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ADMINISTRATIVE AND SUPERVISORY PERSONNEL

The basic purpose of administrative and supervisory positions is to provide leadership and guidance to facilitate and improve learning opportunities for pupils. This purpose is served most effectively by supporting, assisting and encouraging teachers and other staff personnel. The second purpose of these positions is to enforce laws and policies relating to public schools. It is essential that both purposes be recognized.

CODE OF ETHICS FOR ADMINISTRATORS

Preamble

Public education in America rests on firm commitments to the dignity and worth of each individual; to the preeminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Public schools prosper to the extent they merit the confidence of the people. In judging its schools, society is influenced to a considerable degree by the character and quality of their administration. To meet these challenges school administrators have an obligation to exercise professional leadership.

Society demands that any group that claims the rights, privileges and status of a profession prove itself worthy through the establishment and maintenance of ethical policies governing the activities of its members. A professional society must demonstrate the capacity and willingness to regulate itself and to set appropriate guides for the ethical conduct of its members. Such obligations are met largely by practitioners through action in a professional society such as the American Association of School Administrators.

Every member of a profession carries a responsibility to act in a manner becoming a professional person. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of his profession. The behavior of each is the concern of all. The conduct of any administrator influences the attitude of the public toward the profession and education in general.

These policies of ethical behavior are designed to inspire a quality of behavior that reflects honor and dignity on the profession of school administration. They are not intended as inflexible rules nor unchangeable laws. They serve to measure the propriety of an administrator's behavior in his working relationships. They encourage and emphasize those positive attributes of professional conduct which characterize strong and effective administrative leadership.

POLICY 1 . The professional school administrator constantly upholds the honor and dignity of his profession in all his actions and relations with pupils, colleagues, school board members and the public.

POLICY 2 . The professional school administrator obeys local, state and national laws; holds himself to high ethical and moral standards, and given loyalty to his country and to the cause of democracy and liberty.

POLICY 3 . The professional school administrator accepts the responsibility throughout his career to master and to contribute to the growing body of specialized knowledge, concepts and skills which characterize school administration as a profession.

POLICY 4 . The professional school administrator strives to provide the finest possible educational experiences and opportunities to all persons in the district.

POLICY 5 . The professional school administrator applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of his profession.

POLICY 6 . The professional school administrator carries out in good faith all policies duly adopted by the local board and the regulations of state authorities and renders professional service to the best of his ability.

POLICY 7 . The professional school administrator honors the public trust of his position above any economic or social reward.

POLICY 8 . The professional school administrator does not permit considerations of private gain nor personal economic interest to affect the discharge of his professional responsibilities.

POLICY 9 . The professional school administrator recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their schools.

OVERVIEW

High standards of ethical behavior for the professional school administrator are essential and are compatible with his faith in the power of public education and his commitment to leadership in the preservation and strengthening of the public schools.

The true sense of high calling comes to the superintendent of schools as he faces squarely such widely held beliefs as the following:

A The effectiveness of the schools and their programs is inescapably the responsibility of the superintendent.

B. Every act, or every failure to act, of the superintendent has consequences in the schools and in the lives of people.

C. In many situations and to many people in a community the superintendent is the living symbol of their schools.

D. The public entrusts both the day-by-day well being and the long-range welfare of its children and of its school system to the superintendent and board of education.

E. The ultimate test for a superintendent is the effort which he/she makes to improve the quality of learning opportunity for every child in the schools.

F. In the long run, what happens in and to the public schools of America happens to America.

Source: From Code of Ethics, American Association of School Administrators, 1966.

LINE AND STAFF RELATIONS

The Board is a policy-forming body of the School District. The Board shall approve all policies in conformance with applicable Federal, State and Local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility for enforcing the policies of the Board and interpreting, with assistance of the Board counsel, all legal issues which pertain to the District. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, directions of the instructional program, the selections, evaluation and improvement of personnel and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval. The Superintendent's authority in all areas shall be commensurate with responsibilities designated by law and by the Board. The Superintendent shall be the chief executive officer and professional advisor to the Board.

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.

Teachers and other school based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

Ref: Ala. Code 16-8-7, 16-8-8, 16-8-9, 16-8-10.

SUPERINTENDENT OF EDUCATION

The Superintendent is elected by popular vote of the people of Boaz City Schools to a four year term. The qualifications of Superintendent of Education shall be those set forth in the Code of Alabama, Title 16 , Chapter 9. He/She is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/Her duties include serving as secretary and executive officer of the Marshall County Board of Education.

