



# **Morgan County Schools**

*Mrs. Tracie Turrentine - Superintendent*

## **Employee Handbook**

**2025-2026**

**235 Highway 67 South**

**Decatur, AL 35603**

**256-353-6442**

**[www.morgank12.org](http://www.morgank12.org)**

**Employees are required to make an annual assurance notice of this handbook and its content at [morgancountyal.compliancedirector.org](http://morgancountyal.compliancedirector.org)**

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## **The Purpose of the Morgan County Schools Handbook**

Morgan County Schools strives to provide the highest quality education to the children and young people of Morgan County. In order to establish a quality culture of learning and achievement, the most accomplished and dedicated personnel are necessary. The system is committed to recruiting and employing the highest skilled individuals for all positions.

The *Employee Handbook* is not a rule book, but is an effort to provide knowledge, information, and procedures for each employee to be in compliance with Morgan County School Board Policy and to carry out his or her responsibilities more efficiently. The system is committed to providing an enjoyable and productive workplace for each employee, that in turn benefits all students.

Other information may be found in the *MCS Policy Manual*. In addition, the *Finance, Child Nutrition, and Transportation* handbooks provide additional employee assistance. Help may also be provided by the employee's immediate supervisor or department director.

The handbook is not an evaluative instrument of employee performance and responsibility, but the failure of any employee to effectively follow board approved and established procedures and protocols can result in employee discipline, including the termination of employment.

# Morgan County Schools Organizational Chart

## **Board of Education Members**

**VACANT** District 1 (Trinity)

**Adam Glenn** District 2 (Danville)

(256) 476-4423  
333 Isley Road, Hartselle, AL 35640  
[aglenn@morgank12.org](mailto:aglenn@morgank12.org)

**Mike Tarpley** District 3 (Falkville)

(256) 656-2060  
200 Fricke Road, Falkville, AL 35622  
[matarpley@morgank12.org](mailto:matarpley@morgank12.org)

**Paul Holmes** District 4 (Eva)

(256) 347-8126  
1404 Holmes Road, Eva, AL 35621  
[paholmes@morgank12.org](mailto:paholmes@morgank12.org)

**Geoff Halbrooks** District 5 (SJHS/Priceville) (256) 303-7450

704 Church Road, Hartselle, AL 35640  
[gshalbrooks@morgank12.org](mailto:gshalbrooks@morgank12.org)

**Chris Humphries** District 6 (Cotaco/BHS)

(256)642-9280  
1853 N Bethel Rd, Priceville, AL 35603  
[cahumphries@morgank12.org](mailto:cahumphries@morgank12.org)

**John Holley** District 7 (UH/LSJHS)

(256) 498-0523  
256 Owen King Road, Somerville, AL 35670  
[jeholley@morgank12.org](mailto:jeholley@morgank12.org)

***To view the Morgan County School Board's Web Page with Calendars, Agendas, and Minutes click [HERE](#).***

## ***Morgan County Schools***

### **Albert P. Brewer High School**

59 Eva Road  
Somerville, AL 35470  
256-778-8634

Lewis White - Principal  
Don Farley - Asst. Principal  
Angela Kimbrough - Asst. Principal  
<http://apbrewer.com>

### **Cotaco School**

100 Cotaco Road  
Somerville, AL 35670  
256-778-8153

Ben Estes - Principal  
Adriana Denby - Asst. Principal  
<http://schools.morgank12.org/cotaco>

### **Danville-Neel Elementary School**

8688 Danville Road  
Danville, AL 35619  
256-773-7182

Tara Morrow - Principal  
Jill Jones-Brown - Asst. Principal  
<http://schools.morgank12.org/DNES>

### **Danville Middle School**

5933 Highway 36 West  
Danville, AL 35619  
256-773-7723

Chad Kelsoe - Principal  
Laura Vines - Asst. Principal  
<http://schools.morgank12.org/DMS>

### **Danville High School**

9235 Danville Road  
Danville, AL 35619  
256-773-9909

Dr. Brian Ellis - Principal  
Cody McCain- Asst. Principal  
<http://danvillehs.com>

### **Eva School**

P.O. Box 8  
Eva, AL 35621  
256-796-5141

Jared Miner - Principal  
<http://schools.morgank12.org/Eva>  
- Assistant Principal

### **Falkville Elementary School**

72 Clark Drive  
Falkville, AL 35622  
256-784-5249

Brandy Quattlebaum - Principal  
<http://schools.morgank12.org/fes>  
Jacqueline Goodwin - Assistant Principal

### **Falkville High School**

43 Clark Drive  
Falkville, AL 35622  
256-881-4460

Shane Bryan - Principal  
Joshua Sawyer - Assistant Principal  
<http://schools.morgank12.org/fhs>

**Lacey's Spring School**

48 School Road  
Lacey's Spring, AL 35754  
256-881-4460

Cameron Mahan - Principal  
Marcey Reynold - Assistant Principal  
<http://schools.morgank12.org/ljhs>

**Priceville Elementary School**

438 Cave Springs Road  
Decatur, AL 35603  
256-341-9202

Daniel Gullion - Principal  
Dr. Melissa Sapp- Assistant Principal  
<http://schools.morgank12.org/pes>

**Priceville Jr. High School**

317 Highway 67S  
Decatur, AL 35603  
**256-355-5104**

Ashley McCulloch - Principal  
Brian Wakefield- Assistant Principal  
<http://schools.morgank12.org/pjhs>

**Priceville High School**

2650 North Bethel Road  
Decatur, AL 35603  
256-353-1950

Shane Hopkins - Principal  
Allison Albert - Assistant Principal  
<http://schools.morgank12.org/phs>

