside software can be installed on a system workstation or server.
- 9. Plagiarize materials that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as the user's thoughts or ideas.
- 10. Transmit confidential information concerning students or others over the system network unless Board Policy regarding confidentiality is followed. Care must be taken to protect against negligent disclosure of such information.
- 11. Use passwords improperly or negligently. Employees are forbidden to use another's password. No message should be transmitted without the sender's identity. Transmittal of messages with anonymous or fictitious names is prohibited.
- 12. Disregard school rules regarding network systems' access.
- 13. Leave students unsupervised while working on the Internet at school.
- 14. Use another employee's computer without authorization.
- 15. Conduct non-educationally related discussions with Internet partners during the school day.
- 16. Utilize software which consumes large amounts of bandwidth; i.e., Real Player for non-instructional purposes.
- 17. Move networked computers off campus unless authorized by the administrator.

18. Advertise and solicit on school computers. Internet accounts may not be used for commercial purposes or personal gain. Employees will not offer or provide products or services on System networks.

Employees violating the above rules may subject themselves to disciplinary action which could include termination, and under certain circumstances such violations could result in legal action taken against them. Users will not use the computer to engage in any illegal or criminal activity of any type. Damages and other costs incurred by the Board and which have been caused by the intentional misuse of equipment will be charged to the user.

EMPLOYEE NETWORK AND INTERNET SYSTEM USAGE

PICKENS COUNTY SCHOOL SYSTEM

I acknowledge that I have read, understand and agree to all terms as outlined in the Employee Network and Internet System Usage policy (File: GAJD). I further understand that this agreement will be kept on file at the school or worksite for the duration of my employment.

Name

Signature

Date

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employee Use of Prohibited Substances (Drug-Free Workplace Policy)	Descriptor Code: GAM
Legal Reference:	Passage Date: 8-10-87
	Amendment Date: 8-16-04

PHILOSOPHY: The Pickens County Board believes that all students and employees have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free school system.

The Pickens County Board of Education, in recognition of the high degree of evidence available, views the use of prohibited substances as being detrimental to health and as being a significant contributor to mouth, lung, heart, and other diseases. The Board also considers the area of personal health as being a primary objective of education.

Further, in consideration of the concerns noted above, the Board prohibits the use of prohibited substances in any form by employees of the Board on school properties or during the school day. It is the feeling of the Board that school employees should, by example, demonstrate to the students they serve their concerns for the dangers inherent in the use of these products.

Employees of the Pickens County School System are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of any of the following prohibited or controlled substances:

- a. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs, which include, but are not limited to heroin, marijuana, cocaine (including crack), and PCP. They also include "legal drugs" which are not prescribed by a licensed physician;
- b. Alcoholic beverages or intoxicants of any kind;
- c. Tobacco in any form on school properties (buildings and grounds dedicated to school related use; buses and other vehicles owned by the Board of Education.

Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Board within five (5) days after he or she is convicted for a violation of any federal or state criminal drug statute where such a violation occurred on premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

The Office of the Pickens County Board of Education must notify the U.S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise

receiving actual notice of such a conviction.

As a condition of employment on any federal government grant, the Act requires all employees to abide by this policy.

Procedures for Employees Infractions:

A. TOBACCO

- 1st Occurrence: Local administrator or appropriate supervisor/employee conference, documented in employee record.
- 2nd Occurrence: Written reprimand and warning by local administrator or supervisor, with copy to employee and copy Superintendent.
- 3rd Occurrence: Formal report to Superintendent, with conference or written reprimand.
- 4th Occurrence: Formal report to the Board of Education of continued insubordination. Employee required to appear before the Board.
- 5th Occurrence: Formal hearing by the Board to discuss board intent to dismiss.

B. CONTROLLED AND PROHIBITIVE SUBSTANCES

Given probable cause an employee can be required to submit to a breath test and/or urine test.

- 1st occurrence: The employee may be placed on probation or dismissed depending on the severity of the infraction. Selling a prohibited substance will in most cases result in immediate dismissal. The employee must complete a "Drug Assessment Program" and comply with the professional recommendations after this assessment. Failure to do so may result in dismissal.
- 2nd occurrence: DISMISSAL

Each new employee will be given a copy of the Drug-Free Workplace Policy and will be informed of the dangers of substance abuse. Also, they will be given a list of available rehabilitation and assistance programs.

Pickens County Board of Education
Drug-Free Workplace Policy Statement

The Drug-Free Workplace Act of 1988, signed by former President Ronald Reagan on November 18, 1988, is a part of Public Law 100-690 which is designed to deal comprehensively with the nation's problem of drug-abuse. The Act, which became effective March 18, 1989, requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency. The penalty to the Board for non-compliance can be as severe as the loss of federal grants for a period of five (5) years. The requirements of this Act affect the Pickens County Board of Education in that the Board is a federal grantee receiving direct funds for programs such as Chapter 1, Chapter 2, Drug-Free Schools and Communities, Vocational Education, Handicapped Early Education, Dropout Prevention, and others.

The Drug-Free Workplace Act of 1988 requires the Pickens County Board of Education (Grantee) to do the following:

- Publish a Policy Statement
- Communicate this policy to its employees
- Notify the federal granting agency of any employee's conviction for any drug-related violation on the Board's premises
- Impose a sanction on any convicted employee
- Make a good faith effort to continue to maintain a drug-free workplace

Community Agencies That Provide Assistance:

Indian Rivers Community Mental Health Center
140 Court Square East
Carrollton, Al 35447
205-367-8159

Bradford Health Services
Tuscaloosa Regional Office
515 Energy Center Blvd.
Northport, AL
205-750-0227 or 800-891-9673

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Drug Testing of Designated Employees	Descriptor Code: GAMA
Legal Reference:	Passage Date: 2-27-95
	Amendment Date:

- I. In compliance with the Omnibus Transportation Employee Testing Act of 1991 and amendments, as a condition of employment, the Pickens County Board of Education reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit at any time to drug tests to determine the presence of prohibited substances.

II. Objectives

- A. To create and maintain a safe, drug-free working environment for all employees.
- B. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
- C. To reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory matters related to job performance.
- D. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
- E. To comply with federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991 with amendments.
- F. To reduce the likelihood that school property will be used for illicit drug activities.
- G. To protect the reputation of the school system and its employees

III. Enforcement

- A. As a condition of employment, the Pickens County Board of Education reserves the right to require all designated employees (defined in its broadest sense as anyone who has a school bus driver's license with the State of Alabama or anyone who drives a vehicle belonging to the Pickens County Board of Education on a regular basis) to submit at any time to determine the presence of prohibited substances.
- B. Pursuant to Board policy and procedures, designated employees will undergo testing:
 - 1. At the time of initial employment
 - 2. When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policies
 - 3. On a random basis without advance notice.
 - 4. Following any reportable accident.

- C. The Board also reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on the school system's property, bags, or any other property at the school or in their personal vehicles.
- D. Violation of these rules, including testing positive, will subject the employee to discipline, including discharge. Refusal to cooperate with the school system's procedures, in any test investigation, will result in discipline, including discharge.

IV. Procedures for implementing the required drug testing will be developed and approved by the Pickens County Board of Education.

V. Results of drug testing shall not be released by the Pickens County Board of Education, beyond the MRO, and the school system's management without the individual's written authorization.

PICKENS COUNTY SCHOOL BOARD
DRUG AND ALCOHOL PROGRAM
PROCEDURES

INTRODUCTION

Experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment can have serious results, particularly for employees operating vehicles or potentially dangerous equipment. Drug-using employees are a threat to co-workers, school safety, and themselves, and may make costly errors. For these reasons, the Pickens County Board has adopted a policy that all employees must report to work completely free from the presence of drugs and/or the effects of alcohol.

I. DRUG USE/DISTRIBUTION/IMPAIRMENT/POSSESSION

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

II. ALCOHOL USE/POSSESSION/IMPAIRMENT

All employees are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as presumptive evidence of intoxication.

III. OFF-DUTY CONTACT

Off-the-job use of drugs, alcohol, or any other prohibited substances which result in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the school system's image or relationship with society is prohibited. Employees should realize that these regulations prohibit all illicit drug use - on and off duty.

IV. PRESCRIPTION DRUGS

The proper use of medication prescribed by a physician is not prohibited; however, the Pickens County Board prohibits the misuse of prescribed (or over the counter) medications and requires all employees using drugs at the direction of a physician to notify the Pickens County Board's Medical Review Officer (MRO) or their supervisor where these drugs may affect their job performance, such as by causing drowsiness.