The Superintendent may delegate, with the approval of the Board, certain administrative authority and responsibilities to his assistants. He/She may, with approval of the Board, organize his/her staff and schools, create and fill positions and assign duties and responsibilities.

Duties and responsibilities of the Superintendent as prescribed by law and Board policy are as follows:

(1) Meeting of the Board. He/She shall attend all meetings of the Board and have the right to speak on all matters except when his/her own salary is being considered. But, he/she does not make or second motions or vote. It shall be his/her duty to bring such matters before the Board as may seem to him/her necessary for improving the general welfare of the school system.

(2) Executive Officer of the Board. The Superintendent shall see that school laws, court orders, and rules and regulations of the State and County Boards of Education are carried into effect. He/She shall administer the schools according to the laws and according to the policies of the Board of Education. In all matters where his/her duties are not definitely prescribed and in matters not specifically covered by a rule, regulation or policy of the Board, he/she is authorized to use his/her discretion and judgment in making decisions and administering the school system. All employees of the Boaz City School System, professional and otherwise, shall obey all orders and instructions given them by the Superintendent and shall accord to him/her the courtesy and respect due a superior. If any person considers himself

aggrieved by any order or instructions of the Superintendent or that his/her instructions are unreasonable, illegal or in violation of rules, regulations or policies of the Board, he/she may appeal same to the Board but comply therewith until otherwise authorized or instructed by the Board.

(3) Reports and Records. The Superintendent shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board and see that such reports are in proper form, complete and accurate. He/She shall deliver all communications from the Board to its employees.

(4) Plans and Policies. It shall be the duty of the Superintendent to inform himself/herself and keep the Board informed of conditions and matters affecting the schools. He shall conduct surveys and secure information about school conditions and operations, and establish rules and regulations not otherwise provided for the operation and improvement of the schools. He/She shall appoint committees and appropriately involve personnel at all levels in policy development consistent with effective results. Subject to Board approval, he/she shall initiate plans and projects for programs designed to strengthen and improve the instructional program of the system. He/She shall issue bulletins, hold meetings and conduct conferences designed to improve instruction and efficiency and competency of all Board employees.

(5) Professional Leadership. The Superintendent, with professional assistance, shall have the duty of leadership in professional matters such as selection of textbooks, course and program offerings, instruction materials and supplies, classification and promotion of pupils, evaluating pupil growth and progress, and daily schedules of classes and activities. The Alabama State Course of Study and textbooks adoptions shall be followed except as recommended by the Superintendent and approved by the Board. He/She shall attend and participate in local, state, regional and national meetings and professional conferences as authorized by the Board as part of his/her official duties.

(6) Employment of Personnel. He/She shall make recommendations in writing for employment, promotion and/or demotion of all professional employees. He/She shall be authorized to suspend employees for cause, subject to final approval of the Board. He/She

shall with the assistance of principals, employ and assign substitute teachers as needed. The Superintendent has the authority to temporarily fill job vacancies, pending final approval by the Board of Education.

(7) Budget and Fiscal Matters. He/She shall prepare and recommend for approval by the Board, an annual budget and salary schedule. He/She shall administer the budget and schedules as adopted, serving as business manager and purchasing agent, acting at all times in accordance with legal requirements and adopted policies of the Board. He/She shall prepare and recommend a monthly financial statement to the Board reflecting the budgeted and actual receipts and expenditures in each amount and a list of bills paid.

(8) Maintenance and Operations. He/She shall have authority over, with the assistance of maintenance personnel, custodians and principals, the operation, renovation and maintenance of buildings and equipment of the schools.

(9) School Facilities. As new buildings and sites are needed or old buildings remodeled or their use discontinued, he/she shall study carefully the needs of the schools and recommend in writing to the Board, plans for meeting these needs.

(10) Pupil Transportation Services. the Superintendent shall organize and operate a system of pupil transportation consistent with law and regulations of the Alabama State Department of Education. Policies relating to personnel, equipment and procedures shall be designed to provide safe, efficient services at an economical cost.

(11) Location and Grading of Schools. It shall be the responsibility of the Superintendent to recommend in writing for Board approval, plans for consolidation of attendance center, assignment of grades to schools, offering of courses and programs in schools, assignment of pupils to schools and the standardizing of all schools in the system.