**Rural Development Park**

72 Plainview Street  
Hartselle, AL 35640  
(256)260-7037

Brooke Kinney-Hudson - Principal  
<http://RDP.morgank12.org>

**Union Hill School**

2221 Union Hill Road  
Somerville, AL 35670  
256-498-2431

Deedee Hendrix- Principal  
Jonathan Barron - Assistant Principal

**West Morgan Elementary School**

571 Old Highway 24  
Trinity, AL 35673  
256-350-8818

Rebecca Burt - Principal  
Todd Stephens - Assistant Principal  
<http://schools.morgank12.org/wmes>

**West Morgan Middle School**

261 South Greenway Drive  
Trinity, AL 35673  
256-260-7048

Alesha Hutto - Principal  
- Assistant Principal  
<http://schools.morgank12.org/wmms>

**West Morgan High School**

261 South Greenway Drive

Keith Harris - Principal  
Michael Johnson - Assistant Principal

Trinity, AL 35673  
256-353-5214

<http://schools.morgank12.org/wmhs>

## Central Office Administration

**Mrs. Tracie Turrentine**  
[trturrentine@morgank12.org](mailto:trturrentine@morgank12.org)

Superintendent  
256-309-2105  
Connie Goode - Administrative Assistant

**Bob Hagood**  
[jrhagood@morgank12.org](mailto:jrhagood@morgank12.org)

CSFO/Director of Human Resources/TEAMS  
256-309-2138  
Valarie Walker- Human Resource Specialist

**April Hall**  
[ashall@morgank12.org](mailto:ashall@morgank12.org)

Director of Finance  
256-309-2143

**Mary Beth Henry**  
[mbhenry@morgank12.org](mailto:mbhenry@morgank12.org)

Director of Child Nutrition  
256-309-2102

**Dr. Rhonda Booth**  
[rmbooth@morgank12.org](mailto:rmbooth@morgank12.org)

Director of Special Education  
256-309-2117  
Loretta Privett - Administrative Assistant

**Sarah Welborn**  
[spwelborn@morgank12.org](mailto:spwelborn@morgank12.org)

Nurse Supervisor  
256-309-2164

**Dr. Jeremy Childers**  
[jrchilders@morgank12.org](mailto:jrchilders@morgank12.org)

Director of Career Tech  
256-309-2119

**Trey Chowning**  
[jcchowning@morgank12.org](mailto:jcchowning@morgank12.org)

Technology Coordinator  
256-309-2136

**Robbie Elliott, Jr.**  
[rlelliott@morgank12.org](mailto:rlelliott@morgank12.org)

Director of Transportation  
256-309-2135

**Dana Speegle**  
[daspeegle@morgank12.org](mailto:daspeegle@morgank12.org)

Director of Elementary Education  
256-309-2110

**Dr. Tanya McCain**  
[tjmccain@morgank12.org](mailto:tjmccain@morgank12.org)

Director of Pre-K/504  
256-309-2117

**Matt Adams**  
[cmadams@morgank12.org](mailto:cmadams@morgank12.org)

Director of Secondary Education  
and Student Assessment  
256-309-2128

**Honi Smith**  
[hbsmith@morgank12.org](mailto:hbsmith@morgank12.org)

Director of Federal Programs  
256-309-2127  
Sharon Lawrence - Administrative Assistant

**Josh Boyd**  
[jdboyd@morgank12.org](mailto:jdboyd@morgank12.org)

Safety Coordinator  
256-309-2147

# Introduction

## Equal Opportunity Employer

The Morgan County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment, and provides equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies and the application of Title IX and its regulations to the Board.

## Important Web Links

<i>Alabama Educator Code of Ethics</i>	<a href="#"><u>Code of Ethics</u></a>
<i>Alabama Department of Education</i>	<a href="#"><u>Alabama State Department of Education</u></a>
<i>Personnel Leave Portal</i>	<a href="#"><u>Professional Leave, Field Trips</u></a>
<i>PowerSchool Teach In Alabama</i>	<a href="#"><u>Employment Application Portal</u></a>
<i>Alabama Identity Management Portal</i>	<a href="#"><u>AIM Directory, Teacher Effectiveness</u></a>
<i>Frontline Education</i>	<a href="#"><u>Absences and Substitute Arrangement</u></a>
<i>PowerSchool</i>	<a href="#"><u>Reporting Professional Development</u></a>
<i>Employee Self-Service Portal</i>	<a href="#"><u>Employee's Payroll Portal</u></a>
<i>ALSDE Identity Management (AIM)</i>	<a href="#"><u>AIM - Teaching Effectiveness</u></a>
<i>Other information sites can be found at</i>	<a href="#"><u>MCS Website</u></a>
<i>Alabama Ethics Commission Training Video</i>	<a href="#"><u>Ethics Training Video</u></a>
<i>Morgan County Instructional Materials Procedures</i>	<a href="#"><u>Library/Media Materials</u></a>

# What Office to Contact for What

## Human Resources

- Job Applications
- *Teacher Excellence and Accountability for Math and Science* TEAMS
- *Alabama Teacher Mentor Program* (ATMP)
- Job Descriptions
- Posting/Hiring
- Transcripts
- Board Policies
- Employee Leave
- Professional Development Leave and Field Trip Forms
- Library Media Specialists

## Child Nutrition Program (CNP)

- Free and Reduced Lunch Applications
- Cafeteria Student Accounts
- CNP Substitutes

## Secondary Education

- Student Formal Assessments
- Secondary Instruction
- School Counselors
- Mental Health

## Elementary Education

- K-5 Curriculum
- AMSTI
- ARI
- K-5 Professional Development
- Formative Assessments: i-Ready Math by Curriculum Associates; ISIP Reading by Istation
- Kindergarten Registration
- Professional Learning Conference
- Virtual School K-5
- Dyslexia
- Media Specialists K-5
- Physical Education

