



Chickasaw City School System
Employee Handbook
2023-2024

Chickasaw City School System Board of Education

Elizabeth Grizzle, Board President

Jenny Parker Borne, Board Vice President

Jim Trout

Chris Hanson

Melissa Roby

Chickasaw City School System

David Wofford, Superintendent

Central Office Staff

Chris Arras, CFSO and Human Resource Director

Vicki Wren, R.N., Lead Nurse

Sheila Smith, Special Education

Jodie McPherson, Director of Federal Programs, Student Support Services

Renee Reaves, Accounting Assistant, CNP Director

Patricia Shelly, Executive Administrative Assistant

Juwan Withers, Technology Coordinator

Robbie Durr, Career Counseling Curriculum Coordinator

Chickasaw Elementary School Administration

Christy Amick, Principal
Michele Hewlett, Assistant Principal
Jodie McPherson, Pre-K

Chickasaw Middle and High School Administration

Arnold Cox, Principal
Kay Lancaster Slay, Assistant Principal
Tim Amey, Assistant Principal

Student Services

Alicia Goode, Mental Health Facilitator
Johnny DuVal, School Resource Officer

OCR Non-Discrimination Statement

Chickasaw City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Director (251) 380-8114.

Chickasaw City School Vision Statement

Chickasaw City Schools is preparing ALL students for the day after graduation.

School System Mission Statement

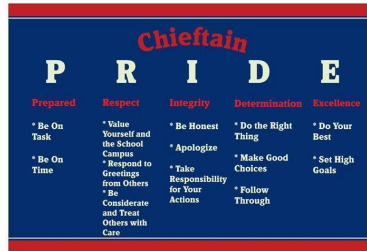
Establishing a culture within faculty, staff, and students who demonstrate the Chieftain Values of PRIDE.

Pledge of Students

Today, I pledge to be a responsible, respectful, and dedicated student who is prepared to learn and meet the high expectations of my school, family, and community.

Guidelines for Success

Chieftain PRIDE



Colors

Red, White and Navy Blue

Mascot

Chieftain

Logos



Standards

- Employees should arrive and depart according to the staff schedule given by the school administrator.
 - Staff members are required to attend all professional development meetings required by the building administrator. This includes faculty meetings.
 - Attendance must be posted within 10 minutes of the beginning of each class.
 - Daily schedules are posted outside the classroom door.
 - Classroom standards are posted.
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- Severe weather and fire maps are posted.
- PRIDE posters are posted.
- Character Education Posters are posted.
- Any required instructional aids as directed by school administration.

Full implementation of Course of Study Standards for Alabama College and Career

National/State Standards dictate what is on the pacing guides, lesson plans, and all assessments. Pacing guides map out what is on weekly lesson plans and assessments for each nine-week period.

Pacing Guides

Pacing Guides have been created by teachers which outline standards, by subject, for each quarter specific to each grade level. Some standards will be covered multiple times over the course of the year. Standards will be assessed quarterly, both formally and informally, to measure student growth toward mastery of standards.

Lesson Plans

Lesson plans are turned in weekly to building-level administrators.

Grades

Grades should be entered within three school days of the assessment/assignment date.

Once report card grades have been posted, a grade change form must be completed and signed by the administrator to make any change. The form can be accessed by the school counselor.

It is equally the student's and teacher's responsibility to request make-up work and tests from the teacher within three days of their return of an excused absence. Zeros will be given for any missed work during unexcused absences.

Progress Reports

Progress reports will be printed and sent home in accordance with the building level procedures.

Report Cards

Report cards are generated every nine (academic) weeks.

Student Information System

The student information system is used for record-keeping of attendance, grades, and discipline. Teachers are required to post attendance within the first 10 minutes of class.

Parent/Student Communication

Schools will use the district approved uniform platforms of communication with parents. No personal phone numbers or email addresses may be used to contact parents or students. Positive parent contact should happen early in the year with every parent/guardian before any problems arise.

Mentor Teacher

All first-year teachers are assigned a mentor teacher. The mentor and mentee must follow the guidelines set forth in the Chickasaw City Schools Mentoring Handbook.

Accessible to Others

A set of lesson plans will be on file with the building administrator in the event of an emergency absence.

Professional Dress for Chickasaw City School System Employees

CCSS has high standards for teachers and staff members to model business class dress for their students in-person or virtual. Please adhere to the guidelines listed below.

Scrubs are approved in ELC and CES with the building administrator determining specifics.

Spirit shirts and jeans with no rips or holes may be worn on Fridays.