(12) Suspension of Pupils. The Superintendent shall have the power to suspend any pupil from school whenever in his/her judgment the best interest of the school is served. The right to expel is a power retained by the Board.

(1 3) Public Relations. It shall be the responsibility of the Superintendent to provide leadership in a program of public relations for the purpose of interpreting the aims, philosophy, objectives, program of instruction and school needs to the citizens of the community.

(1 4) Compensation. The Boaz City School System shall determine the salary and any additional benefits of the Superintendent of Education in accordance with existing State law.

Ref: Code of Alabama 16-9-1 thru 16-9-13.

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES
FOR SUPERINTENDENT**

The Board requires that the Superintendent participate in educational activities that will foster professional growth and development including state and national association meetings. The Board hereby authorizes payment of expenses for such meetings, workshops, activities and etc. The Superintendent shall continually seek to keep abreast of new and innovative concepts and practices in the field of education and maintain competency in all areas related to educational administration.

COMPENSATION AND BENEFITS FOR SUPERINTENDENT

The Superintendent's salary shall be fixed by the Boaz City School System prior to the beginning of his/her term of office in accordance with state law. The Board may fix the amount of salary and other benefits at any time between the election of the Superintendent and the time his/her term begins.

The Board may authorize a monthly travel allowance for the Superintendent and increase the travel allowance at any time it deems appropriate. In addition, all out-of-district travel and other reasonable expenses incurred in the performance of his/her duties shall be reimbursed by the Board.

The Board shall determine and approve such other benefits as it deems appropriate in compensating the Superintendent on a level competitive with the compensation of other Superintendents of Education and according to his/her academic degrees, experience and job performance. Additional benefits may include, but not be limited to, dues in professional organizations, health insurance, life insurance and professional leave.

EVALUATION OF SUPERINTENDENT

The Boaz City School Board of Education is selected by the voters of Boaz who reside in the area served by the Boaz City School System. The members of the Board of Education as a matter of routine have the responsibility of providing feedback to the Superintendent on his/her job performance to include areas of strengths, weaknesses and suggested improvements. This is for the purpose of his professional improvement.

Since the Superintendent is placed in office and removed from office by the process of popular election, an evaluation by the Board of Education is not for the purpose of contract termination or extension.

RETIREMENT BENEFITS OF SUPERINTENDENT

The Board recognizes that the Superintendent shall participate in the Teachers' Retirement System of Alabama for the purpose of receiving retirement allowances and other benefits.

Ref: Ala. Code 16-25-1 to 16-25-28.

BOARD/SUPERINTENDENT RELATIONS

The Board believes that the formulation and adoption of policies is the most important function of the Board and that the execution of the policies should be the function of the Superintendent.

Delegation of executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and policy appraisal.

The Superintendent is responsible for carrying out Board policies within established guidelines. The Superintendent has the responsibility of keeping the Board informed about individual school and/or School District operations.

The Superintendent is to notify Board members as promptly as possible for any happenings of an emergency nature which occur in the schools.

ADMINISTRATIVE PERSONNEL

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

Ref: Ala. Code 16-8-8.

SALARY SCHEDULES AND CONTRACTS

The Board authorizes the Superintendent to prepare or cause to be prepared salary schedules for all administrative and supervisory personnel employed by the School District. The salary schedules shall be presented to the Board for approval.

The Superintendent shall issue contracts to all administrative and supervisory personnel in accordance with Alabama law and consistent with established local policy.

Ref: Ala. Code 16-8-24, 16-9-23, 16-23-1 to 16-23-3.

ESTABLISHMENT OF POSITIONS

Before any new administrative or supervisory position is established, the Board must approve a job description for the position, as presented by the Superintendent, which specifies the job holder's qualifications, the job's performance responsibilities and the method by which the performance of these responsibilities will be evaluated. The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions for all positions in the District.

The Board of Education shall recruit and employ administrative personnel without regard to sex, race, age, disability, religion, belief, national origin, color or similar personal distinction.

Ref: U.S. Const. amend. XIV, 1 ; 42 U.S.C. 2000-1 to 17, 20 U.S.C. 1681; 29 U.S.C. 794; 29 U.S.C. 621

ADMINISTRATIVE QUALIFICATIONS AND DUTIES

Pursuant to its supervisory and administrative powers over the School District, the Board shall have the inherent authority to establish the qualifications and duties of administrative personnel in accordance with statutory requirements.

