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**CODE OF ETHICS FOR ADMINISTRATORS**

**PREAMBLE**

Public education in America rests on firm commitments to the dignity and worth of each individual; to the pre-eminence 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 or 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 gives 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 awards.

**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 as 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 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 Marengo County Board of Education is the policy-forming body of the Marengo County School System. 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 Board counsel, all legal issues which pertain to the System. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, 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 and shall be responsible directly to the Board of Education.

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, 16-8-10.



**FILE: CC**  
**CF: ABD**

## **SUPERINTENDENT OF EDUCATION**

The Marengo County Board of Education 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 Marengo County School System shall be responsible to the Superintendent.

**SUPERINTENDENT QUALIFICATIONS**

The Board shall select a Superintendent of the Marengo County School System who possesses the following minimum qualifications:

- A. Holds a degree from a recognized four year college or university.
- B. Five years experience in public school work, preferably a broad range of elementary and secondary experience.
- C. Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests.
- D. The ability to view all aspects of issues and deal fairly, when views differ from his own.
- E. Demonstrated knowledge of school finance.
- F. Demonstrated knowledge of educational research and methods of research.
- G. Ability to delegate authority.
- H. Holds an Alabama certificate in administration and supervision.
- I. Possesses good character, high moral standing and integrity.
- J. Any other qualifications that the Board deems necessary and proper.

**DUTIES**

The Marengo County Board of Education delegates the following duties and responsibilities to the Superintendent:

- A. Implement all policies, rules, and regulations adopted by the Board.
- B. Prepare and submit to the Board required reports.
- C. Assume overall financial responsibility
  - 1. Recommend teacher's salary schedule.
  - 2. Prepare reports on financial status; be responsible for any report required by the Board.
- D. Recommend for Board approval all candidates for employment, transfer, reassignment, promotion, or termination.
- E. Assume responsibility for assignment of personnel.
- F. Formulate means of evaluating staff members and report such evaluation to the Board when necessary.
- G. Provide professional leadership for the educational program of the school system.
- H. Develop plans for the maintenance, improvement, or expansion of buildings and property needed to provide an adequate educational program.
- I. Plan means to keep the community informed about school matters.
- J. Keep decisions in line with Board policies, and in all matters where duties are not definitely defined, exercise discretion.

- K. Attend all meetings of the Board, except when his employment is discussed, and have the right to speak on all matters, but not vote.
- L. Bring such matters before the Board as may seem to him necessary for the general welfare of the schools.
- M. Become ex-officio member of all committees of the Board except the selection of the Superintendent.
- N. Hold the power to suspend students from school.
- O. Employ and assign substitute teachers as needed, with the assistance of principals.
- P. Attend and participate in local, state, regional, and national professional conferences as authorized by the Board as part of his official duties.
- Q. Be responsible for all minutes of the Board of Education and other records pertaining to the School System, including distribution to school principals.
- R. Temporarily fill job vacancies, pending final approval by the Board of Education.

Ref: Ala. Code 16-9-1 to -34.

**FILE: CCC**

**APPOINTMENT OF THE SUPERINTENDENT**

The Board shall appoint a Superintendent for a term agreed upon by the Board and the Superintendent, subject to such conditions and limitations as are prescribed by law.

Ref: See Act No. 273 of 1977 Legislature.

**FILE: CCD**

**COMPENSATION AND BENEFITS**

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional staff members.

The Superintendent shall also be provided, as determined by the Board, with an annual travel allowance.

**FILE: CCE**  
**CF: DJD**

## **EXPENSES**

The Board may authorize a monthly travel allowance for the Superintendent. In addition, all out-of-district travel and other reasonable expenses incurred in the performance of his duties shall be reimbursed by the Board.

**FILE: CCF**

## **EVALUATION**

The Marengo County Board of Education shall implement a systematic approach for evaluating the effectiveness of the Superintendent. Annually, the results of the evaluation shall be made available to the Superintendent and followed by discussions between the Board and the Superintendent.

Ref: Ala. Code 16-8-8, 16-9-2.



**FILE: CCG**

## **SEPARATION**

The Marengo County Board of Education may terminate the contract of the Superintendent at any time for incompetency, immorality, misconduct in office, willful neglect of duty, or when, in the opinion of the Board, the best interest of schools require such removal.

The Board shall, if contemplating the above action, afford the Superintendent a full hearing, procedurally and substantively identical to the type of hearing required prior to dismissal of a teacher, supervisor, or principal who has achieved continuing service (tenure) status.

Ref: U. S. Const. amd. XIV, 1; Ala. Const. art. VII, 173, 175; Board of Regents v. Roth, 92 S. Ct. 2701 (1972); Perry v. Sindermann, 92 S. Ct. 2694 (1972).

**FILE: CCH**

**RESIGNATION**

The Marengo County Board of Education shall approve the resignation of the Superintendent. The Superintendent shall submit his resignation in written form to the Board at least forty-five (45) days prior to the effective resignation date unless otherwise agreed upon by the Board and Superintendent.

