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Equal Employment Opportunity

Chickasaw City Schools is committed to the principles of non-discrimination and equal employment opportunity in all of its employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, training and educational opportunities, terminations, recreational programs, and all other terms and conditions of employment. Chickasaw City Schools will make every effort to ensure that all of its employment policies and practices are administered without discrimination on the basis of race, color, national origin, ancestry, citizenship status, sex, sexual orientation, transgender expression or identity, pregnancy, marital status, parental status, religion, age, disability, past or present service in the uniformed services of the United States, genetic makeup, or any other legally protected basis.

Chickasaw City Schools will take all necessary steps to ensure that all employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because the individual has (a) filed a complaint, (b) participated, furnished information, or assisted in any manner in an investigation, compliance review, hearing, or other activity related to the administration of federal and state anti-discrimination mandates, (c) opposed any act or practice that is in violation of any federal, state or local equal opportunity laws, or (d) exercised any other right protected by federal, state or local equal opportunity laws

If you believe you have been subjected to any form of discrimination in any condition of employment based upon your membership in a protected class, or your association with a member of a protected class, you should promptly report the perceived discrimination to your supervisor or, if you believe your supervisor has discriminated against you, report the issue to Human Resources (payroll@chickasawschools.com).

Harassment Prevention Policy & Procedures

The Board strictly prohibits harassment of any person or group of persons on the basis of a legally-protected characteristic or status. These include, but may not be limited to, race, color, religion, sex, pregnancy, national origin, citizenship, age, disability, genetic composition or background, FMLA activity, military service or veteran status, and participation in legally-protected activity. Every employee is expected to uphold this policy and is responsible for maintaining a respectful and professional educational and work environment. When proper notice is provided, the Board will immediately investigate all allegations of prohibited harassment, as defined herein, and will take appropriate disciplinary action where warranted.

Definition of Prohibited Harassment:

Prohibited Harassment is unwelcome verbal, physical, visual or other conduct directed against any person or group, based upon characteristics or activities protected by federal or state law that has the purpose or effect of unreasonably interfering with an individual's working environment or work performance or creating an offensive, demeaning, or intimidating environment for that person or group of persons. Harassment may not be unlawful by applicable legal standards unless it is severe or pervasive. However, any prohibited harassment shall constitute a violation of this policy and may result in appropriate disciplinary action.

Examples of Prohibited Harassment:

The following are examples of conduct that may constitute discriminatory harassment:

- Verbal or written harassment may include but is not limited to epithets, derogatory comments or slurs based upon one of the characteristics or status listed above.
- Physical harassment may include but is not limited to assault, unwanted touching, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of an individual's protected class or status.
- Visual forms of harassment may include, but are not limited to, derogatory posters, cartoons or drawings based upon an individual's protected characteristic.
- Harassment that is delivered through social media or any other electronic/digital means.
- Sexual harassment, as one example of Prohibited Harassment, is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, because of an individual's sex, when: (1) submission to such conduct is an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions; (3) or such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employee Complaint Resolution:

Reporting -

When an employee feels that he or she has been subjected to Prohibited Harassment, or observes or is otherwise aware of an incident of Prohibited Harassment, the employee must report the matter immediately in the manner set out below.

Informal Reporting –

Under no circumstances should an employee pursue resolution of a potential prohibited harassment situation through informal reporting only. Although employees are encouraged to work together to resolve differences, and while reports to first-line supervisors may be helpful, the Board cannot properly oversee and investigate a situation without proper notice in the manner set out below. Informal complaints to co-workers and reports to first-line supervisors will not comply with this policy and cannot provide notice to the Board of the problem. Employees MUST follow the complaint procedure set out below.

Complaint Procedure:*Persons Responsible for Receiving and Investigating Complaints -*

The Superintendent is responsible for adjudicating complaints regarding prohibited harassment. All complaints should be voiced directly to the Superintendent. However, under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint, nor will the complaint be adjudicated by the person who is the subject of the complaint. Accordingly, if the complaint concerns the Superintendent, the complaint may be made directly to the President or Vice President of the Board.