V. SUBSTANCE SCREENING

A. APPLICANTS

Substance screening is required for all designated final applicants, either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

B. ALL CURRENT DESIGNATED EMPLOYEES

1. REASONABLE CAUSE

Designated employees will be required to submit to screening whenever a supervisor observes circumstances which he believes indicate an employee has used a controlled substance or otherwise violated the substances abuse rules. Among other things, reasonable cause testing may result from supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions which indicate a possible error in judgment or negligence, or other violations of the Pickens County Board policy.

The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

2. RANDOM TESTING

The Board will conduct random unannounced screening of all designated employees. The Pickens County Board will administer tests of employees in a number equal to or greater than 50 per cent (drug screen) and 25 percent (alcohol) of the work force - without advance notice - in the first 12 months of testing. There will be no

maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing schedule. The Pickens County Board will provide computerized random sample lists to the Program Administrator. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to the Pickens County Board designated collection site for testing as soon as possible but in no case later than two hours following notification. Annually, the tests will be spread

reasonably over the 12 months.

3. POST ACCIDENT TESTING

Employees are required to immediately notify the Program Administrator of any accident resulting in injury or damage to school system property. This policy requires an employee involved in a reportable accident, defined as an accident resulting in injury requiring more than simple first aid or resulting in damage to property, to undergo

substance screening within two hours of the occurrence of the accident. The Pickens County Board will discipline, including discharge, any employee who fails to report an accident or submit to substance screening where required by law or this policy. The Program Administrator will complete an Accident Report in compliance with required Pickens County Board policy.

C. RETURN TO DUTY TESTING

All employees referred through administrative channels who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing following return to duty for no less than 12 months and no more than 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the MRO. Testing will be on a daily, weekly, monthly, or longer basis at the discretion of the MRO and will be in addition to other types of tests provided in this policy.

D. DRIVER (DOT REGULATIONS)

Re-certification Physical Examinations

Drivers may undergo urinalysis as part of their re-certification physical examination.

E. TESTING PROCEDURES

1. GENERAL GUIDELINES

The Pickens County Board, the Contractor, and its lab shall rely, when practical, on the guidance of the federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

2. SUBSTANCES TESTED FOR ALL DESIGNATED EMPLOYEES

Designated employees will regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, and phencyclidine, as well as alcohol. Employees may be tested for other substances without advance notice as part of a separate test performed by the Pickens County Board for safety purposes. Such tests will be coordinated with the Program Administrator.

3. TESTING PROCEDURES

The Pickens County Board reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS). All alcohol testing will be done utilizing an approved Evidential Breath Testing Device (EPT).

F. COLLECTION SITES

The Pickens County Board and/or the Contractor will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

G. COLLECTION PROCEDURES

The Board, the Contractor, and the laboratory have developed and will maintain a documented procedure for collecting, shipping, and accessing urine specimens. The Board, the Contractor, and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A tamper-proof sealing system, identifying

numbers, labels, and sealed shipping containers will also be used. All specimens will be collected utilizing the split-specimen method.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee. All designated employees will also be required to execute the Pickens County Board Applicant/Employee Consent Form.

H. OCCASIONS WHEN THE COLLECTION PERSONNEL SHOULD DIRECTLY OBSERVE THE SPECIMEN BEING PROVIDED

The Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe the employee provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four circumstances where direct observation is appropriate:

- (1) The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.
- (2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
- (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.)
- (4) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty basis after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a Board representative or medical personnel may obtain a specimen outside of a

designated collection site (such as at a public restroom at an accident investigation).

I. EVALUATIONS AND RETURN OF RESULTS TO THE SCHOOL BOARD

ALL EMPLOYEES

DRUG TESTING

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the Board's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals

testing positive have used drugs in violation of Board policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result, either face to face or over the telephone.

The MRO shall then promptly tell the Drug Program Coordinator which employees or applicants test positive.

ALCOHOL TESTING

Employees testing more than .04 concentration of alcohol.

The employee will be removed from safety-sensitive function. The employee will be evaluated by a Substance Abuse Professional (SAP). The SAP determines if the employee requires rehabilitation and makes the referral as indicated. The employee must undergo return-to-duty and follow-up testing as required by the act.

Employees testing between .02 and .039 concentration:

The employee will be removed from safety-sensitive function until they test below .02 or their next duty period, which must be at least 24 hours.

J. RELEASE OF TEST RESULTS

Test results shall not be released by the Board, beyond the MRO and the Board's management without the individual's written authorization.

However, all employees will be required to execute a consent/release form permitting the Board to release test results and related information to the Unemployment Compensation Commission or other relevant government agency.

The MRO shall retain the individual test results for positive specimens for five (5) years and negative for twelve (12) months.

VI. DISCIPLINE

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by management.

All current employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a preapproved treatment provider, may be available to individuals who violate the policy. However, unless other provisions are available to the affected individual, assistance will be limited to the degree of treatment provided within the Pickens County Board's Employee Benefit Plan. The Program Administrator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless certified as safe and not using drugs by the Board MRO. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement which he/she will be required to execute.

VII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Pickens County Board EAP shall include:

- a. education and training for supervisors regarding drugs and alcohol;
- b. education and training for supervisors regarding drugs and alcohol, including:
 - 1. effects and consequences of substance use on personal health, safety, and work;
 - 2. manifestations and behavioral causes that may indicate substance use; and
 - 3. documentation of training provided
- c. a written statement on file and available at the Board office, outlining the EAP.

The Program Administrator should be contacted for further guidance.

VIII. INVESTIGATION/SEARCHES

Where a supervisor suspects that an employee has violated the substance policy, he may inspect vehicles (including vehicles which an employee brings on the Board's property), lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Transportation Director will do so for him or her. The Board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Program Administrator.

IX. NOTE

These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Possession of Firearms by Certified and Non-Certified Personnel	Descriptor Code: GAMB
Legal Reference:	Passage Date: 2-23-2000
	Amendment Date: 11-19-07

No employee, person, or individual, other than authorized law enforcement personnel, shall be permitted to have in his or her possession a firearm on school property during regular employment hours or during any school function or activity. This function or activity may be on or off school property after school hours or at any other time when employee's presence can be reasonably related to school or school functions.

Any employees who are found in violation of this policy shall be placed on immediate suspension from service. In addition, law enforcement authorities shall be notified. Final disciplinary action shall be determined by the Board of Education based on the circumstances of the offense.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Invasive Procedures	Descriptor Code: GAMC
Legal Reference:	Passage Date: 7-28-03
	Amendment Date:

Invasive procedures, including but not limited to: Catheterization, clean or sterile; Administration of injectable medications; Administration of rectal or vaginal medications; Tracheotomy care, including suctioning; Gastric tube insertion, replacement, or feedings; Invasive procedure or techniques; Ventilator care, shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with the written authorization from the physician and parent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Automated External Defibrillators	Descriptor Code: GAMD
Legal Reference:	Passage Date: 8-20-03
	Amendment Date:

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

The American Heart Association estimates that more than 350,000 Americans die each year from out of hospital sudden cardiac arrest, and 20, 000 deaths may be prevented each year if automated external defibrillators were more widely available. The Pickens County Board of Education values the life of every Board employee and the students who are enrolled in Pickens County schools. It is the intent of the Pickens County Board of Education that an automated external defibrillator may be used for the purpose of saving the life of another person in cardiac arrest.

1. The owner of the system shall be the Pickens County Board of Education.
2. The Program Coordinator shall be the school nurse.
3. The coordinator shall:
 - Assist the school principal in selecting the person(s) to be trained in the use of the AED.
 - Coordinate the training for emergency responders.
 - Coordinate equipment and accessory maintenance.
 - Maintain on file a specifications/technical information sheet for each approved AED model assigned to the school(s).
 - Monitor the effectiveness of the system.
 - Communicate with medical director on issues related to medical emergency response program including post-event reviews.
4. The following documents shall be on record at each school using an AED.
 - General safety and health standards.
 - County/State AED Guidelines.
 - Medical emergency action plan.
 - Infection control procedure for universal precautions.
 - State immunity from liability exclusion.
 - AED Procedures.

