



**“DREAM BIG
INNOVATE OFTEN”**

*Building Our Future on a
Tradition of Excellence*

GUIDING PRINCIPLES

VISION

To create motivated, responsible learners capable of reaching their dreams

MISSION

To equip students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence



VALUES

- Education is vital to a successful life.
- Excellence demands sacrifice and perseverance.
- High expectations for all students and staff are critical.
- Each person is unique, capable of learning, and deserving of dignity and respect.
- All students should have a safe learning environment that promotes compassion and respect.
- We must provide an engaging, relevant learning environment.
- We must help students believe opportunities and possibilities are limitless.
- We must strive to instill in students a social conscience, integrity, and a sense of responsibility.
- Only the fear of failure makes a dream impossible to achieve.
- Mistakes should be seen as growth opportunities.
- It takes a collaborative partnership of students, parents, teachers and the community to facilitate learning.
- Anyone can change the community and the world if we teach them to dream big and innovate often.



Agenda

- Education Directory
- Payroll
- FERPA
- Mandatory Reporting
- Safety Procedures
- Tobacco
- Weapons
- Absences
- Evaluations
- Professionalism
- Employee Dress Expectations
- Alabama Ethics Law
- Conflicts of Interest

Education Directory

<https://schools.alsde.edu/eddir/>



I'm Doing All of This for Nothing, Right?

Your Paycheck and What to Expect



Payroll

How Do I Get Paid

Generally the last working day of the month

Direct Deposit Only



Payroll

Here's how to see your check stub... and your W-2

Employee Self Service

<https://ess-eufaula.asc.edu/EmployeeSelfService/Account/Login>



Employee Benefits

- [Teacher Retirement System \(TRS\)](#)
- [Public Education Employees Health Insurance Plan \(PEEHIP\)](#)
- [Supplemental Plans](#)
- [Other](#)

New Employee Information

[Google Drive Folder](#)



Sign-in at Work

All employees use the AOD time management system to “sign-in” each day

- Internet-based and only works on the ECS Network
- <https://eufaulacityschools.attendanceondemand.com/ess/>

What If I Have to Miss Work?



What If I Have to Miss Work?

- Notify Kelly Educational Staffing
 - Kellyeducationalstaffing.com (Employee Login)
 - (866) 535-5998 (866-Kelly-98)
 - Email: kesschedule@kellyservices.com
- Notify your Principal by phone call or by text

What If I Have to Miss Work?

- Professional Leave, Personal Leave, Court Leave
 - Request approval in a timely manner
 - For professional leave, generally two weeks ahead
- [Etrieve](#) (leave requests)

Reasons for Teacher Absence

- Sick Leave
- Personal leave
- Vacation leave
- Professional leave
- Military leave
- Court leave
- Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances

Reasons for Teacher Absence

- Sick Leave Bank/Catastrophic Leave

Reasons for Teacher Absence

Sick Leave

- Personal illness;
- Incapacitating personal injury;
- Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;
- Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
- Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.

Reasons for Teacher Absence

Personal Leave

5 Days, with the first 2 at no cost; other three days at the cost of certified substitute

May convert unused personal days to sick leave

Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term

Reasons for Teacher Absence

Vacation Leave

Vacation Leave is available to 240-Day employees only. Eligible employees will earn annual leave days at the rate of one (1) day per month for a total of twelve (12) days per year. Employees may accrue no more that twenty-five (25) annual leave days.

Reasons for Teacher Absence

Professional Leave

...With pay to Board employees to engage in educational activities that, in the judgment of the Superintendent, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent.

Reasons for Teacher Absence

Military Leave

...Is available to all eligible employees in accordance with state and federal law.

Reasons for Teacher Absence

Court Leave

Regular compensation while performing jury duty (Code of Alabama §12-16-8) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings

Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board

Reasons for Teacher Absence

Family Medical Leave (FMLA)

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.

Reasons for Teacher Absence

Family Medical Leave (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.