Complaint form, contents -

Complaints should be made in writing, signed by the complainant, and should fully describe the circumstances surrounding the alleged Prohibited Harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or other appropriate recipient of the complaint

Investigation -

The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.

Review by the Superintendent and the Board -

A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such a case, the Board will render a final decision as soon as practicable.

Confidentiality:

To the greatest extent practicable, reports of prohibited harassment will be kept confidential. However, complete confidentiality cannot be guaranteed because it is critical that the Board conduct a full and fair investigation.

Retaliation Prohibited:

No retaliation or adverse action may be imposed as a result of a good faith complaint or report of harassment. If any employee believes he or she has been subjected to retaliation or adverse action as a result of a complaint, the employee must raise that concern in the same manner as set out in this

policy. If the employee feels that the person retaliating or otherwise taking adverse action is the same person to whom you are to report such matters, you may proceed directly to the Superintendent, or the President or Vice President of the Board, as the circumstances may require.

Reporting Sexual Harassment of Students Required:

Any employee who has reasonable cause to believe that a student is being subject to sexual harassment must report the harassment to the school principal or site supervisor as soon as practicable under the circumstances, but in no event later than two school days from the time the employee had reasonable cause to believe a student is being subjected to sexual harassment. An employee who fails to report known sexual harassment of a student, including inappropriate relationships between employees and students and peer-to-peer sexual harassment, may be subject to disciplinary action.

Penalties for Violation:

Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of prohibited harassment will be subject to appropriate disciplinary action, up to and including termination.

FMLA

Eligible Employees:

The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Medical Leave provided by the Act:

Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- The birth and first year care of a newborn child;
- The placement of a foster child or adoption;
- The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self-care due to physical or mental disability.

Serious Health Conditions:

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves the following:

Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility. Continuing treatment by a health-care provider, to include any period of incapacity due to:

- A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
- Pregnancy or prenatal care;
- A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);
- A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and supervision of a health-care provider is required ;
- Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

Military Family Leave Provided by the Act:

Qualifying Exigency Leave -

Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.

Military Caregiver Leave -

An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

Spouse Employed by the Board:

Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

Intermittent Leave:

An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

Use of Vacation and Sick Leave:

If an employee has available sick leave, vacation leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA.

Notice:

Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

Certification for Medical or Military Caregiver Leave:

Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

Certification for Qualifying Exigency Leave:

Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

Return to Work:

The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certificate in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Benefits:

Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of the employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

Instructional Employees:

Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his designee is authorized to develop additional information and guidelines concerning Instructional Employees.

General Requirements

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

1. Employees are required to be punctual and to attend work regularly. (see employee handbook)
2. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
3. Employees are required to obey all laws, ordinances, Board policies, supervisory directives, and are expected to follow the Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.
4. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
5. Employees must complete and submit required reports accurately and in a timely fashion.
6. Employees must respect, protect, and exercise due care in the handling, use, and operation of board property and equipment.
7. Employees shall at all times maintain an appropriate, "professional" distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests sexual, romantic or inappropriately familiar interaction with students. As used herein, the term "Student" means any student with whom the employee has, has had, or could prospectively have a professional, teaching, counseling, coaching, mentoring, advisory, supervisory, or working relationship. The term "Student" also includes any student who, by reason of his or her age, mental or physical condition, or other circumstances, is practically or legally incapable of consenting to the relationship in question.
8. Employee Attire: Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of decorum and professionalism. Service and other employees who are issued uniforms shall wear uniforms when required.
9. Employees shall promptly disclose to the Board any facts that would disqualify them from employment or that render them unable to perform their essential job functions.
10. Employees shall exercise legal, professional, and ethical standards that would apply to correspondence and other forms of communication generated by employees, including communications and statements made or publicized through social media.
11. Employees shall use best practices in cybersecurity and are subject to group or individual training in cybersecurity.