5. The AED program shall be under the direction of a local medical physician (M.D.). The medical advisor shall be responsible:
 - Approving medical direction for the use of AEDs.
 - Reviewing and approving guidelines for emergency procedures related to the use of AED and CPR.
 - Evaluation of post-event review forms and digital files downloaded from the AED.
6. The AEDs shall be used only by authorized personnel. Authorization shall be given to:
 - Employees including administrators, nurses, athletic/activities director, athletic trainers and office staff.
 - Additional staff as identified by administration. Examples: teachers, coaches, field/game managers and security staff.
 - Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.
7. AED trained employee responsibilities shall be:
 - Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
 - Understanding and complying with requirements of this policy.
 - Following the more detailed procedures and guidelines for the AED program.
8. The school office staff shall be responsible for:
 - Receiving emergency medical calls from internal locations.
 - Using an established 911 checklist to assess emergency and determine appropriate level of response.
 - Contacting the external community 911 response team (EMS) if required.
 - Deploying (AED-trained employee(s) to the emergency location.
 - Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of the medical emergency.
9. Only approved emergency equipment shall used in a medical emergency:
 - The *defibtech Reviver* Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
 - The AED and first-aid emergency care kit shall be brought to all medical emergencies.
 - The AED shall be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED shall be placed only after the following symptoms are confirmed:
 1. The victim is unresponsive.
 2. The victim is not breathing, or is breathing ineffectively.
 3. The victim has no signs of circulation such as pulse and coughing, or movement.
10. During school hours, the AED shall be at a designated location. The location shall be specific to each school but shall allow the device to be easily seen by staff members. The locations shall allow staff members to retrieve the device outside of the normal school hours.
11. After school hours, the AED may be moved from its designated location by an AED-trained athletic trainer/cheerleader sponsor/band director to support athletic/cheerleading/band department activities on a voluntary basis. A trained volunteer shall be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the athletic trainer/cheerleading sponsor/band director, clearly indicating they have possession of the AED.

12. Additional resuscitation equipment shall be provided with each AED including:
 - One set of defibrillation electrodes connected to the device.
 - One resuscitation kit shall be connected to the handle of the AED. The kit shall contain one pair of latex-free gloves, one razor, one set of trauma shears and one facemask barrier device.
13. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:
 - The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.
 - The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
 - The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
 - Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to approved procedures.
14. The AED Program Coordinator or her/his designee shall perform a daily AED check following the procedure checklist. The checklist will be initialed at the completion of the daily check. The procedure checklist will be posted with the AED. Proper procedures for performing the daily check are:
 - The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.
 - If the green light on the handle does NOT blink the AED Program Coordinator shall be contacted immediately.
 - If the green light is NOT visible, the battery or CHARGE-PAK charging unit needs to be replaced. The AED may be used if needed.
 - If the AED is not in service the response team shall continue to provide CPR until another AED is brought to the victim or EMS arrives to take over.
 - If the expiration date on the electrode is near, notify the AED Program Coordinator immediately.
15. Employees designated to use the AED shall complete training adequate to provide basic first-aid, CPR and AED that will be provided on site. AED training shall be a course approved by the state. Trained employees shall also be trained in universal precautions against bloodborne pathogens. The Central Office shall maintain training records for the trained employees.
16. All trained employees shall renew and new hires, as designated, shall receive first-aid and AED training at the beginning of each school year.
17. The AED-trained employee shall complete and submit, to the AED program coordinator within 24 hours, a medical event form (9-1-1 form) whenever an AED is used.
18. A copy of AED use information shall be presented within 48 hours of the emergency to the following:
 - Medical director of the AED program.
 - Local EMS, county, state officials as designated in state AED requirements and local regulations.
 - At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

19. Following each deployment of the response team member a review shall be conducted to learn from the experience. The AED Program Coordinator shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the environmental health and safety committee. The environmental health and safety coordinator according to the record retention policy shall maintain a copy of the post-event review summary.
20. Once each calendar year. The AED Program Coordinator shall conduct and document a system readiness review. This review shall include review of the following elements:
 - Training records.
 - Equipment operation and maintenance records.
21. An Automated External Defibrillator (AED) Procedure shall be developed by the Program Coordinator and approved by the medical advisor. The procedure shall comply with applicable laws, regulations, Board policy and manufacturer's operating procedures.

Legal Reference: State of Alabama SB5, 1999.
Section 6-5-332, Code of Alabama 1975

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications (Teachers)	Descriptor Code: GBBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

Day-trade area vocational school instructors not holding professional degrees will be certified by meeting one of the following sets of requirements:

1. High School diploma or G.E.D. credits and 7 years work experience in a trade (3 years as journeyman)
2. High School or G.E.D. credits, plus vocational or college training and 3 years journeyman experience.

The following formulas will be utilized to determine experience and pay rate:

1. Number of years validated work experience, less state requirements (above), divided by two (2) to the nearest whole number.
2. B.S. or B.A degree teachers will be granted full experience after state requirements are met.

The above formula will apply to welding metals, construction, electricity-electronics, health occupations, and other day-trade areas.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties & Responsibilities (Teachers)	Descriptor Code: GBBAA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. In all professional, personal, and community relations, teachers are expected to conduct themselves according to the Code of Ethics of the Education profession. A copy of this code is included in this Handbook.
2. Teachers are directly responsible to the principal.
3. Teachers will perform such duties as are customarily performed by instructors and as the Superintendent or principal directs, and teachers will devote themselves faithfully and exclusively to the performance of such duties.
4. Teachers will follow the courses of study and will utilize the textbooks adopted by the County and State Boards of Education.
5. Teachers are expected to familiarize themselves with the rules and regulations of the Board, Superintendent, and Principal, and to interpret these accurately to the public.
6. Teachers will attend all meetings called by the Superintendent or Principal. Inservice and Association meetings during duty hours are considered part of the working schedule and failure to attend without legal excuse will result in proportionate loss of salary.
7. Teachers are required to file their certificates in the office of the Superintendent. Transcripts of college credits must be obtained by teachers for file in the principal's office.
8. Teachers will be responsible for:
 - a. Educational advancement and growth in their classes.
 - b. Development of good character and growth in their classes.
 - c. Accurately keeping such records and making such reports as may be required.
 - d. Proper protection and care of textbooks, equipment, supplies, and other school property.
 - e. Maintenance of discipline in class and elsewhere throughout the school building and grounds.
 - f. Teaching safety and good conduct.
9. Teachers should respect the confidence of pupils and refrain from repeating confidential information.

10. Teachers are not to leave the school grounds without permission from the principal during working hours. Classrooms are not to be left unsupervised except briefly in emergency situations.
11. The school day for teachers begins fifteen minutes before the first bell rings and ends fifteen minutes after the last bell rings or as determined by the Superintendent or Principal.
12. Teachers are required to plan for their continuous professional growth through workshops, graduate study, reading, travel, and inservice education. An annual professional growth plan, consistent with the approved system plan, should be filed by each teacher with the Supervisor in Charge of Instruction at a time announced by the Superintendent.
13. Teachers should establish good relationships with parents and show a willingness to have conferences to promote the educational progress of children.
14. Teachers are expected to assume extra duties associated with the educational program as assigned by principals. Principals will insure a fair and equitable distribution of extra responsibilities.
15. Teachers will work with principals in planning school programs, ceremonies, and observances involving the school or pupils. Mutual discussion and planning will precede any teacher-initiated or class-initiated activity to which parents or community individuals are invited.
16. Classrooms and instructional periods should be reserved for educational purposes only. Eating, personal grooming, and other similar actions, should be confined to an appropriate area.
17. Each teacher is required to submit in advance weekly lesson plans to his principal.
18. As part of his professional responsibility, each teacher is expected to participate in committee work, to improve service to pupils; including, but not limited to curriculum methods, material selection, community support activities, and other school improvement projects as assigned by principals or inservice chairman.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Assignment of Personnel	Descriptor Code: GBD, GBE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

In case of emergency, the Superintendent may temporarily assign qualified personnel to meet district need; employment must be confirmed at the next Board meeting. The length of the temporary appointment shall not exceed 20 working days.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Assignment and Transfer	Descriptor Code: GBE, GBM
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 4-19-00, 5-19-03

The Superintendent is authorized to assign all employees to specific schools. The principal has the responsibility for specific assignments in the school he administers. All assignments of personnel, i.e., teachers, administrators, and other staff, shall be conducted in a manner that assures equivalence among the schools operated by the Pickens County Board of Education.