Mandatory Reporting Requirements Regarding Children

The Code of Alabama 1975

- [Section 26-14-1](#) Definitions.
- [Section 26-14-2](#) Purpose of chapter.
- [Section 26-14-3](#) Mandatory reporting.
- [Section 26-14-4](#) Permissive reporting.
- [Section 26-14-5](#) Contents of reports.
- [Section 26-14-6](#) Temporary protective custody.
- [Section 26-14-6.1](#) Duties and responsibilities for investigation of reports.
- [Section 26-14-7](#) Duties of Department of Human Resources.
- [Section 26-14-7.1](#) Due process rights for persons under investigation by department.
- [Section 26-14-7.2](#) Child denied medical treatment due to parents' religious beliefs.
- [Section 26-14-8](#) Statewide central registry.
- [Section 26-14-9](#) Immunity from liability for actions under chapter.
- [Section 26-14-10](#) Doctrine of privileged communications not grounds for exclusion of evidence as to child's injuries.
- [Section 26-14-11](#) Appointment of attorney to represent child.
- [Section 26-14-12](#) Establishment of regulations by Department of Human Resources.
- [Section 26-14-13](#) Penalty for failure to make required report.

Mandatory Reporting Requirements Regarding Children

Standard of Knowledge

- Knowledge or suspicion that a child is a victim of abuse or neglect.

Definition of Applicable Victim

- Child means a person under the age of 18.

Reports Made To

- Reports should be made to a “duly constituted authority,” which includes:
 - the chief of police of a municipality or municipality and county or the sheriff
 - Department of Human Resources

Mandatory Reporting Requirements Regarding Children

Contents of Report

- The name of the child, his whereabouts, the names and addresses of the parents, guardian or caretaker;
- The character and extent of the child's injuries; and if known, any evidence of previous injuries to the child
- And any other pertinent information that might establish the cause of the injury/injuries
- The identity of the person or persons responsible for the injury

Mandatory Reporting Requirements Regarding Children

Any person who knowingly fails to make the required report shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.



FERPA

Knock knock
Who's there? ~FERPA

FERPA who?

Sorry, I can't tell you
that....



som^{ee}cards
user card

FERPA

- *The Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.
- FERPA generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than parents or guardians.

FERPA



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Safety Procedures

- Heighted Awareness
- Secure Perimeter
- Lockdown
- Shelter

Heightened Awareness

- Limit movement to and from your classroom
- Be accountable for all students
- Be on the lookout for unusual behavior both in and outside of the school
- Check exterior doors to make sure they are secure

Secure Perimeter

- A potential threat or danger does exist within the community and all parties should be aware to react
- Executed by alert
- Secure all people within the building
- Lock external doors
- Stay in secure area within the building until further notice
- Monitor / use communication devices
- Requires leaving unsecure areas as fields, gym, playground, or library
- Continue with instruction

Lockdown

- Recognition of danger. Take immediate action using the safest and best option for survival
- Executed by alert
- Secure yourself and others by assessing and using available information to decide if you should HIDE (Secure and/or Barricade), RUN (Intelligent Escape), or FIGHT (Defend and Protect)

HIDE

- Lock doors, Lights off, Barricade entry, Quiet, Stay in Place

RUN

- Evacuate to safer location, Remain with your group, Call 911 when safe, Follow HIDE protocol

FIGHT

- As a matter of survival engage the intruder with any means necessary
- Monitor / use communication devices
- Release only by administrator or law enforcement

Shelter

- Tornadoes and Severe Weather
- Tornado Watch – Conditions are favorable
- Tornado Warning – Tornado has been sighted
- Report to designated safe areas

Tobacco and Illegal Drugs

The use of tobacco products and illegal drugs and the illegal possession, distribution, and sale of such items on school property is prohibited.

a. Penalties for Violations

2. Employees – Employees who violate this prohibition will be subject to adverse personnel action, which may include termination.