Reference: Board Policy 6.01 General Requirements

Pay Period

- The payment of all salaries will be on the last working day of each month.
 - All employees are required to participate in the payroll direct deposit program.
 - All permanent employees shall be paid over 12 months.
 - Nine month employees, who are not paid with federal or designated state funds, have the option of being paid over 13 months for their first year of employment if they are not coming from another public school system.
 - The annual salary of a nine-month employee working part of a school year shall be reduced proportionately with the salary for the summer rates prorated.
 - Additional money from professional development or extended day services will be included in the monthly deposit and will have the normal deductions excluding PEEHIP and supplemental insurance.
 - Employees must obtain permission from their supervisor to work outside of their normal schedule, including working overtime.
- Work contract days and employee types

Para-professionals	9 Month	10 Month	11 Month	12 Month	Bus Driver
182	187	202	220	240	186

Time Clock

- Certified employees are to clock in using web clock daily.
- Non-Exempt employees are to clock in and out using web clock time daily.
- Employees and their supervisors must electronically approve time clock reports before being processed for payroll. If approved reports contain errors, they will be corrected on the next monthly payroll.
- Employees must clock in/out themselves, buddy punching is not allowed.
- Falsifying information on the time clock is considered stealing time (and money) and may result in termination of employment and/or loss of certification.
- It is the responsibility of the employee to ensure information on the timesheet is accurate before approving.
- Timesheets that are not approved by the employee and supervisor will not be processed for payment.

Notification of Absence

- Notification and the proper leave form should be submitted electronically to the immediate supervisor when you will be away from the school for a half day or longer.
- If you are absent for any reason, you should notify your immediate supervisor as soon as possible.
- Employees must notify and receive permission from their supervisor before leaving campus.
- Notification must be in advance, unless conditions beyond the control of the employee make advanced notification impossible.
- Employees who are willfully absent from duty without leave may be subject to dismissal from employment and forfeit compensation for the time of the absence.
- Employees who are approved for paid leave of absences will be paid at the regular daily rate of pay; however, a day of paid leave of absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a pro rata basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave.

Employee Leave

- Except as otherwise authorized under Board Policy, employees may be absent from work only in the following circumstances:
 - Sick leave
 - On-the-Job Injury Leave
 - Personal leave
 - Vacation leave
 - Professional leave
 - Military leave
 - Court leave
 - Catastrophic sick leave
 - Unpaid study leave
 - Bereavement leave
 - Family and Medical Leave Act

- Sick Leave
 - All regular full time employees are eligible for paid sick leave and earn one sick day per month of contract.
 - Sick leave may only be used for leave of absences caused by the following:
 - Personal Illness
 - Incapacitating Personal Injury
 - Attendance with an ill member of the employee's direct family
 - Death of a family member or individual with unusually strong personal ties
 - Employees must be able to certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board.

- On-the-Job Injury
 - On-the-job injury is defined as an accident or injury to an employee that occurs while performing job duties for the Board
 - Employees who are accidentally injured on the job may be approved for paid "on-the-job injury" leave without using sick days, provided that:
 - The employee submits written medical certification from the attending licensed physician
 - The employee submits a signed written account of the accident attested by a principal or department head within twenty-four (24) hours after the injury occurred
 - Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee's salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days.
 - All claims for reimbursement shall be submitted to the Board of Adjustment.

- Personal Leave
 - All regular, full-time employees are eligible for two (2) noncumulative personal leave days each year as funded by the Alabama State Department of Education. Unused personal leave days should roll over as sick leave days.