Relocation of personnel may become necessary to meet local conditions, instructional requirements, or for other good reasons. Such relocations or transfers will be made in accordance with the Public School Laws of the State of Alabama. However, relocation shall not be made capriciously, vindictively, or arbitrarily. Transfers may be made for any of the following reasons:

1. If the enrollment of a school decreases to the extent that the number of assigned teachers must be reduced, transfers may be necessary to meet new allocations.
2. When a new school is opened or a significant increase in enrollment occurs, transfers may be made based on the needs of the new school.
3. A teacher may be transferred if it is in the best interest of the school system because the receiving school has a greater need for the employee's specialized talent and services than does the school of current assignment.
4. A teacher may be transferred to any school in the system at any time if such transfer is deemed necessary for the good of the respective schools, the teacher, the pupils, or the school district.
5. The Superintendent shall effect all transfers with the approval of the Board and with the cooperation of all parties concerned whenever possible. Reasons for transfers shall be expressly understood by those affected, be in the best interest of students, and be equitable to all concerned parties.
6. Voluntary Transfer: Permanent teachers who desire a transfer may inquire at any time to ascertain the possibility of the desired vacancy for which they are certified in the following school year and may file a written statement of such desire with the Superintendent. In determination of the request for voluntary transfer, the wishes of the individual teacher will be honored to the extent that they do not conflict with the requirements and best interest of the school system as may be determined solely by the Board.

7. Every effort will be made to place teachers in their area of certification; if no position is available at an assigned school, the teachers will be given an opportunity to transfer to another school if such vacancy exist. In the event that no such vacancy exists, teachers on permanent status will be counseled relative to their assignment by principals and will be expected to obtain satisfactory certification as soon as possible in an area for which a position exist.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Administrative Personnel Evaluation	Descriptor Code: GBI
Legal Reference: State Board of Education Resolution 1-1-f Alabama Education Improvement Act 91-323 <u>The Code of Alabama</u> , 16-11-9	Passage Date: 1-24-94
	Amendment Date: 08-17-09

The Pickens County Board of Education in compliance with State Board of Education Resolution 1-1-f and Alabama Education Improvement Act 91-323 establishes the following policies and procedures for the evaluation of administrative personnel.

1. The Superintendent shall be responsible for developing, implementing, and reviewing this policy and making recommendations to the Board for changes as needed.
2. All administrative personnel shall be subject to evaluation under the approved evaluation system of Alabama (Superintendent, Coordinator, Principal, Assistant Principal, Director, Supervisor, and Assistant Superintendent). Personnel shall be evaluated only by trained, certified evaluators. The Superintendent shall be evaluated by a trained evaluator assigned from the pool of evaluators with input from the Pickens County Board of Education.
3. No evaluator shall be responsible for more than seven (7) individuals in the full evaluation cycle or a total of more than ten (10) individuals.
4. All principals hired after 2001 are contract principals and may be evaluated yearly through a developed PDP or a full evaluation.
5. All administrators shall complete an orientation prior to being evaluated and shall complete a self-assessment form annually. The self-assessment information will be for the purpose of allowing the individual being evaluated to compare himself/herself to the final evaluation results. The self-assessment information shall not be shared with the evaluator unless the evaluatee requests it to be considered prior to the evaluation process beginning.
6. At any time during the evaluation process should an evaluator be unable to complete the evaluation process with an individual, an evaluator of equal or high administrative status shall be assigned by the Superintendent to complete the evaluation.
7. The Alabama Professional Education Personnel Evaluation Program shall be for formative purposes only. The goal shall be to encourage professional growth and affect positive changes in the schools of the Pickens County School System.

8. The evaluatee shall be given copies of all evaluation documentation at the conclusion of the evaluation summary conference. Original documentation shall be filed in the office of the Superintendent and maintained for a period of time as specified by the State Department of Education regulations.

PICKENS COUNTY SCHOOLS
ADMINISTRATIVE CATEGORIES
AND
EVALUATION RESPONSIBILITY CHART

<u>CATEGORY</u> <u>CONTRIBUTOR</u>	<u>PRIMARY EVALUATOR</u>	
Superintendent	State Pool Evaluator	Board of Education
Coordinator	Superintendent	SDE Personnel
Supervisor Superintendent	Superintendent	Assistant
Principal Coordinator	Superintendent	Evaluation SDE Evaluator
Assistant Principal Coordinator	Principal	Evaluation
Director Coordinator	Superintendent	Evaluation SDE Evaluator

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Education Personnel Evaluation Program	Descriptor Code: GBIA
Legal Reference:	Passage Date: 11-21-97
	Amendment Date: 08-17-09

The Pickens County Board of Education accepts its responsibilities as specified in State Board of Education Resolution I-1-f adopted January 11, 1990, for establishing policies and procedures of the State of Alabama Department of Education's adopted teacher evaluation system. The evaluation system will be formative and used to improve the performance of teachers within the system.

In order to comply fully with the requirements of the Resolution, the Board delegates to the Superintendent the responsibility for developing and implementing for the Board's consideration an operational plan for the systematic implementation of the state adopted teacher evaluation system in the Pickens County School System. The plan of implementation must include, but not necessarily be limited to the following provisions and requirements:

1. A plan to implement the evaluation system according to state approved timelines and guidelines.
2. Definition and description of roles and responsibilities of all personnel to be involved in the implementation of the evaluation system, (i.e., coordinators, principals, assistant principals, supervisors, other central office personnel, and teachers).
3. A listing of all professional personnel subject to the provisions of State Board Resolution I-1-f reflecting appropriate classifications of either tenured or non-tenured status.
4. Recommended ratio of evaluators to evaluatees necessary to comply fully with the personnel evaluation requirements and needs in the system/schools.
5. A listing of all personnel recommended as potential evaluators with recommended assignments to individual evaluatees.
6. Statement of intent to require all potential evaluators to undergo training as prescribed and required by the State Department of Education.

7. Contingency plans to accommodate the evaluation needs of the system in the event that specified evaluators fail to obtain certification.
8. Administrative rules and regulations for the implementation of the state adopted evaluation system deemed advisable and necessary by the Superintendent.

Legal Reference: Board Resolution I-1-f (January 11, 1990)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Tenure	Descriptor Code: GBL
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 08/17/09

The Alabama Teacher Tenure Law applies to Pickens County, and the chief provisions of this law are as follows:

1. Any teacher in the public schools who has a regular teacher's certificate, has served under contract as a teacher in the same county school system for three consecutive years, and is enlisted for reemployment the fourth consecutive year will attain tenure status. Teachers not on continuing status will be under contract for a succeeding year unless notified of their termination by the last day of school of the current year.
2. Teachers who have less than a degree but who have not already attained tenure status cannot be elected a fourth time in succession.
3. Time taught on a non-professional "defense" certificate cannot be counted toward tenure.
4. Teachers who have a degree but do not possess a regular certificate will continue to go to summer school until a regular certificate is obtained to continue employment.
5. The contract of employment of any teacher who attains continuing service status will remain in full force and effect unless superseded by a new contract signed by both parties or canceled as provided by law.
6. Cancellation of employment contract with a teacher on continuing service status may be made for incompetency, insubordination, neglect of duty, immorality, justifiable decrease in the number of teaching positions, or other good and just cause; but cancellation may not be made for political or personal reasons.
7. No teacher, whether in continuing service status or not, will be permitted to cancel his contract during the school term for which said contract is in effect or for a period of forty-five (45) days prior to the beginning of such school term unless such cancellation is mutually agreed upon. Any teacher will be permitted to cancel his contract at any other time by giving five (5) days written notice to the board. A teacher canceling his contract in any manner other than as stated above will be deemed guilty of unprofessional conduct, and the state Superintendent of Education is authorized to revoke or suspend the certificate of such teacher.
8. The provisions of the State Tenure regulations will be followed in all cases.

Further details regarding the State Tenure Law may be obtained in the Alabama Tenure Law as recorded in Chapter 13, Title 52, of the Code of Alabama.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reduction in Force of Certified Personnel	Descriptor Code: GBNA
Legal Reference: <u>The Code of Alabama</u> , 16-1-33, 16-1-30, Acts 1997 No. 97-622	Passage Date: 9-21-98
	Amendment Date: 4/18/11

In the event it becomes necessary to reduce the number of certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected: Reduction in force shall be non-punitive, non-discriminatory, and non-political.