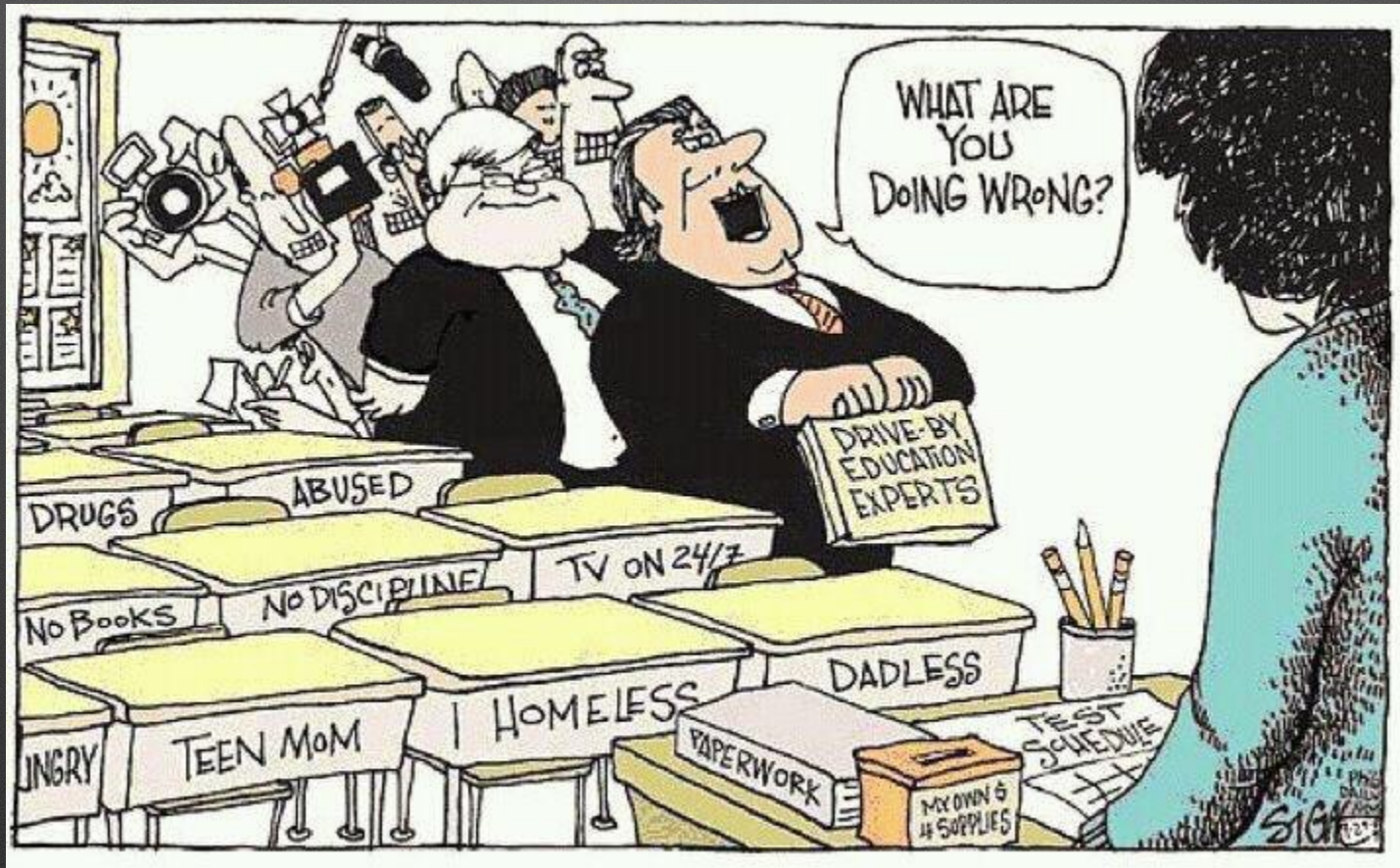
Weapons

Prohibition on the Possession of Weapons –

The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.



How Will I Know About My Job Performance



Educator Effectiveness

[Eufaula City Schools Plan](#)



Educator Effectiveness

Just the basics...
...and a little more

Expectations Regarding Employee Dress

EMPLOYEE DRESS CODE

A general guideline covering an employee dress code is established in order to uplift, enhance and promote the professional image of the school system. Supervisors are expected to review these guidelines with all staff members each year before the opening of school.

All employees should be **PROFESSIONALLY AND APPROPRIATELY** attired when conducting school system business. Departments may adopt a voluntary dress code for uniforms. Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

Reasonable accommodation should be made for religious beliefs if such accommodation would not unduly interfere with the effective functioning of the classroom.