## **School Nursing**

- Student Illness Protocol
- Medications at School
- Medical/Health Documents/Forms
- Immunizations
- Employee Health Screenings
- Student Health Screenings
- BLS (CPR & AED) Training and Certification
- PRN Positions for Nurses (Information)

## **Special Student Services**

- Individualized Education Plans
- Referrals to Special Education
- Talented and Gifted
- Homebound
- Child Find
- Psychometry
- Speech Language Services
- Occupational Therapy
- Physical Therapy

## **Transportation**

- Field Trips
- Bus Routes
- Bus Drivers
- Getting CDL's and becoming a bus driver
- School District lines
- Special Needs Transportation and IEP's
- Bus turnarounds

## **Federal Programs**

- Title I schools- DNES, UH, Eva, Lacey's, FES, Sparkman, Cotaco, WMES
- EL students
- Foster Care Students
- Homeless Students
- Students of Poverty- a student that needs assistance with food, clothing, etc.
- College Loan Forgiveness Program

## Public Relations

- Reporting School News Stories
- Social Media Postings
- Notification of News at School or Class

## Technology

- Student or Staff account issues
- Technical Support for hardware and software issues
- Password reset
- Printing or scanning problems
- Classroom technology issues
- Wifi connectivity issues
- Network Security concerns
- Data privacy and security
- Student filtering concerns
- PowerSchool
- Schoology
- Securly

## Superintendent

- Verification of past work experience
- Verification of Higher Degree Application Process
- Certification Renewal
- Certificate Reinstatement
- Applications for Alternative Routes to Certification

## General Employment Requirements

1. Complete an application and formally apply for the position on [Frontline](#).
2. Meets at a minimum the requirements on the job description attached to the position posting
3. Clear background check with Alabama and Federal Bureaus of Investigation
4. Attach a resume and letter of interest to your application.
5. If an applicant is selected for recommendation to hire for a position, all documents for pre-hire and post will be emailed to the applicant. The documents include A4, W4, and I9. A copy of the candidate's driver's license and social security card should be downloaded with the I9.
6. Transcripts from all colleges and universities should be submitted as soon as possible. Transcripts **MUST** be official and sent directly to the HR Department from the college or university.

## Post Hire Responsibilities

1. An electronic copy of the Morgan County Schools policy manual, as well as the Employee Handbook for Personnel Policies, are available on the school district's website at [www.morgank12.org](http://www.morgank12.org). The *Employee Handbook for Personnel Policies* provides additional information regarding leave of absences, work verification submission, end of year staffing procedures, and more.
2. The [Payroll and Benefits](#) page on the MCS website provides a PowerPoint presentation that provides employees with directions on how to enroll and gain access to the [Employee Self-Service Portal](#) where paystubs and payroll records can be viewed. An employee identification number will be emailed to the employee. The employee will receive a confirmation email once the enrollment is successfully completed. The employee should click on the link in the email to finalize the enrollment.
3. Make sure that all payroll information and mailing address are accurate. If you have problems contact the [Payroll Clerk](#) in the payroll department.
4. **Verification of Previous experience** is necessary for correct placement on the MCS Salary Schedule. It is the employee's responsibility to contact the former employee(s) for official verification. Teachers should request an EXP form from their former school system. Teachers can also request from former employers to transfer sick leave days.

## Work Schedules ([Policy 5.01.2](#))

### Teachers

Supervisory and instructional duties of teachers commence a minimum of 15 minutes prior to the start of the school day and conclude at least 15 minutes after the dismissal of students.

### Classified (Support) Personnel

The supervisor and Superintendent are authorized to establish work schedules, including minimum work times for all classified employees.

## New Employee Information

**Punctual, and regular attendance are essential job functions for every job and position in Morgan County Schools. Employees are expected to report to work on time and remain at work each day.** (Policy Reference 5.10.1)

*Any absence from work must be reported in a timely manner and taken in blocks of at least half days. Employees who are absent without approved leave will be considered to be **absent without leave** and subject to appropriate disciplinary action. Refer to the appropriate policy for details concerning all leave. (Policy Reference 5.10.2)*

**Pay Dates** – Checks will be issued on the last working day of each month. 9-month employees will receive their first check at the end of September. There is a 13 month option where a 9-month employee can receive their first check in August. Your salary would be divided by 13 months instead of 12 months which would reduce your monthly gross income. Forms are available in the Payroll Office.

Click [HERE](#) for the *Employee Self Service (ESS)*

- The Employee Self-Service Portal is where you will enter your **Direct Deposit Information, view your paystubs and other payroll records. You can also change your address using the online portal.**
- Before you get started, you will need your **Employee ID Number**. You will receive an email with your Employee ID Number.
- Once registered, you will receive a confirmation email. You **MUST** go to that email and click the link to confirm your enrollment. It is a gmail account, but it is valid. If you do not receive this email, check your SPAM/Junk folder in your email.
- Verify that your name and all personal information, particularly your mailing address is accurate. Please correct any errors.
- If you have any problems with your enrollment in ESS, contact Paige Nelms, [mpnelms@morgank12.org](mailto:mpnelms@morgank12.org).

**Work Verification** - Verification of prior experience for determining years of experience for placement on the salary schedule. Prior experience should be submitted within the school year in which the employee is hired. If experience is received in a different school year, pay will not be made retroactive to previous school years. **It is the employee's responsibility to make sure this form has been sent to the Superintendent's office.**

**Certified Employees** - The **EXP** form is required to be used for previous employment verification.

**Classified Employees** - Submit a signed letter from previous employer on letterhead stating the dates worked, job title, and job duties.