- Employees who have completed four (4) consecutive years with Chickasaw City Schools will earn a third day of personal leave. When employees have completed ten (10) consecutive years with Chickasaw City Schools, a fourth day of personal leave will be earned. When employees have completed fifteen (15) consecutive years with Chickasaw City Schools, a fifth day of personal leave will be earned
- Vacation Leave
 - Twelve-month full time employees are eligible for paid vacation.
 - Employees accrue .83 days of vacation per month (10 days per year)
 - After ten consecutive years of services, employee accrue 1 day per month (12 days per year)
 - Cash payments shall not be made for unused vacation days.
 - Vacation days must be approved by the superintendent prior to the effective leave date.
- Catastrophic Sick Leave (Sick Bank)
 - Employees, at their discretion, may donate a specific number of days to the sick leave bank and designate the days for a specific employee for use against a catastrophic illness, according to the following guidelines:
 - A donating employee shall not be required to donate a minimum number of five sick days to the sick leave bank.
 - Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee should have first exhausted all sick and personal leave.
 - Donated days shall become available for use by the particular employee who shall not be required to repay the days.
 - No employee may donate more than 30 sick leave days per calendar year to the sick leave bank for the catastrophic sick leave of any one employee.
- Bereavement leave
 - Bereavement leave may be utilized for absence due to death in the employee's immediate family. An employee shall be allowed three days leave for absence due to an immediate family member's death. Such leave shall not be deducted from the employee's accumulated sick leave; however, sick leave days may be granted by the requesting employee's principal or supervisor if additional days are needed. Immediate family is defined as someone's spouse, parents and grandparents, children and grandchildren, brothers and sisters.

Resignation/Retirement of Personnel

- **Administrative or Instructional Staff member**
 - Submit in writing to the City of Chickasaw Board of Education through the Superintendent.
 - State the reasons for the resignation and the desired effective date.
 - Not effective until accepted by the Board of Education
 - Cannot be within 30 days of school starting

Employee Solicitations

By Employees

- Shall not sell any goods or services on school property that are not approved by the school principal and the superintendent
- **All** fundraising campaigns must have prior approval by the school principal and superintendent
- Shall not sell school related supplies and/or equipment for personal gain
- Shall not furnish list of students or parents to any commercial firm

Of Employees

- The Board of Education shall not solicit funds from or attempt to sell goods or services to employees
- Charity fundraising campaigns are on a voluntary basis
- Commercial advertising or selling on school property during office hours without prior approval from the school principal and/or superintendent shall not be permitted
- The School System shall not furnish a list of staff members or students to commercial firms
- Although strongly encouraged, membership in professional organizations shall be on an individual basis

Political Activities

- Employees shall not solicit support for any political candidate during regular work hours
- An employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities
- Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees

Conflicts of Interest

- Employees may not use their offices for personal gain and must adhere to applicable provisions of the Alabama Ethics Law. Employees may only engage in outside employment under the following terms and conditions:
 - Employees will not engage in outside business activities or render any service to another employer during such time as duties and responsibilities have been assigned by the Board,
 - Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
 - Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
 - Employees may not use or disclose confidential or personally identifiable information acquired through Board employment for their personal gain or for the benefit of a third party.
- Certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught to students during the regular school day.
- Employees shall not, under any circumstances, use school system consumable materials or supplies for private tutoring for personal gain

Gifts

- Employees may accept occasional gifts from students or members of the public in accordance with the Alabama Ethics Law
- Employees shall not solicit any gift, directly or indirectly
- Gifts provided by students to employees (and vice versa) must not be elaborate or expensive (generally under \$25)
- Any person with a question about the application of the Ethics law to a particular gift should contact the Ethics Commission for clarification.

Use of School System Owned Equipment and Materials

- All School System materials and equipment shall be used exclusively for educational purposes
- Employees are authorized to use such equipment and materials while performing assigned job-related duties during assigned work hours
- Equipment is not to be taken away from work sites/classrooms without the prior written approval of immediate supervisor/principal
- An employee shall not lend, rent, or lease School System owned equipment for personal gain
- An employee shall not use School System owned equipment for personal gain

Alabama Educator Code of Ethics

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

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

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

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

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

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

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.

- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime

involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

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

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

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

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

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

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

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

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.

- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

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

- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

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

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

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

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

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

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

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

- Keeping in confidence information about students that has been obtained in the course of professional

service unless disclosure serves professional purposes or is required by law.

- Maintaining diligently the security of standardized test supplies and resources.

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

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

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

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

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

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty(60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or nonrenewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. “Certificate” refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

(1) Authority of the State Superintendent of Education

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

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

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

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

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