Expectations Regarding Employee Dress

Restrictions:

An employee's dress may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts classroom or learning activities. Examples of attire considered inappropriate for school employees include but are not limited to:

- Jeans (except for custodian and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Overalls
- Shorts (except for P.E. teachers and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Athletic type shoes (except as allowed for special occasions or special work as approved by the immediate or site supervisor)
- Spandex or bicycling type attire as outer wear

Expectations Regarding Employee Dress

Restrictions:

- An employee's dress may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts classroom or learning activities. Examples of attire considered inappropriate for school employees include but are not limited to:
 - Clothing that is provocative, revealing, indecent, vulgar or obscene
 - Blouses or shirts with low necklines, bare midriffs and excessively tight clothing
 - Visibly torn or ragged attire

Expectations Regarding Employee Dress

Restrictions:

- Sweat suit-type attire (except for P.E. teachers, bus drivers, and custodians)
- Footwear that is considered beachwear, bedroom shoes, or slippers (Any footwear that may cause injury to the wearer or others must not be worn)
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
- Clothing that contains profanity or nudity, depicts violence, or is sexual in nature by words or symbols
- Undergarments worn as an outer garment or any see-through clothing
- Any item of clothing or jewelry that creates a disruption of the school environment/ learning activities or that poses a threat to the safety and well-being of students or staff

Eufaula City Schools Social Media Recommendations

Eufaula City Schools (ECS) recognizes the value of social media, both for personal and professional use. Social media can be a powerful tool for parent/student involvement and communication. ECS employees are encouraged to implement the recommendations below in order to avoid inappropriate use of social media.



Eufaula City Schools Social Media Recommendations

- ECS employees should not update personal social media statuses or post personal content during school hours. Stakeholders expect ECS employees to be working during the school day; posting during this time may give the impression that teachers are not fulfilling their responsibilities to students.
- ECS provides websites, Learning Management Systems, and email which should be the primary online electronic communication methods regarding school-related matters.
- No form of social media should be the primary form of communication between teachers and parents/students.
- It is recommended that teachers do not friend ECS parents or students, especially those currently enrolled in their classes on personal social media sites. We understand there may be exceptions (a relative, a friend's child, etc.).