To the extent that "administrative personnel" may be held to include clerical and professional assistants, the Board shall appoint, upon the recommendation of the Superintendent, individuals who in the judgment of the Board, are necessary for the proper functioning of schools within the School District.

The Superintendent has the responsibility for preparing or causing to be prepared job descriptions for all administrative and supervisory positions in the School District.

When necessary, the Superintendent shall review and update the job descriptions.

It shall also be the responsibility of the Superintendent, or his/her designee, to familiarize said personnel with their duties and responsibilities as defined by job descriptions.

RECRUITMENT OF ADMINISTRATIVE PERSONNEL

The selection for employment, or advancement of any and all personnel in the Boaz City School System will be free of discrimination on any factor such as an individual's sex, race, age, disability, religion, belief, national origin, color or similar personal distinction.

Ref: Title VII of the civil Rights Act of 1484, 42 U.S.C. Sec. 2000 (1976).

EMPLOYMENT OF ADMINISTRATIVE/SUPERVISORY PERSONNEL

The Board may employ upon the written recommendation of the Superintendent such professional, support, clerical, accounting and statistical assistants as are necessary to the proper functioning of the School District. Each individual must be certified by the State Board of Education, if certification is applicable, in the particular field and the particular job for which he/she is hired.

The Board shall not discriminate on the basis of sex, race, age, disability, religion, belief, national origin, color or similar personal distinction in its employment practices.

Ref: U.S. Const. amend. XIV, 1 ; 42 U.S.C. 2000e-1 to 17; 20 U.S.C. 1681; 29 U.S.C. 794; 29 U.S.C. 621; Ala. Code 16-8-23, 1612-19.

ASSIGNMENT OF ADMINISTRATIVE PERSONNEL

The Board directs the Superintendent to assign all administrative personnel. No assignments or reassignments of personnel shall be made in violation of judicially-imposed desegregation orders.

Ref: Ala. Code **16-9-23**, 16-12-16, 16-8-8, 16-11-9; Singleton v Jackson Municipal
SAPRRRA District 419 F. 2d 1211 (5th Cir. 1970).

PROBATIONARY STATUS OF ADMINISTRATORS/SUPERVISORS

The Board requires administrative and supervisory personnel covered by the Tenure law to serve a probationary period of three (3) years following appointment to said administrative or supervisory position. During said time, at least annual evaluations and follow-up conferences designed to increase the administrator's capacity for leadership shall be held.

Administrators and supervisors covered by the Tenure law who successfully complete the three year probationary period shall attain tenure in accordance with Alabama Law.

Ref: Ala. Code 16-24-1, 16-24-2.

EVALUATION

The Board delegates to the Superintendent the responsibility of evaluating all administrative and supervisory employees. The Superintendent may delegate the implementation of the evaluation process to the Assistant Superintendent, other central office supervisors and/or consultants as he/she deems appropriate.

This evaluation process shall be based upon the job description and performance criteria as established by the Alabama State Department of Education. The evaluation process utilized shall be one with which the person being evaluated was made familiar at least six months prior to being evaluated.

PROMOTION OF ADMINISTRATIVE PERSONNEL

The Board shall promote administrative personnel based upon the written recommendation of the Superintendent. Such recommendations and promotions shall not discriminate on the basis of sex, race, age, disability, religion, national origin, color or similar personal distinction.

Ref: U.S. Const. amend XIV, 1 ; Ala. Code 16-9-23, 16-12-16.

**CONTINUING SERVICE STATUS
OF ADMINISTRATORS/SUPERVISORS**

The Board recognizes that an individual administrative employee who has a legitimate claim of entitlement to his position based on the continuing service status provisions in state law or an explicit contractual provision, shall be deemed to have a property right in said position which cannot be arbitrarily undermined. Such property right cannot be taken away without affording the employee all procedural and substantive due process rights as set forth in the United State Constitution and pertinent federal and state case law.

Ref: U.S. Const. amend. XIV; pnArd of RAqwntc v With, 92 S. Ct. 2701 (1972); PArry v SindArmnn, 92 S. Ct. 2694 (1972). See: Ala. Code 16-24-1 to 16-24-13, 36-26-100 et seq.