**PEEHIP – Employees have 30 days after your date of employment to enroll in insurance. If you miss the 30-day enrollment deadline, you must wait until the next Open Enrollment to enroll in coverage.**

Go to [www.rsa-al.gov](http://www.rsa-al.gov)

- Look at the top of the webpage for Member Login tab
- If you are a first time user click on Need to Register
- Create an Account: You will need your PID Number (this will be mailed to you from Peehip), Last 5 digits of your Social Security Number, Date of Birth, and Last Name.
- If you already have a Member Login, key in your username and password where indicated and Login to make changes. If you are coming from another Alabama Public School System and you have no enrollment changes to make, you do nothing.
- Follow the online instructions to finish creating your Online Account and then you can proceed with your enrollment. If you have any problems or questions, you can call PEEHIP at 1-877-517-0020.

More information regarding PEEHIP and insurance can be found on their website:

[www.rsa-al.gov](http://www.rsa-al.gov)

**Flexible Spending Accounts** – Flexible Spending Accounts allows active members to set aside pre-tax contributions each year to pay for eligible healthcare expenses. More information and enrollment forms can be found on the RSA website.

**PEEHIP Premium Assistance** – Provides some assistance to its members by giving a discount on Hospital Medical premiums based on (1) family size and (2) total combined household income. To apply for this discount, PEEHIP members must submit the Premium Assistance Application and provide a transcript of their current year filed federal income tax return. More information and enrollment forms can be found on their website.

**Retirement** - The Teachers' Retirement Systems (TRS) is a defined benefit plan qualified under Section 401(a) of the Internal Revenue Code. Participation in the TRS is mandatory. A Designation of Beneficiary Prior to Retirement form should be completed by all new employees. More information can be found on their website: [www.rsa-al.gov](http://www.rsa-al.gov)

**RSA-1** - RSA-1 is an eligible deferred compensation plan as defined by Section 457 of the Internal Revenue Code of the United States. The plan is authorized by §36-27A-1, et. seq., Code of Alabama 1975. Under this deferred compensation plan, a public employee may elect to defer receipt of a portion of his or her salary until a later determined date, usually at retirement or termination of service. Because receipt of the income is deferred, the deferred income is not included in the participant's current federal or state of Alabama gross taxable income. More information and enrollment forms can be found on their website: [www.rsa-al.gov](http://www.rsa-al.gov).

**403(b)** - Employees are eligible to voluntarily save for retirement by participating in the 403(b) Plan (“the Plan”). All employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the Plan.

**Frontline** - You will receive an email to register your account. Your school secretary/bookkeeper will also be able to assist you with the Frontline process.

**Frontline Time & Attendance** – Each employee will be issued a time clock card. All employees shall use the time clock kiosk at their school to clock in.

- Certified Employees will only clock in.
- Non Certified Employees will be required to clock in and out.
- Employees are required to submit their timesheet by the 5<sup>th</sup> of the following month.
- Bus Drivers and Bus Aides will clock in and out on their mobile device. If you do not have a mobile device, please contact the payroll office.
- Failure to sign in and out will result in a personal day being charged. If the employee is out of personal leave, an unpaid day will be charged. *Leave will not be reinstated once an employee submits their timesheet.*

**Frontline Absence Management** – All employees shall enter their absences. It is *the employee's responsibility* to register an absence any time work will be missed.

**Punctual, and regular attendance are essential job functions for every job and position in Morgan County Schools. Employees are expected to report to work on time and remain at work each day. (Policy Reference 5.10.1)**

*Any absence from work must be reported in a timely manner and taken in blocks of at least half days. Employees who are absent without approved leave will be considered to be **absent without leave** and subject to appropriate disciplinary action. Refer to the appropriate policy for details concerning all leave. (Policy Reference 5.10.2)*

## **Types of Leave**

**Sick Leave** – Employees earn one sick day per month of service (9 month employees earn one day per month, September – May for a total of 9 per year). Employees are allowed to earn an unlimited number of sick days. Sick Leave is defined as the absence of duty by the employee as a result of any of the following: Personal illness, bodily injury, attendance upon an ill member of the employee’s immediate family or death in the family of the employee.

- **Transfer of Sick Days** - It is the employees responsibility to request a transfer of sick days from a previous Alabama public school system. This information must be submitted to the Payroll and Benefits Department. Out of state sick days are not transferable.
- **Sick Leave Bank** – Participation in the Sick Bank is voluntary. An employee must deposit (2) earned sick days in the Bank to be eligible to participate. You must be a member of the sick bank to donate or receive days from other members. More information and enrollment forms can be found on the district website.

**Personal Leave** - The Morgan County Board of Education shall grant two days of paid personal leave to all personnel each scholastic year. In addition the board will pay the following:

*After ten (10) years of completed service, the Board will pay the third day.*

*After fifteen (15) years of completed service, the Board will pay for the fourth day.*

*After twenty (20) years of service, the Board will pay for the fifth day.*

The teacher or support employee may choose to convert personal leave days to sick leave days at the end of the school year. If any of the days are not taken, or converted, the Board will pay the employee what the substitute would have received had the day(s) been taken. Personal Leave is noncumulative. Twelve month employees receive full pay for all five personal days.

**Vacation** ([Policy 5.10.6](#)) - All personnel employed on a twelve-month basis shall earn vacation time at the rate of 1 day per month, July through June, not to exceed twelve (12) working days. Vacation days may not be bought, sold, or donated. A maximum of twelve (12) days may be carried forward to the subsequent year.