Professional Dress

- Men must wear professional shirts with dress pants/slacks with the exception of PE teachers and PE paraprofessionals.
- Dresses and skirts are not to be shorter than 3" above the knee.
- Neckline/backline must be appropriate (no cleavage showing, no one shoulder tops, no spaghetti straps, or straps less than 3").
- There will be no showing of skin between dresses/skirts and tops. This refers to midriffs, backless, side-openings.
- There will be no tight fitting dresses, pants or skirts.
- Leggings with blouses/shirts are not acceptable professional wear.

Footwear

- No flip flops.
- No extreme high heels.
- No athletic slides.
- No shoes that appear to be slippers.

Jewelry/Head Covering

- Facial piercings and ear gauges are not permitted.
- Bandanas/do-rags, wave caps, or hats are not permitted.

Other

- No clothing or masks that reflect political views, adult related advertisements, or any other material that would cause a disruption to the learning environment are to be worn.
- Please make a special effort to dress up when visitors, parents, or community members will be on campus, to promote a positive image. Examples: assemblies that honor students, special programs, news, and press coverage, this includes after school/evening special events.

For Grievances, refer to Grievance CCSS Board Policy 6.40.1

Most issues can be solved by discussing the situation in a calm and rational manner. If the grievance cannot be resolved after meeting with your immediate supervisor, you may contact the central office.

Chain of Command

1. The Superintendent reports to the Board of Education Members.
2. Central Office Staff and Administrators report to the Superintendent.
3. Teachers and staff report to their building administrators.

Professional Standards

All staff members are required to read and comply with the Alabama Teacher Code of Ethics, Alabama Quality Teaching Standards and Chickasaw City Schools' Board Policy.

Board Policy Book

A copy of the Chickasaw City School Board Policy Manual is available on the Chickasaw City Schools website.

Corporal Punishment

Corporal punishment is not allowed nor is it supported by the Chickasaw City School Board of Education.

Cell phone policy

- Keep cell phones on silent or vibrate at all times.
- Personal use must be made during your planning/break time.
- Cell phones and all communication with parents and students must be made through the approved CCSS uniform platforms of communication.
 - Text parents during non-instructional time using the school communication platform.
 - Please be positive when messaging parents/guardians. Use extreme caution to choose your words carefully. Texts can often be misconstrued.

Attendance Policy of Chickasaw City Schools Teachers and Staff Members

- Employees are required to sign-in/out daily via electronic time clock.
- Employees are required to contact an administrator prior to an absence.
- Attendance bonuses may be paid on a quarterly basis.
- Sick days are not personal days; employees may be asked to provide documentation for sick days.

Website Information

www.chickasawcityschools.com

Social Media

As public school employees, we represent the Chickasaw City School System and should not make any social media posts or comments that have a negative reflection on our school system. This applies to both school and personal accounts. The administrator and the superintendent reserve the right to ask employees to remove posts that could reflect negatively on the system, the board of education, or other employees. Student photographs should be limited to official school pages. For safety reasons, identify students by first initial and last name only. Employees should not contact students or parents via personal social media accounts.

Media

Do not publish photographs of any student who has opted out of publication.

Report Cards/Progress Reports

Progress reports will be sent home according to building guidelines. Parent/guardian conferences will be scheduled during teacher planning or before and/or after school. Refer to Board Policy for Student Promotion and Retention guidelines - 5.09

Collection and Expenditures of Funds

All matters relative to the collection and expenditures of funds shall be handled by the bookkeeper and approved by the administrator. No invoices will be honored for payment unless all procedures have been followed:

1. Seek permission from the building administrator for the order or purchase.
2. Secure an approved purchase order from the building administrator.

Employees are responsible for payment if a purchase order has not been properly secured prior to purchase.

Collection of Money

Teachers must issue receipts for all funds received using the teacher-sponsor receipt book that will be issued to the teacher by the bookkeeper. The parent is to be given the white copy, the bookkeeper is given the yellow copy with the money attached, and the pink copy is to remain in the receipt book. All funds collected are to be delivered by the teacher to the bookkeeper daily. **Do not keep student money in your classroom.**

All funds received by the bookkeeper must have a receipt given and that amount will be credited to the account of the teacher or organization. Should an employee not follow the procedures outlined for the collection and handling of money the employee will be responsible for replacing any money that is lost or stolen, as well as, facing disciplinary actions.