**FILE: CCI**

**RETIREMENT**

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 -28.

**FILE: CCJ**  
**Revised: June 25, 2015**

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Board requires that the Superintendent participate in educational activities that will foster professional growth and development including state and national association meetings. The Superintendent shall continually seek to keep abreast of new and innovative concepts and practices in the field of education.

Ref: Ala. Code 16-9-16. See also Ala. Code 16-23-7 to -13.

Policy was originally FILE: CCD (Professional Development Opportunities), but a FILE: CCD already existed. Policy was renamed to FILE: CCJ on June 25, 2015, to correct this duplication error.

**FILE: CCK**  
**Revised: June 25, 2015**

## **SUPERINTENDENT CONSULTING**

The Superintendent shall devote his time to the supervision of the Marengo County School System. He shall not be engaged in any other business. Only by prior agreement with the Board may the Superintendent undertake for remuneration consultative work, speaking engagements, or other professional obligations. Said prior agreement may be stipulated in the contract of employment between the Superintendent and Board, or may be decided by the parties as opportunities arise.

Policy was originally FILE: CCE (Superintendent Consulting), but a FILE: CCE already existed. Policy was renamed to FILE: CCK on June 25, 2015, to correct this duplication error.

**FILE: CD**  
**ALSO: BBD**

## **SCHOOL BOARD - SUPERINTENDENT RELATIONS**

The Marengo County Board of Education 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 by the Board of its 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 Board shall hold the Superintendent responsible for carrying out its policies within established guidelines. The Superintendent shall keep the Board informed about individual school and/or School System operation.

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

**FILE: CE**  
**CF: GA, GB**

**ADMINISTRATIVE PERSONNEL**

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

Ref: Ala. Code 16-8-8.

**FILE: CEA**  
**CF: EGA**

## **COMPENSATION GUIDES AND CONTRACTS**

The Marengo County Board of Education authorizes the Superintendent to prepare or cause to be prepared salary schedules for all administrative and supervisory personnel employed by the School System. 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.



**FILE: CEB**

## **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 System.

The Board of Education shall recruit and employ administrative personnel without regard to sex, color, creed, religion, national origin, race, or handicap.

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.

**FILE: CEBA**

## **QUALIFICATIONS AND DUTIES**

Pursuant to its supervisory and administrative powers over the School System, 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 Marengo County School System.

The Board requires that the Superintendent prepare or cause to be prepared job descriptions for all administrative and supervisory positions in the School System.

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

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

**FILE: CEC**

**RECRUITMENT**

The Marengo County Board of Education shall not fail to recruit or refuse to hire any individual, or otherwise discriminate against an individual, because of such individual's race, color, creed, sex, religion, national origin, handicap, age, or similar personal distinction.

**FILE: CED**

## **HIRING**

The Marengo County Board of Education shall employ such professional, clerical, accounting, and statistical assistants as are necessary to the proper functioning of the School System. 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 is hired.

The Board shall not discriminate on the basis of race, color, creed, religion, sex, national origin, handicap, age, 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, 16-12-19.

**FILE: CEE**

**ASSIGNMENT**

The Marengo County Board of Education 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, 16-8-8; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir. 1970).

**FILE: CEF**

**PROBATION**

The Marengo County Board of Education 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 or supervisor's capacity for leadership shall be held.

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

\*This applies to principals and supervisors, but not to Assistant Superintendents.

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

**FILE: CEG**

## **EVALUATION**

The Marengo County Board of Education delegates to the Superintendent the responsibility for evaluating all administrative and supervisory employees at least once per year.

This evaluation process shall be based upon the job description for the position held by the person being evaluated. The evaluation process utilized shall be one with which the person being evaluated was made familiar.

Ref: Ala. Code 16-9-23.

**FILE: CEH**

**PROMOTION**

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



**FILE: CEI**

**TENURE**

The Board recognizes that an individual administrative employee who has a legitimate claim of entitlement to his position based on the explicit tenure provision 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 States Constitution and pertinent federal and state case law.

Ref: U. S. Const. amend. XIV, 1; Board of Regents v. Roth, 92 S. Ct. 2701 (1972); Perry v. Sindermann, 92 S. Ct. 2694 (1972). See: Ala. Code 16-24-1 to -2.

**FILE: CEJ**

**TRANSFER**

The Marengo County Board of Education 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, 16-23-5 to -7.

**FILE: CEK**

**SEPARATION**

The Marengo County Board of Education recognizes that regularly certified administrative and supervisory personnel of the School System 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, 16-24-1 to -10.

**FILE: CEL**

**RESIGNATION**

The Marengo County Board of Education 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 days notice to the employing Board.

Ref: Ala. Code 16-24-11.

**FILE: CEM**

**RETIREMENT**

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 - 28.