Eufaula City Schools Social Media Recommendations

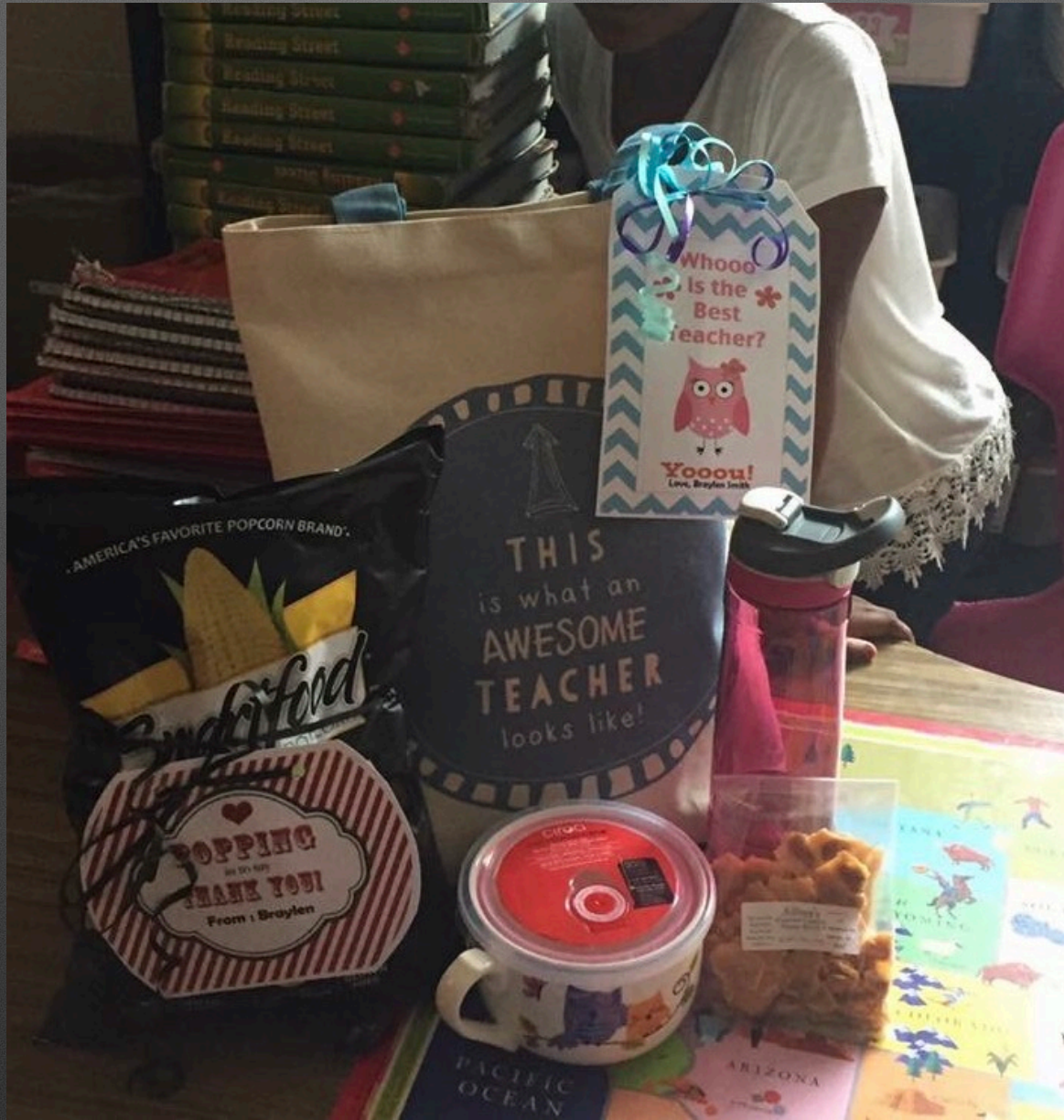
- Never forget that on a social networking site once you post something, it may be available forever, even if you choose to remove it from your page.
- Remember that others may post pictures of you without your consent. Some of these pictures may be taken at social and/or family gatherings, and posted out of context, may give impressions that are not factual. If such a situation occurs, you should contact the original poster and have them remove the picture or post.
- Posting of student work, images, video, or other likenesses should strictly adhere to the ECS Acceptable Use Policy for Technology Rules and Regulations for employees and/or students.
- Do not say, post pictures, or do anything on social media sites that you would not share in the presence of your school principal, school board, parents, or students.



Eufaula City Schools Social Media Recommendations

- No confidential student information (grades, lunch status, special education status, etc.) should ever be posted or shared on social media sites.
- Online posts that (1) violate Board policy or federal or state law, (2) lead to a substantial disruption of the school environment, or (3) significantly impede the employee's ability to do their job may lead to disciplinary consequences for the employee up to and including termination. Such posts include, but are not limited to, provocative photographs, sexually explicit messages, or the use of alcohol or drugs
- **WHEN IN DOUBT, DON'T POST IT!**







Alabama Ethics Law



Alabama Ethics Law

Code of Alabama 36-25-1



Alabama Ethics Law

HEADLINES...

Ethics panel rules Alabama governor may have violated law - CNN.com

Ethics commission finds Alabama Gov. Bentley possibly broke laws

Alabama's House Speaker Convicted on Ethics Violations - The Atlantic

Ethics Commission says Decatur High Coaches Broke Ethics Law



Alabama Ethics Law

Employee Gifts

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law or other pertinent state laws.

Employees may accept gifts or gift cards purchased from pooled donations within a class, team, or other school organization for the employee's personal use provided that the amount that each person gives does not exceed twenty-five dollars (\$25.00) and that the contribution to the pool does not result in the donor's exceeding the aggregate amount of allowable gifts for that year.



Alabama Ethics Law

Here's The Headline that We Don't Want to See...

Eufaula City Schools Teachers Guilty of Ethics Violations for Accepting Gifts from Parents of Students



Conflict of Interest

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law.

Conflict of Interest

Coaches and Booster Clubs and Gifts



Conflict of Interest

Employees may only engage in outside employment under the following terms and conditions:

- a. Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- b. 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;
- c. Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- d. Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.