Expenditures

Each person responsible for making purchases for a department, club, or organization must do so using the Purchase Order (PO) system. Purchase orders must be filled out completely with the date, vendor, vendor's address, phone and fax number, items by item number and description, the quantity of items requested, and the price. Please, remember to include shipping and handling charges. Remember, the school is considered a tax free agency. Schools cannot pay taxes on any item. Should you find yourself in a situation where a company is trying to add tax to your PO, contact the bookkeeper prior to proceeding with the order. Once purchase orders are completely filled out, the PO should be submitted to the bookkeeper for review. Once the PO has been reviewed by the bookkeeper for accuracy, the principal will receive the PO for approval. Once the administrator approves the PO, the bookkeeper can place the order. Again, *items purchased without an approved purchase order may become the financial responsibility of the teacher/individual who made the order.*

Payments

Upon receipt of an order, the individual that placed the order will receive the materials. When opening and unpacking items it is imperative that **all original packing slips are given to the bookkeeper** to be placed with the original PO for payment purposes. It is imperative that all who handle funds remember that, under no conditions should cash be used to make payments to vendors.

Fundraising

Any and all collection or solicitation of private grants or funds, including through crowdfunding sources of any kind, for the benefit of students or otherwise, shall be approved and overseen by the Superintendent or his/her designee. Individual teachers, administrators, or other staff members shall not create, manage, or solicit crowdfunding accounts without the approval of the Superintendent. Documentation of approval will be kept on file in the Superintendent's office.

STATUTORY AUTHORITY: CODE OF ALABAMA 16-13-32 LAW(S) IMPLEMENTED: CODE OF ALABAMA 16-13-32 ALABAMA ADMINISTRATIVE PROCEDURE ACT: 290-3-1-.02(1)

All fundraising activities must be applied for, approved by the administrator, and then the administrator will request approval from the superintendent. All fundraising activities, once approved by the administrator and superintendent, should be discussed with the bookkeeper. Any and all funds raised by sales must be receipted by the bookkeeper and placed into individual accounts.

After Hours Alarm Code

If you have to be in the building after hours or during the weekend, notify your administrator to receive permission and/or an alarm code and instructions on how to disarm/arm the alarm.

Employees Leaving Campus

Employees are required to remain on campus the entire day. If a situation arises where you need to leave campus during your scheduled work hours you must speak with the administrator.

Care of Property

Teachers have the responsibility for caring for and exercising supervision over the use of all property and equipment. Regular inspection should be made and any damage or destruction should be reported immediately. Police reports are required for any stolen federally purchased equipment. Any facility/equipment damage should be reported directly to the building administrator.

- Teacher supplies/equipment donated or purchased with allocated money remain in the building if the teacher transfers, retires, or resigns.

Email

Email should be checked a minimum of twice daily (once in the morning and at least once prior to leaving for the day). If requested, please respond to emails in a timely manner from administrators, office staff, teachers,

counselors, and central office personnel. **The Superintendent or his designee reserves the right to monitor all Chickasaw email addresses.*

Faculty Meetings

Required faculty meetings will be scheduled on a weekly basis for the purpose of professional development, information distribution, Problem Solving Team meetings, and any other necessary meeting as determined by the building administrator. Do not schedule appointments or activities that conflict with the weekly scheduled faculty meeting.

Confidentiality of Records

The Alabama Code of Ethics Standard 8 Maintenance of Confidentiality requires educators to comply with state, federal, and local school board policies relating to the confidentiality of student and personnel records, standardized test material, and all other information covered by confidentiality agreements.

Employees of the Chickasaw City School System are not to, under any circumstance, discuss a student's information with any other individual other than the parent/legal guardian and the individuals within the school system that provided services/support to that student. Any conversations should take place in a private/secure location. If information is needed from a doctor or other outside agency, the parent/legal guardian must sign a release of information agreement.

Accidents

All accidents occurring during school activities must be reported immediately to a supervisor. If an employee becomes injured on the job, the school nurse and an administrator must be notified immediately. The proper incident report must be filled out on the day of the injury if at all possible, but certainly, before the employee seeks medical attention from an outside source. Please use factual information when filling out reports.

Professional Development (PD)

Building administrator will approve PD based on the following criteria:

1. PD should be aligned with the ACIP
2. Recommended by administrator for professional growth
3. Within budgetary guidelines

Monitoring of Students

Students are to be monitored at all times by faculty or staff. Students should not be placed in hallway unsupervised.

Mandatory Reporters

All employees are mandatory reporters. If an observation of abuse or direct communication from a victim of abuse takes place, a report must be filed. The report must be made to DHR and/or law enforcement. As mandatory reporters, these individuals are not only vital to the reporting process, but can also be very helpful in the follow-up services to address the damage suffered due to abuse/neglect. These professionals can play a role in the safety plan which enables the child to remain in his or her own home. Reporting abuse to a supervisor does not relieve the mandatory reporter of the legal responsibility to personally file a child abuse or neglect (CAN) report of abuse or neglect.