**FILE: CEN**

## **WORKING CONDITIONS**

The Marengo County Board of Education 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; professional leaves and absences such as 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.

**TIME SCHEDULES AND WORK LOADS**

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

Workloads 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.

**FILE: CENC**  
**CF: DJD**

## **EXPENSES**

The Marengo County Board of Education shall reimburse administrative and supervisory personnel of the School System 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.



**FILE: CEND**

**PROFESSIONAL LEAVES AND ABSENCES**

The Marengo County Board of Education shall exercise discretion in granting leave of absence during the time that the schools are not in session for teachers and employees on part or full pay, when such teacher or employee devotes his leave of absence to instructing in or attending schools for teacher training or to other educational activities approved by the State Board of Education.

**CONFERENCES AND VISITATIONS**

The Board authorizes the Superintendent to grant professional leave without loss of pay in order for personnel to attend state, national, and regional meetings. The number 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 System shall dictate when, how often, and under what conditions professional personnel may be granted professional leave.

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

**FILE: CENE**

**PERSONAL LEAVES AND ABSENCES**

The Marengo County Board of Education shall grant certain personal leaves and absences as provided by state law. Such leaves and absences shall include the following:

**JURY DUTY**

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

**MILITARY LEAVES AND ABSENCES**

The Board recognizes that any person who is called into active service in any of the Armed Forces of the United States shall not thereby lose his professional status by reason of such service. Such person must apply in writing to the Marengo County Board of Education for a military leave of absence.

Ref: Ala. Code 36-26-34, 36-26-30 to -32, 12-19-210.

## **VACATIONS**

The Marengo County Board of Education shall allow the principals of schools to take a two-week vacation each year and other administrative staff members to take a one-week vacation each year when school is not in session.

All principals and administrative staff members shall schedule with the Superintendent the dates on which they plan to take their vacation. Vacation time shall be approved by the Superintendent.

## **CONFLICT OF INTEREST**

Generally, a conflict of interest exists when a board member, board employee, or agent of the board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interest.

A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

*No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts.*

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

*A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.*

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict or the appearance of a conflict should be brought to the immediate attention of superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

**FILE: CF**  
**CF: BBG**

## **CONSULTANTS**

The Marengo County Board of Education may employ consultants to assist the Board and its employees. The services of such consultants may be secured without competitive bids. Terms of employment for consultants shall be fixed by the Board.

The administrative and supervisory staff of the Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities, and other sources when such consultative services will be helpful in the improvement of the instructional management program in the System. All consultants must be approved by the Superintendent and the Board prior to the invitation and arrangement for visitation by such person or persons to the System.

**FILE: CG**

**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 planning program for the upcoming year.

**FILE: CH**  
**CF: BD**

## **POLICY IMPLEMENTATION**

The Marengo County Board of Education 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 recommendations or personal beliefs shall not be considered as just cause for refusal or neglect by said employees to support and implement said policies to the best of their 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.



**FILE: CI**  
**CF: BE**

## **ADMINISTRATIVE RECORDS**

The Marengo County Board of Education shall provide the office of the Superintendent with space and equipment for efficient administration of the schools of the Marengo County School System.

All official records of the Board shall be stored in said location, as shall all necessary records associated with School System operation. These shall include all microfilms or prints made therefrom in accordance with Alabama Law.

The Superintendent shall keep such records as directed by the board, state law, the State Board of Education, or other legal and/or regulatory agency.

School System records are public records and are available for inspection by any person at reasonable times during working hours. Certain school documents, however, e.g. pupil school health records, pupil report cards, supervisory reports on teachers, budget “worksheets”, and personnel folders are in the category of privileged information and are not public records.

No copies of School System records shall be copied on School System equipment or duplicated at a cost to the System unless it be for official school business. No official records are to leave the school or System premises unless it be for official school business.

There is no obligation to the School System to reproduce any records except for appropriate official agencies. Copies of School System records will be made at the expense of the requester, except when required by appropriate official agencies.

Any person may request review of such records at a mutually agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours.

The parents of any students who are or have been in attendance at a school within the System shall have the right to inspect and review educational records of their children. Written permission must be obtained from the parents for the release of any educational records except directory information to any individual or agency as outlined in federal law.

The administration of the School System shall maintain a record which will indicate all individuals or agencies who have made a request to see education records and the relationship or interest of the said party. This record shall be available only to parents or school officials responsible for such records, or parties authorized to audit operations of the System.

When a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student.

Ref: Ala. Code 16-8-7,16-1-3, 16-1-4, 16-1-5, 20 U.S.C. 1232 (g-i).

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### **ADMINISTRATIVE REPORTS**

The Marengo County Board of Education requires that the Superintendent file with federal and state agencies all reports required by those agencies. Further, each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical, accounting, and other information as required by the Superintendent or his designees.

The Board shall cause to be investigated any report that inaccurate records are submitted or filed in the System. Intentional falsification of records or reports shall be a basis for dismissal by the Board.