**Professional Leave** ([Policy 5.10.7](#)) – **A professional leave form should be submitted and approved in advance for all professional development.** If there is no approved professional leave form, a personal day will be charged against the employee. *Once leave is charged, it will not be reinstated.*

#### **Legal Leave** ([Policy 5.11.4](#))

Employees are entitled to regular compensation while performing jury duty, in a matter related to their employment and subject to the Superintendent or designee’s approval. Paid leave is **NOT** authorized for meetings with attorneys, to attend depositions, or otherwise prepare for legal proceedings **unless the presence of the employee is requested or required by the Board.**

## Extended Leave of Absence ([Policy 5.11](#))

Extended Leave of Absences are available as follows. Application forms are in [Frontline Central](#)

- Maternity Family Medical Leave of Absence (FMLA)
- Other Unpaid Leave
- Unpaid FMLA
- Unpaid Maternity Leave
- Unpaid Medical Leave
- Unpaid Military Leave

Please call the **Payroll Department** for information on extended leave that applies to your situation and guidance of procedures for application.

## Other Requirements

**Picture Badge** – You have the option to either visit the central office for your school badge photo or, if you'd rather, you can send a picture along with your name and school location to [jdboyd@morgank12.org](mailto:jdboyd@morgank12.org). Your badge will then be returned to your school through our delivery service.

### Items to Return

- Retirement Beneficiary Form – *(this form should be notarized and can be mailed to the address at the top of the form)*
- Official Transcript - (this should be emailed to [vtwalker@morgank12.org](mailto:vtwalker@morgank12.org) from the college)

## Morgan County Schools Network, Email, and Powerschool SIS (Student Information Systems) Accounts

Your username will be your first name initial, middle name initial, and last name (e.g. Test User Account = tuaccount). Your email will be the same with [@morgank12.org](mailto:@morgank12.org) added (e.g. [tuaccount@morgank12.org](mailto:tuaccount@morgank12.org)).

Your temporary password will be Morgank12. You will first log in to a Windows computer at a school campus, at which point the temporary password will need to be reset. The password must be at least twelve (12) characters in length, contain a number and a special character.

You will also need to be prepared to set up 2-Step Verification for your Google email account; this process requires a cell phone to receive a text verification code.

### **Contact Information**

Teri Dutton – thdutton@morgank12.org - 256-309-2140

Paige Nelms- mpnelms@morgank12.org – 256-309-2141

## **Employee Compensation**

### **Salaries and Pay Rates** ([Policy 3.11](#)) [Salary Schedule](#)

1. All rates of pay for employees are approved by the Board.
2. All salaries or compensation rates will be included in the salary schedule developed and adopted by the Board in accordance with State law.
3. Employees are eligible for supplements when specifically approved by the Board.
4. All compensation must be approved by the board, regardless of the source of funding.
5. Employees will be reimbursed for reasonable travel and other expenses in connection with official Board Business and approved professional development activities.

### **Local Supplemental Compensation** ([Policy 3.11.2](#))

1. School-related booster or support organizations may fund local supplements for individual board employees with specific approval from the Board.

### **Salary Deductions** ([Policy 3.11.4](#))

1. Salary deductions are made in accordance with applicable law.
2. The Board will not be liable for any good faith error made in salary deductions.

### **Minimum Wage, Overtime, and Compensatory Time** ([3.11.5](#))

1. All non-exempt employees (support, classified) who work more than 40 hours per week will be paid overtime. However, non-exempt employees are not authorized to work more than 40 hours in a work week without specific direction or authorization to do so by the employee supervisor.
2. **Compensatory Time** will only be paid to non-exempt employees in lieu of overtime when agreed to in advance. Failure to specifically request compensatory time will result in overtime pay. A non-exempt employee may only accumulate up to 80 hours of compensatory time.
3. The Superintendent is authorized to develop procedures and forms to use in implementing all overtime and compensatory issues.

## **Employment Classifications**

Positions are classified as either exempt or non-exempt according to criteria set forth in the Federal Fair Labor Standards Act and applicable state laws. A position's status is determined in conformance with these laws based on job duties and responsibilities.

### **Non-Exempt**

Generally, non-exempt employees are employees whose work is routine with set standards and rules. Examples may include, but are not limited to, secretaries, custodians, bus drivers, and teacher aides. Non-exempt employees are paid on an hourly basis, including overtime/compensation over forty hours a week at time and one-half. Although "non-exempt" is the legal classification, these employees are also referred to as "hourly" or "classified".

### **Exempt**

These are positions with primary duties of an administrative, supervisory, professional or instructional nature which have been specifically identified and placed on an annual salary according to the contractual pay schedule as opposed to an hourly basis.

### **Classified**

All adult bus drivers, all full-time lunchroom or cafeteria workers, custodians, transportation and maintenance personnel, secretaries and clerical assistants, instructional aides or assistants, whether or not certificated, non certificated supervisors, and, except as hereinafter provided, all other persons who are not teachers as defined herein who are full-time employees.

### **Certified**

All employees who are required by law, regulation, or employer policy to maintain a professional educator's certificate issued by the State Department of Education are deemed to be certified employees. The system further classifies employees as:

## **Full-time Employees**

Full-time employees are those employees who work a regular schedule of at least 20 hours. This includes full-time bus drivers. These employees are eligible for full insurance benefits offered by the system. Employees who work 15-19 hours per week are eligible for  $\frac{3}{4}$  of an insurance allocation.

## **Part-time Employees**

Part-time employees are those employees who work a regular schedule of at least 15 hours but less than 20 hours per week. Permanent part-time employees who meet the qualifications will be entitled to a *pro rata* insurance allocation.