TRANSFER OF ADMINISTRATORS/SUPERVISORS

The Board authorizes the Superintendent to assign and transfer employees to new positions as the needs of the schools require. Employees who have attained continuing service status must be given prior notice of the intention to transfer. These employees are entitled to contest the transfer and to appeal from an adverse final decision rendered by the employing board.

Ref: Ala. Code 16-9-23, 16-12-16, 16-23-5 to 16-12-7, 36-26-107.

SEPARATION OF ADMINISTRATORS/SUPERVISORS

The Board recognizes that regularly certified administrative and supervisory personnel of the School District may be terminated from employment in accordance with the provisions of Chapter 24 of the Alabama School Code. Procedures shall afford employees all substantive and procedural due process guarantees to which they are entitled under federal and state laws. No persons shall be dismissed without the express written recommendation of the Superintendent.

Ref: U.S. Const. amend. XIV, 1: Ala. Code 16-8-23, 16-9-23, 16-11-17, 16-12-16, 16-24-1 to 16-24-10.

RESIGNATION OF ADMINISTRATORS/SUPERVISORS

The Board prohibits administrative personnel from canceling contracts of employment during the school term or for a period of forty-five (45) days prior to the beginning of the school term, unless such cancellation is mutually agreed upon by the employee and the Board. At any other time, such personnel may resign upon giving five (5) days notice to the employing Board.

RETIREMENT OF ADMINISTRATORS/SUPERVISORS

The Board recognizes that administrative personnel shall participate in the Teacher's Retirement System of Alabama for the purpose of receiving retirement allowances and other benefits.

Ref: Ala. Code 16-25-1 to 16-25-28.

WORKING CONDITIONS OF ADMINISTRATORS/SUPERVISORS

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.

Ref: Ala. Code **16-8-8**, 16-11-9.

**TIME SCHEDULES AND WORK LOADS
OF ADMINISTRATORS/SUPERVISORS**

The Board requires that all administrators and supervisors observe the minimum eight (8) hour work day, unless otherwise agreed upon by the employee and the Superintendent of Education.

Work loads for administrative and supervisory personnel shall consist of all duties and responsibilities outlined in respective job descriptions and all other duties that may be assigned by the Superintendent.

**REIMBURSEMENT OF EXPENSES
OF ADMINISTRATORS/SUPERVISORS**

The Board shall reimburse administrative and supervisory personnel of the School District for reasonable travel expenses incurred while performing duties related to their jobs on the basis of actual expenditures substantiated by proper receipts.

Employees shall keep such records as may be required by the Superintendent relative to said expenditures.

PROFESSIONAL LEAVES AND ABSENCES OF ADMINISTRATORS/SUPERVISORS

The Boaz City School System authorizes the Superintendent to grant professional leave to an employee to attend an educationally related conference, meeting or convention, if such attendance is considered to be beneficial to the employee and in the best interests of the Boaz City School System. The Board may pay all or any part of expenses of any personnel whom it may approve to attend a professional or educational meeting or in visitation to another school system.

Application and notification to attend a conference or similar educational meeting shall be made and approved in advance.

Personnel of the Boaz City School System shall be permitted to serve on but one accreditation study per year, unless special permission is granted by the Superintendent.

The Superintendent will consider a request for professional leave of absence when such a request is submitted to him/her in writing. A written request for professional leave should clearly identify and describe the reason for requesting the professional leave of absence and demonstrate why the request should be favorably considered.

The number and length of allowable absences for professional leave as judged by the Superintendent is constrained by budget limitations for reimbursement of travel, meals and lodging. The needs of the School District shall dictate when, how often and under what conditions personnel may be granted professional leave.

Ref: Ala. Code 16-8-25, 16-23-13.

PERSONAL LEAVE

The Boaz City School System shall permit personal leave days as follows in accordance with the Education Laws of Alabama.

Teachers:

1. Five days each year. The leave days shall not be cumulative.
2. The request for leave shall, whenever possible, be in writing in advance in accordance with procedures established by the Superintendent of Education.
3. The first two days taken out of the five will be the two days mandated by the state and must be taken before the three extra days granted by the Boaz City School System.
4. The teacher will be reimbursed for any of the two state mandated days not taken at the rate the local school system is reimbursed by the state. There will be no reimbursement to the employee for not taking the three additional days granted by the Boaz City School System. These days may be converted to sick leave as provided by state law.
5. For the third, fourth and fifth personal leave days taken, the employee will have deducted from his/her monthly check the cost of a substitute teacher with a degree.