Procedures

1. In all cases, the Board upon the recommendation of the Superintendent shall officially declare reduction in force.
2. Attrition by resignation, retirement, and/or voluntary leaves of absence shall be the first method used to reduce the force.
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, will identify the grade level(s) and discipline area(s) from which employees can best be reduced in force at respective times. For the purpose of implementing reduction in force the following areas are defined:
 - a. Grade Level - K-8 and 9-12, administration and supervision, special education, counseling and guidance, vocational programs, and federal programs.
 - b. Discipline Area - Certification endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the School System.
4. Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent of Education. All staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the school system. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time within the school system based on Board minutes, the following additional criteria will be used in the order listed to determine the order of reduction in force:

- a. Degree(s) held by the staff member (the staff member with the lower degree in current teaching assignment to be reduced or transferred first).
 - b. Total years of validated experience in Pickens County, then overall in education (the staff member with the least number of years of experience in Pickens County, then overall in education to be reduced or transferred first).
 - c. Certification status – probationary or regular certification or eligibility to be recertified (staff member without regular certification to be reduced or transferred first).
 - d. Most recent evaluation (staff member with lowest evaluation rating to be reduced or transferred first).
 - e. Record of participation in professional development (staff member with the least amount of documented participation to be reduced or transferred first).
5. No tenured teacher will be reduced in force when a vacant position is to be filled or a position is occupied by a non-tenured teacher and for which the tenured teacher is certified and qualified to fill the position.

It is understood that a reduction-in-force layoff by the Board constitutes a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Unless otherwise provided by law, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal Laws and are not subject to the procedural or substantive requirements thereof. Nor does the term “layoff” include or apply to the expiration of temporary, occasional, or “at-will” appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

7. The names of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year. If the employee wishes his/her name to remain on the list for a second year, the employee must notify the Superintendent in writing by July 1. The recall list will be maintained in the Superintendent’s office. If an employee refuses an offer of employment pursuant to this policy, his/her name shall be removed from the recall list.
8. Laid off employees shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancy, for which they are qualified, and which is from that employee’s prior Work Area and/or Work Site. Said personnel must accept or reject the offer of re-employment in writing within ten (10) working days of receipt of offer. If any employee subject to recall refuses first offer of re-employment pursuant to this policy, all rights of recall are forfeited. Whether or not the employee remains on the recall list, no years of layoff will be credited as years of service for compensation, retirement or other benefit purposes.

As provided by law, any employee recalled pursuant to this policy shall retain all of his/her previously earned seniority rights and benefit status upon re-appointment.

10. All written notices sent by the Board pursuant to this policy shall be considered received when deposited and sent by regular U.S. mail to the employee's mailing address on record in the Superintendent's office. It is the responsibility of the employee to see that his/her correct and up to date mailing address is on file with the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

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

1. The Board will follow procedure outlined in Section 16, Code of Alabama, in matters regarding Continuation of employment for teachers on both continuing status and non-tenured teachers.
2. Resignations or requests for leave of absence should be made as early as possible preceding the beginning of the school year, but no later than 45 days prior to the opening of school. Requests should be made in writing to the Superintendent for action by the board.
3. A resignation, when accepted, shall be considered a break in service. Reinstatement shall be under the same conditions as other entering employees. Resignations during the school year will become effective on a date mutually agreed upon by the Superintendent and teacher.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Retirement	Descriptor Code: GBQA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The State of Alabama has a retirement system for teachers, which includes the following features:

1. All eligible employees become members of the retirement system as a condition of their employment.
2. The Board of Education deducts from the salary of each member on each payroll the specified percentage of his earnable compensation per annum. This constitutes the member's annual payment to the retirement system.
3. Membership and retirement procedures and benefits are determined by current laws governing the State Teachers' Retirement system.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Retirement (Social Security)	Descriptor Code: GBQB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Teachers in Alabama were first covered by social security on January 1, 1955. The Board deducts one-half of the percentage of the contributions of each employee's salaried earnings as determined by current social security regulations.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Staff Responsibilities (Health Exam)	Descriptor Code: GBRA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

All personnel will obtain health examinations as required by State Law or Board request.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Communicable Diseases (Acquired Immune Deficiency Syndrome-AIDS)	Descriptor Code: GBRAA
Legal Reference: Replaces Policy GBRA – Policy on Communicable Diseases (AIDS/ARC) Adapted from suggested policy by the National Association of State Boards of Education, 1996.	Passage Date: 4-19-00
	Amendment Date:

Preamble:

Pickens County Public Schools shall strive to protect the health and safety of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

Section 1: School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of a student known to be infected with HIV following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent/guardian: respect the student's and family's rights; and reassess the placement if there is a change in the student's needs for accommodations or services.

Section 2: Employment

The Pickens County Public Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection.

Section 3: Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required.

Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status shall be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent shall specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status shall be kept in a secure and confidential file apart from any student record or employee file.

Section 4: Infection Control

All employees shall consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools shall operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines shall be maintained and kept reasonably available. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection (I.e. bleeding, biting, spitting, scratching, or other risky behaviors).

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to blood contact, school authorities shall counsel that person (or, alert a parent/guardian) to seek appropriate medical evaluation.

Section 5: HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports and recess is not conditional on a person's HIV status. School authorities shall make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees shall consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits shall be on hand at every athletic event.

All physical education teachers and athletic program staff shall complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field shall include guidelines for avoiding HIV infection.

Section 6: HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program shall:

- ❖ Be taught at every level, Kindergarten through grade twelve
- ❖ Use methods demonstrated by sound research to be effective;
- ❖ Be consistent with community standards;
- ❖ Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- ❖ Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- ❖ Build knowledge and skills from year to year;
- ❖ Stress the benefits of abstinence from sexual activity, alcohol consumption, and other drug use;
- ❖ Include accurate information on reducing the risk of HIV infection;
- ❖ Address students' own concerns
- ❖ Include means for evaluation
- ❖ Be an integral part of a coordinated school health program;
- ❖ Be taught by well-prepared instructors with adequate support;
- ❖ And involve parents and families as partners in education.

Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in a specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system shall endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at risk of acquiring HIV.

Section 7: Related Services

Students shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse. School administrators shall maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community shall be kept available for voluntary student use.

Section 8: Staff Development

All school staff members shall participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Identified employees shall receive additional specialized training as appropriate to their positions and responsibilities.

Section 9: General Provisions

Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Working Conditions	Descriptor Code: GBRB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 6-18-79

1. Working Day:

All Calendar employees will be required to be on the job a minimum of eight (8) hours per day for full time employment. Twelve month employees are expected to be at work on all work days not covered by specified holidays, sick leave, vacation, or personal leave. When schools are dismissed due to inclement weather or other extreme conditions, these employees will report for work unless all offices are ordered closed by the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Travel Reimbursement	Descriptor Code: GBRF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 11-20-78, 1-02-79, 10-13-80

The Board will reimburse necessary and reasonable expenses incurred by an employee in attendance at an approved reimbursable activity. Actual expenses as approved by the board, including travel by commercial carrier or by private automobile at the prevailing state mileage rate. The Superintendent shall have authority to designate travel arrangements for an activity involving more than one employee. Maximum participation will be determined by the amount of funds budgeted annually. Request to attend national and regional meetings must be made in writing and have prior Board approval. Reimbursement for attendance at instate meetings requires prior approval by the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Leave	Descriptor Code: GBRH
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Professional leave will be granted only for training related to the current assignment. Any calendar employee commuting daily to summer classes must be in attendance on the job a minimum of four (4) hours per day during working hours. Written approval is required for enrollment in courses or programs which will be completed in three weeks or less on campuses outside daily commuting distance. Leave without pay request must be for enrollment requiring more than 3 weeks absence.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Personal Leave	Descriptor Code: GBRI
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-21-79

Full-time contracted personnel may be granted two (2) days personal leave per year (non-accumulative) without penalty. Professional personnel may be granted a third day with a standard salary deduction equal to a substitute teacher's pay. Personal leave will be authorized by the employee's immediate supervisor and will not be granted during the first or last week of a school term or immediately preceding or following a school holiday without the expressed approval of the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reporting Accidents/Prolonged Illness	Descriptor Code: GBRIA, GBRIB
Legal Reference:	Passage Date:
	Amendment Date:

Accidents or prolonged illnesses must be reported within 24 hours using the Employer's First Report of Accident form.

