

C - GENERAL SCHOOL ADMINISTRATION

CE	Superintendent of Education
CG	Administrative Personnel
CGP	Working Conditions
CGQ	Tobacco-Free Schools

SUPERINTENDENT OF EDUCATION

The Board shall appoint the Superintendent, as provided by State Law. The Superintendent is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he has certain authorities and functions which are provided by law. His duties include serving as secretary and executive officer of the Board.

1. The Superintendent may delegate to his administrative staff, with the approval of the Board, certain administrative authority and responsibilities;
2. The Superintendent shall with the approval of the Board, organize his staff and schools, create and fill positions, and assign duties and responsibilities.
3. All personnel who work in the School District shall be responsible to the Superintendent.

Ref: Ala. Code 16-11-9, 16-12-3.

ADMINISTRATIVE PERSONNEL

The Board shall, upon the written recommendation of the Superintendent, employ or appoint such administrative and supervisory personnel as needed to carry out the policies and regulations of the Board.

Ref: Ala. Code 16-11-2, 16-12-6, 16-11-9.

WORKING CONDITIONS

The Board shall establish policies pertaining to the working conditions of administrative personnel. Such policies should include, but are not limited to, the following: Health examinations of personnel; time schedules for each job classification; work loads for particular individuals; expenses for school-related work; non-school employment such as consulting on a part-time basis; professional leaves and absences such as sabbaticals or conferences and visitations; personal leaves and absences such as those necessitated by emergencies, by illness, by pregnancies, by military service, by religious preference, by personal bereavement, by legal reasons or by vacations.

Staff Conduct

The following is a list of actions which may lead to disciplinary action, including suspension with or without pay or termination of employment, for those employees found to have committed them; the list is not intended to include all types of activity which may lead to discipline, but is intended to be suggestive of those types of things which may result in disciplinary action being taken.

Theft of school property, the property of another school employee, or theft occurring during working hours.

Falsification of any school record or employment application.

Deliberate destruction of school property or the property of another school employee.

Negligent conduct or boisterous play resulting in personal injury or property damage.

Fighting or causing physical harm to another employee during working hours or on school property.

Threatening, harassing or intimidating other school employees or students.

Possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.

Gambling during working hours or on school property.

Smoking or using tobacco products on school property.

Unauthorized possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon during working hours or on school property.

Unauthorized absence; absence for one day without authorization or proper reporting can result in termination, but unauthorized absence for three consecutive working days will result in automatic termination.

Insubordination such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions.

Unauthorized use of school equipment.

Deliberate or excessive waste of school materials or abuse of school equipment.

Indecent behavior.

Encouraging or participating in any strike, work stoppage, slowdown, or similar activity.

Excessive tardiness or absenteeism.

Solicitation for any cause or distribution of written or printed matter on school property during working hours other than established breaks or lunch periods.

Sleeping during working hours.

Wasting time, loafing, or taking excessive breaks.

Use of profanity in school settings.

Failure to promptly report an accident or injury occurring on school property or during working hours.

Leaving assigned work station without permission.

Engaging in any unauthorized statement that might place the school corporation in violation of state or federal law.

Refusal to work assigned overtime.

Restrictions on the Use of Tobacco

The use of tobacco products is prohibited on all school board property. No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. No employee will provide tobacco or tobacco products for student use. Any employee violating this policy will be subject to disciplinary action, including termination of employment.

Alcohol and Drug Testing

The Board requires that all employees report to work without any alcohol or illegal or mind-altering substances in their bodies. The Board also prohibits employees using, possessing,

manufacturing, distributing or making arrangements to distribute illegal drugs or alcohol while at work or on school property.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Board required that selected employees will be tested for existence of alcohol and/or prohibited drugs.

Employees identified by the law must submit to alcohol and drug testing at Board scheduled physical examinations, when an accident occurs while driving a Board vehicle, where the Board has reasonable cause to believe an employee has violated this policy and on a random basis without advance notice.

The Board reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles, brought onto the Board's property, bags or any other property on Board owned premises when the Board or its representatives have reasonable cause to believe an employee has violated this policy.

Violation of this policy, including testing positive to drugs or alcohol will subject the employee to discipline including possible termination. Refusal to cooperate with the Board in any test or investigation will result in discipline including possible termination as appropriate under applicable federal and state laws.

TOBACCO-FREE SCHOOLS POLICY

PHILOSOPHY: The Phenix City Board of Education believes that all students, employees, parents, and visitors have the right to be in a school environment that promotes, enhances, strives to become, and maintains a drug free School District. Because of the high degree of evidence available, the Board views smoking and other uses of tobacco and tobacco products as being detrimental to health and significant contributor to lung, heart, mouth and other associated diseases. The Board also considers the area of personal health as being a primary objective of education. It is also the belief of the Board that School District employees will, by example, demonstrate to the students they serve their concerns of the dangers inherent in the use of these products.

Therefore, in accordance with Administrative Code of Alabama 290-3-1.02-.01, Regulations Governing Public Schools, paragraph 2, which states, "Adopt a uniform policy prohibiting the use of tobacco products on school property and prescribing specific penalties for violating this policy, " the Board adopts this Tobacco-Free Schools Policy effective immediately.

GENERAL TOBACCO POLICY STATEMENT: All persons are prohibited from using tobacco products of any kinds on all school properties at any time and at any school sponsored event.

School properties include but not limited to public school, vocational, maintenance, and athletic buildings, campus grounds, parking lots, athletic stadiums and fields, in school owned or leased buses, vans and other vehicles.

This policy applies to everyone; students, employees, volunteers, parents, spectators, and visitors.

This policy is in effect 24 hours a day and at school sponsored events, on and off school property including students and employees traveling to and from school sponsored events in school owned or leased buses, vans, and other vehicles.

In addition to tobacco use, students are prohibited from the possession of tobacco products and wearing tobacco advertising, logos, etc. on school campus or at school sponsored events.

School principals and other work site supervisors as may be designated are directed to post tobacco-free signs at the entrance of all school buildings and on the grounds of school property as a tobacco-free campus.

Announcements are encouraged to be made at school sponsored or other community events held on the school campus to remind and educate the general public of the tobacco-free schools policy.

ENFORCEMENT: Any student or employee violating this policy will be disciplined in accordance with the intent of this policy statement and any other applicable student or employee handbook or district policy. Refer to the student or employee handbook or related policies for disciplinary actions, offenses and occurrences.

In addition, Alabama Act 97-423 Youth Access to Tobacco Products states, “Any tobacco or tobacco product found in the possession of a minor is contraband and subject to seizure by law enforcement. Any minor violating Section 28-11-13 shall be issued a citation similar to a uniform non-traffic citation and shall be fined not less than ten dollars (\$10) or more than fifty dollars (\$50) for each violation.”

Any member of the general public violating this policy will be asked to cease and desist or be subjected to removal from school property by the appropriate local authorities for trespassing.