Support Personnel:

1. Five days each year. The leave days shall not be cumulative.
2. The request for leave shall, whenever possible, be in writing in advance in accordance with procedures established by the Superintendent of Education.
3. The first two days taken out of the five will be the two days mandated by the state. Substitutes for the first two days will be paid by the Board of Education.
4. The support employee will be reimbursed for any of the two state mandated days not taken at the rate the local school system is reimbursed by the state. There will be no reimbursement to the employee for not taking the three additional days granted by the Boaz City School System. These days may be converted to sick leave as provided by state law.
5. For the third, fourth and fifth personal leave days taken, the employee will have deducted from his/her monthly check the cost of a substitute according to the rate of pay for substitutes for their particular position as set by the Boaz City School System. All personal leave days should be taken in full day increments. In no case will personal leave time be granted in increments of less than one-half (1/2) day.

Employees should not as a matter of routine schedule personal leave days near the beginning of, or immediately after school holidays. However, it is permissible to schedule personal leave near a holiday or school break if a special need arises and sufficient notice is given.

BEREAVEMENT LEAVE

Employees shall be allowed bereavement leave as follows:

1. For death in the immediate family in the immediate family (parent, husband, wife, child, step-child, brother, sister, father-in-law, mother-in-law, grandchild), the employee will receive three days of bereavement leave. Payment for the substitute for the employee will be furnished by the Board of Education.
2. For death in the extended family (grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law), the employee will receive one day of bereavement leave. Payment for the substitute for the employee will be furnished by the Board of Education.

Any additional days taken for a death in the family will come under the standard sick leave policy.

JURY DUTY

A Board employee who is required to serve on a jury shall receive the full regular pay to which he is entitled, in addition to any monies he receives for jury duty.

SICK LEAVE

Sick leave is defined as the absence from regular duty by an employee because of the following:

- A. Personal illness;
- B. Bodily injury which incapacitates the employee;
- C. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt);
- D. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases, the employee concerned shall file with the Board a written statement of the circumstances which justify an exception to general rule;
- E. Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis.

All full-time employees may accumulate sick leave at the rate of one (1) day per month. There is no limitation on the number of days an employee may accumulate. In no cases shall sick leave be used until it has been earned.

Upon proper verification of the previous employing Board, personnel employed by the Board may transfer sick leave from another Alabama School District.

At retirement, an employee may apply non-used sick leave toward retirement service credit in accordance with the established State Retirement System regulations and existing State laws.

Ref: Ala. Code 16-3-36, 16-8-8, 16-8-25, 16-8-26, 16-24-13.

VACATIONS

All personnel employed on a twelve (12) month basis shall be entitled to an annual vacation, with pay, for a period not to exceed ten (10) working days. Unused vacation time shall not be accumulated from year to year. Vacations will normally be taken in one or two weeks time periods between June 1 and August 15, but may be taken at other times with approval of the Superintendent of Education. There shall be no paid vacation for personnel whose regular employment is for less than twelve (12) calendar months.

New employees who cannot complete a full year of employment prior to the time vacation is to be taken, will be granted a pro-rata number of days vacation based upon the time the employee has been employed.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

An administrative training program shall be established and maintained by the Superintendent. The purpose of such a program is to provide existing and potential supervisors and administrators opportunities to enhance their leadership and management skills.

The Superintendent shall annually present to the Board an outline of the activities planned for the administrative training program for the upcoming year.

POLICY IMPLEMENTATION OF ADMINISTRATORS/SUPERVISORS The

Board delegates to the Superintendent the duty of implementing Board policies.

All members of the administrative and supervisory staff have the responsibility of abiding by the policies established by the Board.

Adoption of policies not in conformity with an administrator's, supervisor's or any other employee's recommendation or personal belief shall not be considered as just cause for refusal or neglect by said employee to support and implement said policies to the best of his/her abilities. The Board shall welcome constructive criticisms provided such are directed through approved channels.

Deliberate noncompliance with or willful neglect of written policies of the Board or with written rules and regulations of the Superintendent which are approved by the Board shall be considered as justifiable grounds for dismissal under provisions of Alabama law and Board policy.

Ref: Ala. Code 16-8-8, 16-8-9, 16-8-10, 16-24-8.