Purpose:

To provide official documentation of all accidents or cases of prolonged illnesses that affect the cafeteria operation.

Summary:

To ensure that accidents or illnesses are reported in a rational and professional manner the First Report of Accident or Illness form must be completed. To ensure that proper channels are informed, a copy must be provided to the school principal and the original forwarded to the CNP Supervisor within 24 hours following the incident. The CNP Supervisor is responsible for informing the Superintendent of Education and ensuring that the original is placed in the Employee's personnel file.

Procedures:

1. The CNP Supervisor is to be informed immediately by telephone of any injury incident that has occurred.
2. Only prolonged illnesses that require the employee to be absent from work in excess of three days must be reported.
3. Any accident occurring to any CNP employee, regardless of how minor, must be reported if the injury requires any first aid or medical treatment or the employee is involved in a fall or other injury that may require treatment at some point in the future.
4. If the report involves a prolonged illness only complete part I. The entire form must be completed if the incident involves an injury.
5. A copy of this form must be provided to the school principal and the original forwarded to the CNP Supervisor within 24 hours following the incident. A copy is to be maintained in the cafeteria files.
6. The CNP Supervisor must provide a copy to the Superintendent of Education and ensure that the original report is placed in the employee's personnel file.

PICKENS COUNTY BOARD OF EDUCATION
CHILD NUTRITION PROGRAM

EMPLOYER'S FIRST REPORT OF ACCIDENT OR ILLNESS:

DATE AND TIME OF REPORT: _____

NAME OF CNP EMPLOYEE INVOLVED: _____

PART I:

TIME AND DATE ACCIDENT OCCURRED OR ILLNESS REPORTED: _____

NATURE OF ILLNESS OR INJURY (INCLUDING PART OF BODY AFFECTED): _____

PART II:

LOCATION AND PLACE WHERE INJURY OCCURRED: _____

WHAT WAS EMPLOYEE DOING WHEN INJURY OCCURRED: _____

DETAILS OF HOW ACCIDENT OCCURRED: _____

ANY OTHER CONTRIBUTING CIRCUMSTANCES: _____

FIRST AID OR MEDICAL TREATMENT REQUIRED: _____

Manager's Signature _____ Employee's Signature _____

cc: Superintendent of Education
School Principal
Cafeteria Records

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sick Leave, Bereavement	Descriptor Code: GBRIB, GBRIF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Calendar employees are entitled to one day's sick leave per month of full time employment or equivalent. This will be accumulative up to but not exceeding the maximum allowed by law for both professional and non-professional employees.

Principals and teachers will accumulate sick leave at the rate of one day per scholastic month of full time employment. Sick leave is allowed only as accumulated, and the total accumulation may be taken as needed. The Board of Education defines sick leave as follows:

1. Personal illness.
2. Bodily injury which incapacitates the teacher.
3. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the teacher or a person standing in loco parentis.

Sick leave cannot be transferred from one employee to another. Paid sick leave days for bereavement due to a death in the immediate family of the employee will not exceed five (5) days unless approved by the Board for reason of unusual circumstances. Employees absent for reasons other than those covered by sick leave will lose their salary during such absence, unless eligible for personal leave or the absence is approved by the Superintendent.

Written requests for a leave of absence must be submitted to the Board. Sick leave will not be paid during a leave of absence or accumulated by the employee.

4. Death in the immediate family of the teacher (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, grandson, granddaughter, uncle, aunt, guardian.)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Sick Leave Bank	Descriptor Code: GBRIC
Legal Reference:	Passage Date: 10-21-96
	Amendment Date:

PICKENS COUNTY SICK LEAVE BANK GUIDELINES

A. PURPOSE

The Pickens County Sick Leave Bank (SLB) for Certified and Support Personnel is established to provide a loan of leave days for its participating members after their accumulated sick leave days have been exhausted.

B. THE SICK LEAVE BANK COMMITTEE

1. The SLB Committee shall consist of six members. Two of these are designated as representatives of the Pickens County Board of Education and are appointed by the body. Two shall be elected by Pickens County ESPO, and employed by the Pickens County Board of Education. The remaining two shall be certified classroom teachers employed by the Pickens County Board of Education who shall be appointed by the Board of Directors of the Pickens County Education Association [professional organization representing the majority of certified employees of the system].
2. Members of the Sick Leave Bank Committee will serve a term of two years. To initiate a rotation of terms, the initial appointees of the Board of Education shall be designated as one-year and two-year terms at the time of their appointments; likewise for the two classroom teacher representatives and two ESPO representatives. Afterward, one Board of Education representative and one classroom teacher representative shall be appointed annually, and one support representation. Terms shall begin on September 1 and expire on August 31.
3. The Sick Leave Bank is charged with the administration and operation of the Sick Leave Bank. Policies, decisions, and recommended changes in the Sick Leave Bank Guidelines may occur only when approved by a majority vote of the Sick Leave Committee.
4. Duties of the Sick Leave Bank Committee:
 - a. The Sick Leave Bank Committee will elect, by a majority vote, a chairperson from among its members at the beginning of each year.

- b. Meetings of the Sick Leave Bank Committee shall be scheduled on a regular basis as determined by the Committee. Additionally, meetings may be called by the chairperson or by a majority of the committee members. Decisions may be made by telephone polls.
- c. The Sick Leave Bank Committee shall have the authority to re- open the bank to non-participating unit members, require an additional deposit of days from existing members in order to maintain membership in the bank, and/or take any other actions deemed necessary for the effective and efficient operation of the Sick Leave Bank.
- d. The Sick Leave Bank Committee will distribute the necessary forms to all eligible employees. Forms for requesting loans from the Sick Leave Bank shall be available at the central office of the school system and in the principal's office of each school and should also be available from the local UniServ director.
- e. The Sick Leave Bank Committee shall review all applications for loans from the Sick Leave Bank and make appropriate decisions on approval of such loans, except as provided for regarding catastrophic leave.
- f. Any alleged abuse of the Sick Leave Bank shall be investigated by the Committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to appropriate disciplinary action by the Pickens County Board of Education.

C. ELIGIBILITY AND PARTICIPATION IN THE SICK LEAVE BANK

- 1. Participation in the Sick Leave Bank shall be voluntary; however, any member wishing to withdraw from the Sick Leave Bank may do so only at the end of the school year or upon departure from the school system. Resignation from the Sick Leave Bank must be made by submitting the official form to the Sick Leave Bank Committee.
- 2. Any full-time employee of the Pickens County schools who has completed a sick leave bank authorization form contributing one day to the Sick Leave Bank is eligible to borrow up to 11 days from the Sick Leave Bank.
- 3. The contribution of leave days into the Sick Leave Bank must take place during a definite enrollment period which shall be from teacher institute day through September 30 and from January 30 through February 28.
- 4. No employee shall be allowed to borrow or owe a number of days which is in excess of ten days more than the employee has on deposit in the Sick Leave Bank unless 50% of the participating member of the Sick Leave Bank vote to extend said limit.

5. To be eligible for a loan from the Sick Leave Bank, a participating member must have exhausted all accumulated sick leave in his or her personal account.
6. Those days which a contributing employee has placed in the Sick Leave Bank are to be counted toward the cumulative total of maximum of sick leave days allowed under law.
7. The Pickens County Board of Education payroll department shall maintain records of all contributions to and withdrawals from the Sick Leave Bank, and the status of the Sick Leave Bank. Reports shall be provided on a timely basis at the request of the Sick Leave Bank Committee or the Pickens County Board of Education.
8. The number of days loaned to an applicant shall be determined by the SLB Committee. Factors to be considered include but are not limited to: (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the Sick Leave Bank.
9. With the approval of the Sick Leave Bank Committee, the conditions set forth above may be altered or waived due to extenuating circumstances in an individual case.
10. In cases where the contributor had been incapacitated, his or her designated agent may apply to the Sick Leave Bank Committee on the contributor's behalf, except as provided in the catastrophic leave provisions of these guidelines.
11. At the discretion of the Sick Leave Bank Committee, and upon the request of the applicant, loans may be granted retroactively to the fifteenth day of the absence.
12. The Sick Leave Bank Committee may require a statement from the applicant's physician certifying the nature of the illness or disability as a prerequisite for awarding a loan.
13. An individual cannot leave the school system without repaying any outstanding debt of leave days to the Sick Leave Bank, except as provided by the catastrophic provisions of these guidelines. If the employee has no sick leave days remaining, then his or her final check shall be garnished at the prevailing rate of pay for the number of days owed to the Sick Leave Bank. Such monies collected from former members of the Sick Leave Bank by the Board of Education shall be used to replace the number of days borrowed from the Sick Leave Bank. If a member of the Sick Leave Bank has days borrowed and is on sick leave and cannot return to work due to a catastrophic illness, the employee or his or her designee may request a donation of days under the catastrophic sick leave provisions of law and these guidelines; in such case, the donated days shall be used to repay the Sick Leave Bank and the beneficiary employee's last paycheck shall not be garnished.
14. Any member who is retiring may withdraw his or her donated days from the Sick Leave Bank for credit toward retirement in the Teachers' Retirement System as provided by law.

