



Sylacauga City School System
Employee Handbook
2021-2022

Sylacauga City Schools

Dr. Michele Eller, Superintendent

Sylacauga City Schools Board

Dr. Steve Marlowe, Board President

Dr. Rekha Chadawada, Board Vice President

Mr. Gregory Bailey

Mrs. Melissa Garris

Mrs. Amy Price

Central Office Staff Directory

Dr. Michele Eller, Superintendent

Mrs. Debbie Barnett, Math Specialist and Assessment

Mrs. Lisa Dickerson, Chief Financial School Officer

Mrs. Alpha Finnie, Executive Assistant to Superintendent

Mrs. Julie Green, Literacy Specialist

Mr. Bobby Hall, Executive Director of Learning Support Services

Dr. Matthew Hubbard, Executive Director of Supporting Programs

Ms. Susan Hunter, Payroll Bookkeeper

Mr. Michael Robinson, Executive Director of Technology

Dr. Jennifer Rosato, Executive Director of Teaching and Learning

Mrs. Sonia Thibodeaux, Accounts Payable Bookkeeper

Mrs. Kelley Wassermann, Director of CNP/Wellness/Communications

Ms. April Welch, Executive Secretary of Teaching and Learning

Indian Valley Elementary School

Mrs. Paula Bruno, Principal
Mrs. Cindy Cleveland, Assistant Principal

Pinecrest Elementary School

Dr. Shelley Bailey, Principal
Vacant, Assistant Principal

Nichols Lawson Middle School

Mr. Gary Rivers, Principal
Mr. Chad Littleton, Assistant Principal

Sylacauga High School

Mr. Matthew Hodge, Principal
Ms. Shannon Galamore
Mr. Bennie Lewis, Assistant Principal

Athletic Director

Mr. Matthew Hodge, Sylacauga High School
Mr. Chad Wilkinson, Nichols-Lawson Middle School

Title I, II, III Coordinator

Dr. Jennifer Rosato

Title IV, VI, IX Coordinator

Mr. Bobby Hall

IDEA/Section 504 Coordinator

Dr. Jennifer Rosato

McKinney-Vento/Residency Coordinator

Mr. Bobby Hall

OCR Non-Discrimination Statement

Sylacauga 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 (256)245-5256.

School System Mission Statement

In partnership with our community, we inspire all students to discover pathways to greatness through a world-class education.

Guidelines for Success

Standards

- Arrive 15 minutes before and remain a minimum of 15 minutes after school.
- 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.
- Severe weather and fire maps are posted.
- Grade level appropriate word walls for every subject area are posted throughout the year.

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 to school. Arrangements will be made at the administrator's discretion.

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 Communication

Schools will use the SCS uniform platform of communication with parents. Positive parent contact should happen early in the year with every parent/guardian before any problems arise.

Mentor Teacher

All first and second year teachers are assigned a mentor teacher. The mentor and mentee must follow the guidelines set forth in the Sylacauga 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 Sylacauga City School System Employees

SCS 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.

Men's Wear

- Men must wear collared shirts with dress pants/slacks with the exception of PE teachers and PE paraprofessionals.
- Spirit shirts and jeans may be worn on Fridays.

Ladies Dresses and Skirts

- 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 dresses or tight skirts.
- Leggings and/or tights *may* only be worn by ladies with a dress or skirt of an appropriate length. Leggings with blouses/shirts are not acceptable professional wear.

Ladies Blouses/Tops and Pants

- Tank tops, graphic shirts, showing skin between pants and tops are not permitted.
- There will be no revealing tops/blouses (may not show cleavage, a significant portion of the back, or have undergarments visible, no spaghetti straps, no straps less than 3").
- Tight pants are not permitted.

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.
- Jeans may only be worn on Fridays with a Sylacauga Spirit Shirt.
 - No jeans that have rips or holes are permitted.
 - Employees may wear jeans for most field trips with spirit shirts.
 - During warm/hot weather, Capri style jeans may be worn on Fridays.
- 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.
- At no time may undergarments be visible.

For Grievances, refer to Grievance SCS Board Policy 4.6.1

Most issues can be solved by discussing the situation in a calm and rational manner. If the grievance cannot be resolved 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 encouraged to read and comply with the Alabama Teacher Code of Ethics and the Alabama Quality Teaching Standards.