## **Job Descriptions**

View Job Descriptions here. [Morgan County Schools Job Descriptions](#)

## **Tenure and Non-probationary Status**

Teachers obtain tenure by completing three (3) consecutive school years of full-time employment as a teacher with the same employer unless the governing board approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment. A *Complete School Year* is defined as hired before October 1 of the school year.

Classified employees attain non-probationary status by completing three (3) consecutive school years of full-time employment with the same employer unless the governing board approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment. The first year of each legislative quadrennium, the written notice shall be provided on or before June 30. Employment or reemployment is effective prior to October 1 of the school year.

- No one earns tenure/NP in a position, rank, work site or location, assignment, title or rate of compensation.
- Cannot apply service years in a professional position to service years in a classified position or vice versa for purposes of obtaining tenure/NP.
- Tenure/NP status can be transferred by annexation, school district formation, consolidation, or a similar reorganization.
- Superintendents cannot attain tenure as Superintendent.
- CSFO's cannot attain tenure as a CSFO.
- Tenure cannot be earned in positions where the funding and duration of employment are finite. Examples:

1. Temporary Employment
  2. Part-time substitute
  3. Summer School
  4. Occasional or seasonal worker
  5. Supplemental work
  6. Irregular work
  7. Positions created to serve experimental, pilot, temporary or like special programs or projects
- All **certified** employees may undergo an evaluation by their immediate supervisor. This evaluation shall be done using a board-approved program and according to a schedule approved by the superintendent.
  - Support personnel should be evaluated by a school administrator. County-wide support employees or support employees being employed in other venues where a principal is not responsible for work completed, may be evaluated by their supervisor. All support employees shall be evaluated **each year** using the board approved process.
  - Administrators and supervisors will each year create a schedule of certified probationary employees, certified tenured personnel on the 3-year cycle, and all classified personnel.

### **Re-Assignments**

- Reassignments are changes on the same campus:
- The superintendent can reassign anyone to another position on the same campus without loss of pay and without ability to appeal, unless you are a tenured teacher.
- Tenured teachers may request a hearing before the board prior to the vote of the board and tenured teachers must be given notice of the reassignment within the first 20 days of students in class.
- Teachers must be appropriately certified for the reassigned position.
- Reassignments can only be done once during the school year for teachers.

### **Transfers**

#### *Transfers to another position away from campus*

- For tenured teachers the same rules as reassignment apply, plus the teacher has an opportunity to meet with the board.
- However, if the transfer is to “a work site out of the high school feeder pattern” the tenured teacher can receive a hearing.
- Transfer of non-probationary classified employees is governed by the same rules as reassignment, but the written notice must be given at least 15 days before the vote before the

board and the transfer is effective within 15 days of the board's vote. There is no conference with the board.

- If the transfer is “outside of the high school feeder pattern,” the employee can appeal to the board just as if the employee was terminated.

#### *Transfer of Probationary Teachers and Probationary Classified Employees:*

- It can be done to another position that provides a lower rate of pay or compensation or a shorter term of employment.
- Notice must give a written explanation of the transfer, including telling the employee that the employee may object in writing.
- The transfer takes effect 15 days after the board decision.
- No review or appeal.

#### *Transfer of a Tenured Teacher and Non-probationary*

- Can be done by Reduction in Force (RIF)
- Section 7(f) of the *Students First Act* repeats “no vote or decision on such transfer shall be made for political or personal reasons.”
- The same rules for termination of non-probationary employees, including appeals from those decisions, apply here.

## **Employee Evaluations** ([Policy 5.8](#) and page 15 of this manual)

**Certified Employees** - Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.

**Classified (support) Personnel** - Non-certified personnel may be evaluated in accordance with criteria and procedures to be developed by the Superintendent or his/her designee.

## **Personnel Records** ([Policy 5.09](#))

A central personnel file will be maintained for all regular employees. The personnel file may contain information regarding the employee's current assignment, payroll status, and work history, including but not limited to job qualifications, certification, licenses, employment contract(s), evaluation data, disciplinary information, and such other documents, written

materials, and data as may be reasonably deemed necessary and appropriate by the Board for sound and efficient personnel administration.

Employees may reasonably supplement or respond in writing to any material contained in the personnel file with which they disagree and such responses will also be included in the personnel file.

In general, the contents of an employee's personnel file will be deemed confidential except for documents, information, and materials that are matters of public information or public record under applicable state or federal law.

Board members, the Superintendent, Board administrators (including principals), employees of the Human Resources Department, and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board.

## **Title IX**

### **Sex-Based Discrimination & Prohibited Conduct**

**ALL employees are required to visit the following site to view a video for all employees AND submit an appropriate confirmation form.**

#### **[Title IX Video and Confirmation](#)**

In accordance with Title IX (20 U.S.C. §1681, et seq.), and its regulations (34 C.F.R. Part 106), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Inquiries regarding the application of Title IX regulations may be referred to the Board's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Sexual harassment complaints will be filed and reviewed under the Board's student sexual harassment policy or its employee sexual harassment policy as applicable. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures.

#### **Sexual Harassment Prohibition**

Sexual harassment in any form that is directed toward employees is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies for further investigation and action. Click [Title IX Policy](#) for the policy in its entirety.

#### **Sexual Harassment Definition**

Title IX regulations define sexual harassment to include one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the school/school district on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school/school district's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a).

## **Reporting**

- When an employee feels that he or she has been unlawfully harassed, or observes or is otherwise aware of an incident of unlawful harassment, the employee must report the matter immediately in the manner set out below.

## **Procedure**

- The Superintendent is responsible for adjudicating complaints regarding unlawful harassment.
- The Superintendent designates the Title IX Coordinator as the person responsible for receiving reports of alleged unlawful harassment to present to an investigative committee.
- Complaints should be made in writing, signed by the complainant, and should fully describe the circumstances surrounding the alleged harassment.