15. Members of the Sick Leave Bank who borrow days from the bank shall be required to repay the Sick Leave Bank as he or she accrues days.
16. All requests for Sick Leave Bank loans must be in whole-day increments.
17. Days may be borrowed from the Sick Leave Bank to care for covered individuals as provided by State Board of Education policy.
18. Both the donor employee and the beneficiary employee shall be members of the Sick Leave Bank.

D. APPLICATION PROCEDURES FOR LOANS FROM THE SICK LEAVE BANK

1. Members who wish to borrow days from the bank must complete the standard application for loan form and submit it to the chairperson of the Sick Leave Bank Committee.
2. Application for loan forms will be available at the central office and in the principal's office at each school.
3. Any individual who disagrees with the decisions of the Sick Leave Bank Committee may appeal that decision in writing to the Pickens County Board of Education.

E. CATASTROPHIC SICK LEAVE

1. In accordance with Act 93-753, when a participating member of the Sick Leave Bank is suffering a catastrophic illness or injury, or whose eligible family member of special relationship as defined by State Board policy (see G) is suffering a catastrophic illness of injury, the Sick Leave Bank member, upon depleting all sick leave days in his or her Sick Leave Bank account, shall be eligible to receive sick leave days from other members of any sick leave bank.
2. The employee receiving donated catastrophic sick leave days shall be recognized as the "beneficiary employee".
3. The beneficiary employee shall not be required to repay the donated days to the sick leave bank for days used.
4. Any member of the Pickens County Sick Leave Bank or any other sick leave bank in the state may donate sick leave days to the beneficiary employee.
5. No employee may donate more than 30 sick leave days to the beneficiary employee (as required in Act 93-753).
6. Catastrophic illness or injury shall be recognized by the Sick Leave Bank Committee as required in Section 16-22-9, Code of Alabama, paragraph (a) 3.

7. Catastrophic sick leave may be taken for any eligible individual as recognized by policy of the State Board of Education, i.e., the employee's personal illness or injury, spouse, parent, child, sibling, or for some other persons where "unusually strong personal ties exist due to a teacher's having been supported or educated by a person of some relationship other than those listed ...). In cases other than immediate family, the employee must file with the superintendent of education a written statement of the circumstances which justify an exception to the general "immediate family" rule.
8. Application by the employee to receive a catastrophic sick leave donation shall not be necessary; however, before donations to any beneficiary employee will be deposited into the sick leave account of the employee, certification of the illness of the affected person must be on file. Certification shall be by a licensed physician as required in Section 16-22-9, Code of Alabama.
9. There shall be a "Catastrophic Sick Leave Coordinator" appointed by the Sick Leave Bank Committee. It shall be the responsibility of the Coordinator to make recommendations as to the number of days which a beneficiary employee may need to have donated and to monitor the situation with the beneficiary employee to assist the employee in receiving an adequate number of sick leave days during the illness. The coordinator shall take care to monitor and ensure that no abuses will occur in the transfer of sick leave days due to catastrophic circumstances. The Sick Leave Bank Committee may appoint any member of the sick leave bank for this purpose.
10. Donation of days to a beneficiary employee shall be solely at the discretion of the participating member of the Sick Leave Bank. Any employee donating catastrophic sick leave days shall be made to understand that the days so donated shall not be repaid if used by the beneficiary employee. However, any days donated for catastrophic purposes which are not used by the beneficiary employee shall revert to the employees making the donation. If donated days are partially but not completely used, the days shall revert to the donor employees in a proportionate manner, odd days reverting by lot. Any such reversion of unused donated days shall not occur until the expiration of 30 days after the beneficiary employee has returned to work.
11. The beneficiary employee must use any sick leave days which are earned each month before utilizing donated days.
12. Both the beneficiary employee and the donor employee must be members of the Sick Leave Bank.
13. Banks for certified and support employees may donate days to banks for non-certified employees and vice versa.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Military Leave	Descriptor Code: GBRID
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Military leave will be granted to eligible employees in accordance with Title 31, Chapter 2, Code of Alabama.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Substitute Teachers	Descriptor Code: GBRJ
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education will, with the assistance of the principal, employ and assign substitute teacher's certificate which can be obtained from the State Department of Education for a normal fee. Substitute teachers will be paid on a scale recommended by the Superintendent and approved by the Board and are covered by social security.

Substitute Teacher/Teacher Aides will hold substitute teacher certification and will receive a monthly salary recommended by the Superintendent and approved by the Board. They will fill the first teacher absentee each day and will work as an aide only on days on which there are no teacher absentees.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Holidays	Descriptor Code: GBRK
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In addition to vacation time, calendar employees will be entitled to the following holidays each year, plus others approved by the Board:

*New Year's Day	*Veterans' Day
AEA(2 days)	Thanksgiving(Thursday & Friday)
*July 4	*Christmas Day
Labor Day	*For holidays falling on Saturday or Sunday, compensatory time will be allowed.

☐ All offices will be closed on these days. Any other days off with the exception of sick leave should have prior approval.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Vacation	Descriptor Code: GBRKA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. Vacation Time:

Only 12-month employees earn vacation time. Time cannot be taken before it is earned, and cannot be accumulated. For vacation purposes, an employee year extends from July 1-June 30, and time is earned on a pro-rata share from the date of initial employment. After the first full year's employment, time will be computed on the formula outlined below. If employment is terminated during a contract year, the employee is entitled to a pro-rata share of vacation time as earned to the date of termination.

All vacation time must be scheduled at a time approved by the Superintendent.

- a. Non-teaching professional employees after 5 years' employment: Three weeks (3) -(15 days) annual vacation.
- b. Non-professional employees with fewer than five years' employment: Two weeks (2) - (10 days) annual vacation. Non-professional employees after 5 years employment: Three (3) weeks (15 days) annual vacation.
- c. 12-month teaching personnel: Three weeks annual vacation. All calendar employees will follow the current school calendar.
- d. All calendar employees contracted for fewer than 12 months will follow the scholastic calendar while school is in session, and will work additional days before and following the scholastic year to complete contractual obligations.
- e. The employee year for taking vacation will be July 1 to July 30.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Code of Ethics (Employees)	Descriptor Code: GBU
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

We measure success by the progress of each student toward achievement of his maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home.

In fulfilling our obligations to the student, we

1. Deal justly and considerately with each student.
2. Encourage the student to study varying points of view and respect his right to form his own judgment.
3. Withhold confidential information about a student or his home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
4. Make discreet use of available information about the student.
5. Conduct conferences with or concerning students in an appropriate place or manner.
6. Refrain from commenting unprofessionally about a student or his home.
7. Avoid exploiting our professional relationship with any student.
8. Tutor only in accordance with officially approved policies.
9. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experiences.
10. Seek constantly to improve learning facilities and opportunities.

We, professional educators of the United States of America, affirm our belief in the worth and dignity of man. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal education opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards.

We acknowledge the magnitude of the profession we have chose and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educator we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligations to the community, we

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorization to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Evaluate through appropriate professional procedures conditions within a district or institution of learning, make know serious deficiencies, and take any action deemed necessary and proper.
5. Use educational facilities for intended purposes consistent with applicable policy, law, and regulation.
6. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
7. Protect the educational program against undesirable infringement.

We believe that the quality of the services of the education profession directly influences the future of the nation and its citizens. We therefore exert in every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgement is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations.

In fulfilling our obligations to the profession, we

1. Recognize that a profession must accept responsibility for the conduct of its member and understand that our own conduct may be regarded as representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the selective recruitment of prospective teacher and in the orientation of student teachers, interns, and those colleagues new to their positions.

4. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
5. Refrain from assigning professional duties to non-professional personnel when assignment is not in the best interest of the student.
6. Provide, upon request, a statement of specific reason for administrative recommendations that lead to the denial of increments, significant changes in employment, or the termination of employment of a tenured employee.
7. Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
8. Keep the trust under which confidential information is exchanged.
9. Make appropriate use of time granted for professional purposes.
10. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
11. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts or hypothesis.
12. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
13. Respond accurately to requests for evaluations of colleagues seeking professional positions.
14. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and related matters.

We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional services. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfilling our obligations to professional employment practices, we

1. Apply for or offer a position on the basis of professional and legal qualifications.
2. Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
3. Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our personal judgement and skill, and where a climate conducive to professional service exists.

4. Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
5. Give prompt notice of any change in availability of service, in status of applications, or in change in position.
6. Conduct professional business through the recognized educational and professional channels.
7. Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
8. Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employee Searches	Descriptor Code: GCAB
Legal Reference:	Passage Date: 10-16-01
	Amendment Date:

The Pickens County Board of Education believes that all employees have the right to work in a school system that promotes, enhances, strives to become and maintains a safe working environment. In order to insure this environment, it may become necessary to conduct searches for illegal weapons, item(s) obtained illegally, or controlled substances that may be in violation of the law or School Board Policy. Should it become necessary to conduct a search the following procedure shall be followed.

1. All searches shall be conducted by the principal and witnessed by no less than one other school board employee.
2. A search of a specific area assigned to an employee shall be conducted when there is reasonable suspicion to believe there exists in that area any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the employee.
3. A search of a vehicle shall be conducted when there is reasonable suspicion to believe there exists in that vehicle any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the person who is driving or last drove the vehicle.
4. Searches of personal belongings may occur on school property, at school sponsored activities, or in transit to and from school sponsored activities. The search shall take place in the presence of the person who owns the property.
5. A search of an individual shall take place only with the permission of the person that is suspected to have in her/his possession any item(s) of which constitute a crime or violation of school board policy. Should permission be granted the search shall be conducted by a person of the same gender as the person being searched and in an appropriate area secluded from public view.
6. When consent for a search is not granted the assistance of local law enforcement officials shall be secured. The Superintendent of Education, or her/his designee, shall be notified of the intent to search.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Metal Detectors	Descriptor Code: GCABB -JCABB
Legal Reference:	Passage Date: 9-17-01
	Amendment Date:

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Pickens County Board of Education may employ the use of metal detectors on all property owned by the Board of Education. Metal detectors may be stationary, mobile or hand held units. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines shall be followed:

1. All metal detector searches shall be conducted by school board employees only.
2. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
3. Metal detectors shall be used by authorized personnel at any time there is reasonable suspicion that the individual being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Individual searches shall be conducted in the presence of a witness. The witness shall be a person of the same gender as the individual being searched.
4. As a precautionary measure, searches may be conducted on all persons entering school board property as long as no individual is singled out. Random group searches of classrooms, buses, assemblies, etc. may be conducted as long as every member of the group, including the person responsible for the group, is searched.
5. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy JCAB).

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications (Bus Driver)	Descriptor Code: GCBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 6-22-92

School Bus Driver Selection

Bus drivers are approved and dismissed by the Board; however, the principal of the school and the supervisor of transportation may suspend a bus driver until action can be taken at the next County Board meeting. Principals will keep a list of prospective bus drivers to be recommended to the supervisor of transportation and will work out with the supervisor a list of substitute drivers no later than two weeks after the school term begins. The principal will assign a faculty member the duty of seeing that daily bus reports are properly made, supervising the loading and unloading of school buses, and assuming other responsibilities in regard to transportation as authorized by principal.

1. Must have a valid Alabama drivers license as required by the state and/or federal government.
2. Must not have had his driver's license revoked.
3. Must pass the physical examination required by the board.
4. Must be recommended as to conduct and driving habits.
5. Must be fully insurable under board fleet insurance policy.
6. Must have attended the minimum training program provided by the State Department of Education. Failure to pass the required driving performance test will terminate employment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Employment of Non-Certificated Personnel	Descriptor Code: GCD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Non-certificated personnel are judged by their efficiency in performing special duties and should be selected for their ability to perform assigned tasks efficiently and for other personnel characteristics as applicable.

Non-certificated personnel assigned to schools and recommended by the principal and system employees are hired under recommendation of the superintendent with the approval of the board. System contracts for non-certificated employees extended only through a current school year or for lesser periods as noted on contracts.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Reduction in Force of Non-Certified Personnel	Descriptor Code: GCNA
Legal Reference: <u>The Code of Alabama</u> , 16-1-33, 16-1-30, Acts 1997 No. 97-622	Passage Date: 9-21-98
	Amendment Date: 6-17-02, 3/09/11

In the event it becomes necessary to reduce the number of non-certified staff employed by the School System due to a decrease in student enrollment, financial emergency, changes in curriculum, consolidation, or reorganization, the following procedures shall be followed to determine staff members to be affected: Reduction in force shall be non-punitive, non-discriminatory, and non-political.

Procedure

1. In all cases, reduction in force shall be officially declared by the Board upon recommendation of the Superintendent.
2. Prior to commencing action to layoff classified employees under this procedure, the Board will attempt to effectuate the reduction in staff by:
 1. Voluntary retirements
 2. Voluntary resignations
 3. Voluntary leaves of absences
 4. Voluntary transfers
 5. Administration-initiated transfer of existing staff members
3. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which employees are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:
 - a. Work Areas - custodian, secretaries, bookkeepers, maintenance, bus shop personnel, and employees designated as aides.
 - b. Work Sites –Central Office to include: bus shop personnel, bus drivers, secretaries, bookkeepers, maintenance.
 - c. Local Schools to include: custodians, secretaries/bookkeepers, and teacher assistants/aides.
 - d. Work Days – Days excluding Saturday, Sunday and holidays.
4. Following the identification of the work area(s) and work site(s), the number of employees to be reduced from each area(s) and site(s) will be determined by the Board, based on a recommendation by the Superintendent.

5. In making staff reduction decisions, all staff members within the identified area(s) will be rank ordered from the greatest amount of service time to least amount of service time within the school system. The staff member(s) with the least amount of cumulative service time (seniority) in the identified area(s), based on actual dates of employment service as reflected in the Board's minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of cumulative service time within the school system in the identified area(s) based on Board minutes, the Board shall then consider total years of overall validated experience in public education (the staff member with the least number of years of experience in Pickens County, then overall in public education to be reduced or transferred first). In the further event two or more staff members have the same amount of service time under this last criteria, then the Board shall consider qualifications in special areas as determined by education, training and experience, and job performance and skills.
6. It is understood that a reduction-in-force layoff by the Board constitutes a separation from employment with the Board of Education. However, employees who are laid off under authority of this policy are eligible for recall to employment as conditionally provided in this policy. Unless otherwise provided by law, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal Laws and are not subject to the procedural or substantive requirements thereof. Nor does the term "layoff" include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.
7. The name of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year. If the employee wishes his/her name to remain on the list for a second year, the employee must notify the Superintendent in writing by July 1. The recall list will be maintained in the Superintendent's office. If an employee refuses an offer of employment pursuant to this policy, his/her name shall be removed from the recall list.
8. Laid off employees shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancy, for which they are qualified, and which is from that employee's prior Work Area and/or Work Site. Said personnel must accept or reject the offer of re-employment in writing within five (5) working days of receipt of offer. If an employee subject to recall refuses the first offer of re-employment pursuant to this policy, all rights of recall are forfeited. Whether or not the employee remains on the recall list, no years of layoff will be credited as years of service for compensation, retirement or other benefit purposes.
9. No new employee shall be hired to fill a position for which an employee on the recall list is qualified.
10. All written notices sent by the Board pursuant to this policy shall be considered received when deposited and sent by regular U.S. mail to the employee's mailing address on record in the Superintendent's Office. It is the responsibility of the employees to see that his/her correct and up to date mailing address is on file with the Superintendent.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Leave of Absence (Para-Professional)	Descriptor Code: GCRG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

No long-term leave of absence can be granted to school para-professional personnel. Persons resigning in good standing will be given a priority consideration for re-employment in case of vacancy.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Vacation (Para-Professional)	Descriptor Code: GDRI
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

No paid holidays, or vacations are provided for para-professional employees employed on less than a 12-month contract.