Board Policy Book

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

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 must be made through the SCS uniform platform 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 Sylacauga City Schools Teachers and Staff Members

- Certified employees are required to sign-in daily via electronic time clock.
- Classified employees are required to sign-in/out, including breaks.
- Employees are required to contact an administrator prior to an absence.
- Refer to the SCS policy manual for absentee guidelines.
- Sick days are not personal days; employees may be asked to provide documentation for sick days.

Website Information

www.scsboe.org

Social Media

As public school employees, we represent the Sylacauga 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.

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 7.3.5.

Teachers must list the assessment/assignment/project in the grade book, same category, and by the same title. It is imperative that teachers are consistent on a grade level and agree upon how an assessment will be graded and how it will be titled in the grade book.

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 principal. 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 before making a purchase.

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

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 receipt book with the money enclosed. 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 master 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 purchasing process. Requisitions 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. New vendors must submit a W-9 Form to be set up as a vendor in the accounting software. Please remember to include shipping and handling charges.

Once requisitions are completely filled out, the requisition should be submitted to the bookkeeper for review. Once the requisition has been reviewed by the bookkeeper for accuracy, the principal will receive the requisition for approval. Once the principal approves the requisition, the bookkeeper will generate a purchase order. The purchase order will be given to the department, club or organization to place the order.

Remember, the school is a tax exempt agency. Schools cannot pay tax 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. If taxes are included on an invoice, it is the responsibility of the individual who requested the PO to have the tax removed from the invoice or pay the tax themselves.

Allow 5 business days from submission of requisition to receipt of purchase order. This includes requests for change cash and ticket boxes for events and concessions.

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 who 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 purchase order for payment purposes. Invoices will be approved by the department, club sponsor or organization before payment. It is imperative that all who handle funds remember, under no conditions, should cash be used to make payments.

Fundraising

Any and all collection or solicitation of private grants or funds, for the benefit of students or otherwise, shall be approved and overseen by the Superintendent or his/her designee.

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 sponsor and turned in to the bookkeeper and placed into individual accounts.

Concessions

Proper accounting for the sale of products in concessions is essential. The Square Point of Sale is used in our concession stands to account for all sales, both cash and credit. Requests for the Square Point of Sale shall be completed, signed by the sponsor and school principal and sent to the central office one month before the season/event begins. The application shall have a price list and game/event schedule attached. The sponsor/organization is responsible for the equipment.

A Concessions Sales Report shall be completed at the end of each event. A minimum of two unrelated workers shall operate the concession stand. If concessions are inside the school building, money shall be given to a school administrator who will put the money in safekeeping until the next school day. If concessions are outside of the school building, money shall be dropped in the bank's night depository for safekeeping. Concessions revenue and expense will be maintained in the school's books where it will be reconciled at the end of the event/season.

Ticket Sales

Pre-numbered tickets shall be used for all admissions to athletic and non-athletic events. A minimum of two unrelated workers shall operate the ticket window, gate or door. A Ticket Sales Report shall be used at every ticket window, gate or door at which tickets are sold. If the event is inside the school building, money shall be given to a school administrator who will put the money in safekeeping until the next school day. If the event is outside of the school building, money shall be dropped in the bank's night depository for safekeeping.

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. Any facility 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.
- If you receive items through a delivery from the office or you inadvertently pick up an order that does not belong to you, please return the items to the office immediately.

Email

Email should be checked a minimum of twice daily (once in the morning and at least once prior to leaving for the day). Please respond to emails within 24 hours from parents, administrators, office staff, teachers, counselors, and central office personnel. **The Superintendent or his designee reserves the right to monitor all Sylacauga 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 Sylacauga 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. If information is needed from a doctor or other outside
- agency, the parent/legal guardian must sign a release of information agreement. NEVER discuss a student or a situation involving a student in the middle of the hallway or anywhere the conversation could be overheard
- an individual(s) that does not provide direct services or support to that child.

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 request forms with all necessary documents should be submitted to the building administrator at least two weeks in advance. It is the responsibility of the employee to use the state professional development platform.

Monitoring of Students

Students are to be monitored at all times by the teacher. Students should **NEVER** be left unattended.

Mandatory Reporters

Teachers, paraprofessionals, and others who have children in their care for long periods of time or in counseling situations are in a strategic position to observe behavioral indicators or have children reveal to them reports of abuse or neglect. 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. The report must be made to DHR, law enforcement or the District Attorney.

SYLACAUGA CITY SCHOOLS

5 MEMBER BOARD

SUPERINTENDENT