## **Investigation**

- The Title IX Coordinator assigns the complaint to an investigator.
- The investigator reports his/her findings to the committee, but only the investigator makes the final decision regarding any determinations of the investigation.

## **Appeal**

Any 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 cases, the Board will render a final decision as soon as practicable.

## **Other Complaints and Grievances** (Reference Policy 4.07)

Subject to the limitations set forth elsewhere in the policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

## Level I

### Requirements

- The grievance process shall be initiated by filing an approved grievance report form with the Superintendent within thirty (30) days of the act or decision that is the basis of the grievance. Click [HERE](#) for the *Grievance Complaint Form*
- The Superintendent may, but is not required to, accept late-filed grievances in order to avoid hardship or injustice, or for other good cause at his discretion.

### Investigation

- The Superintendent may assume direct responsibility for reviewing and responding to the grievance or may assign that responsibility to a designated administrator.
- The investigation may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance at the discretion of the investigator.

### Determination

- Upon completion of the investigation, the Superintendent or Superintendent's designee shall prepare a written decision on the grievance.
- If a recommended decision is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the decision based on his or her review of the evidence.
- The written decision of the Superintendent should be made and mailed or transmitted to the grievant within sixty (60) calendar days of the date on which the grievance is filed, unless reasonable additional time is needed based on the particular circumstances of the grievance or investigation, as determined by the Superintendent.

## Level II

### Initiating an Appeal

- A grievant who is dissatisfied with the decision of the Superintendent may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within fifteen (15) calendar days of receipt of the Superintendent's written decision.

- Upon receipt of the notice of appeal, the Superintendent shall transmit to Board Members for their review a copy of the written grievance, the Superintendent's decision letter, the notice of appeal, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted or considered at any stage of the grievance process.
- The decision of the Superintendent shall be final unless an action reversing or modifying the Superintendent's decision is approved by majority vote of the Board.

### **Level III**

#### **Hearing**

- If a hearing is requested by a majority of the Board, the hearing shall be set within thirty (30) calendar days.
- The grievant shall have the right to representation at his own expense.
- The grievance hearing shall be open to the public unless the Board opts to enter into executive session using the procedures dictated by the Open Meetings Act.
- A final Board decision on the grievance shall be issued within five (5) calendar days after the hearing is closed and sent in writing to the grievant.

### **Internet Safety and Use of Technology ([Policy 4.10](#))**

The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide by all Board policies, rules, and regulations regarding technology use.

#### **Social Media**

**Employees shall not place any comments or materials on social media which have the effect of unreasonably disrupting the educational environment at the school or the school system.**

## Other Prohibitions

### Drugs and Alcohol (Reference [Policy 4.02.3](#))

**ALL employees must complete the consent form [HERE](#).**

The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

### Tobacco (Reference [Policy 4.02.4](#))

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. For the purposes of this policy, “tobacco product” is defined to include cigarettes, electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, cigars, blunts, bidis, pipes, chewing tobacco, snuff and other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, vaping, chewing, dipping, or any other use of tobacco products.

### Weapons ([Policy 4.02.2](#))

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.

## Employee Searches

The Board reserves the right to inspect employees’ vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.

Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

## Service Animals

A "service animal" means a dog, or in specific circumstances a miniature horse, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. Importantly, the work or task performed by the service animal must be directly related to the individual's disability or necessary to mitigate a disability.

School officials may ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do. School officials may not ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing of the animal as a service animal.

**Request:** Any request for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain documentation of vaccinations.

**Vaccinations:** The service animal must be immunized against diseases common to that type of animal.

**Health:** The service animal must be in good health. The service animal must be kept clean and groomed. The service animal must be treated for, and kept free of, fleas and ticks.

**Control:** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the animal as a trained service animal.

**Extra Charges:** The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Supervision and Care of Service Animals:** The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. The school is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. Issues that arise related to the care and supervision of a service animal will be addressed on a case-by-case basis in the discretion of the Superintendent of Schools or his/her designee.

**Removal of Service Animals From School Property:** A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

The animal is out of control and the animal's handler does not take effective action to control it;

The animal is not housebroken;

The presence of the animal poses a direct threat to the health or safety of others; or

The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Grievance:** If a school official denies a request for access of a service animal in training, the disabled individual or parent or guardian can file a written grievance with the school's Compliance Coordinator, at 235 Highway 67 South, Decatur, Alabama 35603.

**Dogs in Training:** Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. All requirements of this procedure that apply to service animals also apply to service animals in Training. Any training of a service animal must not disrupt or interfere with a school educational process. In addition, the training of a service animal should not take place during instructional time. The service animal in training must wear a harness, vest, or backpack that identifies the animal as an animal in training. To determine the difference between a service animal in training and a pet, the school may ask: (a) if the trainer is an owner trainer with a disability or a qualified trainer with at least one year's experience training animals; (b) for photo identification stating that the trainer is an employee, volunteer, or agent of a school for training service animals that is generally recognized as reputable and competent by those agencies involved in the training of service animals; and (c) the task the animal is being trained to perform and if the trainer is currently engaged in training for that task.

**Damage:** The owner or handler of a Service Animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

## **Political Activities** ([Policy 4.12](#))

**Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:**

1. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in partisan political activities (including, but not limited to, the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or activities at which the employee is on duty or assigned official responsibilities.
2. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials.
3. In order to avoid disruption to the classroom and the school, employees may not wear or display political buttons, clothing, or banners during regular school or duty hours or at Board sponsored or sanctioned events, functions, or activities at which the employee is on duty or assigned official responsibilities.
4. In order to avoid obstructing the parking lot or otherwise disrupting school activities, employees may not place large signs or billboards in or on personal vehicles in the school parking lot.
5. Candidates and representatives of candidates for political office may not be invited or allowed to address student groups except when a) such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate; or b) the candidate is a current public official invited to address student groups for non-campaign related purposes. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent.
6. Political signs may not be placed on schools or school Board property.
7. Campaign literature and other material may not be distributed on Board property during the regular school or work day and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event.
8. Notwithstanding these restrictions, any common area that is available for use by the general public may be used for political purposes as long as such area is available to all candidates on an equal basis and such activity does not disrupt the normal business of the property.

9. Additionally, if the Board determines that promotion of a ballot initiative (e.g. tax referendum) furthers the purpose and mission of the school system or serves a public purpose, the Board may use public funds, not otherwise restricted, and other public property to seek support for the ballot initiative

## **Corporal Punishment of Students**

([Policy 6.10](#) and ***Student Code of Conduct***)

This Board authorizes professional employees to administer corporal punishment to students provided in the judgment of the teacher and in the exercise of sound discretion, such measures are taken with consideration of the following.

1. Such corporal punishment shall not be excessive.
2. Corporal punishment is administered by paddling the buttocks only.
3. It is used for the purpose of correction and without malice.
4. It shall not be administered in the presence of other students.
5. It shall be witnessed by the principal, assistant principal, or another teacher who is cognizant of the reason(s) for the punishment. Counselors shall be excluded because of the student/counselor relationship.
6. Supporting records are maintained. Such records shall be made available to the parent(s) or guardian in accordance with School Board Policy, 6.15.
7. Corporal punishment shall not be administered if the student has a physical injury which may be further aggravated.

## **Seclusion and Restraint** ([Policy 6.17](#))

ALA Admin. Code §§290-3-1-.01, 290-3-1-.02

Please refer to the Annual Assurance of Compliance each employee signs off on at the beginning of the year at [morgancountyal.compliancedirector.org](http://morgancountyal.compliancedirector.org) for all guidance on matters of physical restraint of students.

## **ACE (Adaptive Classroom Environment)**

The Morgan County Schools alternative education program, *ACE* (Adaptive Classroom Environment), is located on the campuses of West Morgan Elementary, West Morgan Middle, West Morgan High, Cotaco, and Brewer High School. ACE Alternative Placement Program serves students in grades K-12 with behavioral and/or disciplinary needs and provides them with a curriculum in English, Mathematics, Science, Social Studies, and electives, along with support from counselors.

## **Procedure for Students on Short-Term ACE Alternative Placement**

1. A student assigned to a short-term *ACE* Alternative Placement due to a violation/disciplinary action of Morgan County Schools Student Code of Conduct will remain in the *ACE* Alternative Placement classroom for the entire school day.
2. The student will not attend any regularly scheduled classes during this period.
3. Additionally, due to short-term placement being used for discipline purposes the student will be prohibited from participating in extracurricular and after-school events on any campus of Morgan County Schools while on *ACE* Alternative Placement Program.

## **Procedure for Students on Long-Term ACE Alternative Placement**

1. Students may be assigned to long-term *ACE* Alternative Placement Program due to exhibiting serious difficulty with their behavior in a traditional classroom setting.
2. A student in a long-term *ACE* Alternative Placement Program must remain under the supervision of his/her parent or guardian when attending after-school activities due to placement long-term is not based on a punishment from disciplinary actions.
3. The ultimate goal of *ACE* Alternative Placement Program is to teach students proper ways of modifying their classroom behavior so that they may successfully return to the traditional classroom. For additional information regarding the alternative education programs, contact the guidance office at your school. For additional information regarding *ACE* (Adaptive Classroom Environment), talk to the school principal or contact Dr. Rhonda Booth, at 256-309-2117.

## Employee Assistance Program



### **Alcohol and Substance Abuse**

By working through established programs and professional referral, EAS can help with various types of substance abuse. People with these problems need outside help and support to conquer and move forward past them.

### **Children & Adolescents**

Academic problems, behavioral problems, learning disabilities, etc., can be helped and resolved through professional child play therapy and counseling.

### **Relationship Issues**

Realistic, professional counseling can come to the aid of deteriorating relationships, close generation gaps, spare families emotional grief, and draw them together. EAS also offers marital and premarital counseling.

# Progressive Employee Discipline Procedure

## Reasons for Progressive discipline and/or dismissal.

- Incompetency
- Insubordination
- Neglect of Duty
- Immorality
- Failure to perform duties in a satisfactory manner
- Other Good and Just Cause

## Steps in Employee Progressive Discipline

**First Offense - Counseling and Warning –** For a first offense, unless the action is egregious  
**Second Offense**

- Letter of concern noting the offense
- The employee reads and signs. The signature is only for the employee to verify the meeting and that he/she received the letter. It is NOT an admission of guilt.
- Employee has his/her right to respond to the letter in writing within 5 days. It will also go into the personnel file.

**Third Offense - Letter of Reprimand (Principal or Supervisor)**

- The employee reads and signs. The signature is only for the employee to verify the meeting and that he/she received the letter. It is NOT an admission of guilt.
- Employee has his/her right to respond to the letter in writing within 5 days. It will also go into the personnel file.

**Fourth Offense - Human Resource Meeting & Reprimand**

- The employee reads and signs. The signature is only for the employee to verify the meeting and that he/she received the letter. It is NOT an admission of guilt.
- Employee has his/her right to respond to the letter in writing within 5 days. It will also go into the personnel file.

**Final - Superintendent Meeting/Board Action**

*The school board administration reserves the right under serious or egregious circumstances to forgo the progression of discipline in order to appropriately deal with those issues deemed serious enough to warrant.*