



Chickasaw City School System Employee Handbook 2025-2026

Chickasaw City School System Board of Education

Lynn Briscoe, Board President

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Chris Hanson

Elizabeth Grizzle

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Chickasaw City School System

Jodie McPherson, Superintendent

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Kim-Michelle Graham, Special Education

Ray Morris, Director of Federal Programs

Renee Reaves, Accounting Assistant, CNP Director

Mercedes Rivero, EL Services Coordinator

Patricia Shelly, Executive Administrative Assistant

Brittney Sherrer, R.N., Lead Nurse

Tobey Sprague, Data Clerk

Stephanie Ward, Data Clerk

Juwan Withers, Technology Coordinator

Chickasaw Elementary School Administration

Michele Hewlett, Principal

Robin Meadows, Assistant Principal

Jodie McPherson, Pre-K Director

Chickasaw Intermediate School Administration

Christy Amick, Principal

Robin Meadows, Assistant Principal

Chickasaw Middle and High School Administration

Kay Lancaster, Principal

Derek Hall, Assistant Principal

Student Services

Alicia Goode, Mental Health Facilitator

Joshua Carswell, School Resource Officer

OCR Non-Discrimination Statement

Chickasaw 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 (251) 380-8114

Chickasaw City School Vision Statement

Establishing a culture within faculty, staff, and students who demonstrate the Chieftain Values of PRIDE.

School System Mission Statement

Chickasaw City Schools is preparing ALL students for the day after graduation.

Pledge of Students

Today, I pledge to be a responsible, respectful, and dedicated student who is prepared to learn and meet the high expectations of my school, family, and community.

Guidelines for Success

Chieftain PRIDE

Chieftain				
P	R	I	D	E
Prepared	Respect	Integrity	Determination	Excellence
* Be On Task	* Value Yourself and the School Campus	* Be Honest	* Do the Right Thing	* Do Your Best
* Be On Time	* Respond to Greetings from Others	* Apologize	* Make Good Choices	* Set High Goals
	* Be Considerate and Treat Others with Care	* Take Responsibility for Your Actions	* Follow Through	

Colors

Red, White and Navy Blue

Mascot

Chieftain

Logos



Standards

- Employees should arrive and depart according to the staff schedule given by their supervisor.
- 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 rules/procedures are posted.
- Severe weather, fire maps, State Safety Trifold must be posted in each classroom
- PRIDE posters are posted.
- All timeclock entries MUST be approved by the employee by the 10th of the month.

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 registrar.

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/Student Communication

Schools will utilize the district-approved platforms for communication with parents. Students in grades 7-12 are given a school email account for communication between students and teachers. Please be respectful and positive in all communication and respond to calls and emails promptly. No personal phone numbers or email addresses may be used to contact parents or students. Positive parent contact should occur early in the year with every parent or guardian before any problems arise.

Mentor Teacher

All first-year teachers are assigned a mentor teacher. The mentor and mentee must adhere to the guidelines outlined in the Chickasaw 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 Chickasaw City School System Employees

CCSS has high standards for teachers and staff members to model business class dress for their students in-person or virtually. Please adhere to the guidelines listed below.

Scrubs are approved in ELC, CES, and CIS, with the building administrator determining specifics.

Spirit shirts and jeans with no rips or holes are permitted on Fridays.

Professional Dress

- Men must wear professional shirts with dress pants/slacks with the exception of PE teachers and PE paraprofessionals.
- 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 designs, and side openings.
- There will be no tight-fitting dresses, pants, or skirts.
- Leggings with blouses/shirts are not acceptable professional wear.
- No T-shirts

Footwear

- No flip flops.
- No extreme high heels.
- No athletic slides.
- No shoes that appear to be slippers.

Jewelry/Head Covering

- Facial piercings must be limited to one stud and not to exceed ½ inch in size—no facial gauges, bars, loops, or hoops.
 - Bandanas/do-rags, wave caps, or hats are not permitted.
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Other

- No clothing that reflects political views, adult-related advertisements, or any material that would disrupt the learning environment is to be worn.
- Please make a special effort to dress up when visitors, parents, or community members will be on campus, to promote a positive image. Examples include assemblies that honor students, special programs, news, and press coverage, as well as after-school and evening special events.

For Grievances, refer to Grievance CCSS Board Policy 6.40.1

Most issues can be solved by discussing the situation calmly and rationally. If the grievance cannot be resolved after meeting with your immediate supervisor, you may contact the central office for further assistance.

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 required to read and comply with the Alabama Teacher Code of Ethics, Alabama Quality Teaching Standards, and Chickasaw City Schools' Board Policy.

Board Policy Book

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

Corporal Punishment

Corporal punishment is not allowed nor is it supported by the Chickasaw City School Board of Education.

Cell phone policy

- Keep cell phones on silent or vibrate at all times.
- Personal use must be made during your planning/break time. Staff must not use phones during instructional times or while on duty.
- Cell phones and all communication with parents and students must be made through the approved CCSS uniform platforms 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 Chickasaw City Schools Teachers and Staff Members

- Employees are required to sign-in/out daily via electronic time clock. DO NOT ask another employee to clock in for you.
 - Employees are required to contact an administrator prior to an absence.
 - Sick days are not personal days; employees may be asked to provide documentation for sick days.
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- All time must be certified by the 10th of each month. Once certified as correct for a pay period, employees may not go back and add missed time.

Website Information

www.chickasawcityschools.com

Social Media

As public-school employees, we represent the Chickasaw City School System and should refrain from making any social media posts or comments that reflect negatively on our school system. This applies to both school and personal accounts. The administrator and superintendent reserve the right to request that employees 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. For safety reasons, identify students by first initial and last name only. Employees should not contact students or parents via personal social media accounts.

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 - 5.09

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 administrator. No invoices will be honored for payment unless all procedures have been followed:

1. Permission received from the building administrator for the order or purchase.
2. Secure an approved purchase order from the building administrator.

Employees are responsible for payment if a purchase order has not been adequately secured prior to the purchase.

Collection of Money

Teachers must issue receipts for all funds received using the teacher-sponsor receipt book, which will be provided to the teacher by the bookkeeper. The parent is to be given the white copy, the bookkeeper is given the yellow copy with the money attached, and the pink copy is to remain in the receipt book. All funds collected are to be delivered by the teacher to the bookkeeper on a daily basis. **Do not keep student money in your classroom.**

A receipt must accompany all funds received by the bookkeeper, and the amount will be credited to the teacher's or organization's account. If an employee fails to follow the procedures outlined for the collection and handling of money, they will be responsible for replacing any lost or stolen funds, as well as facing disciplinary action.

Expenditures

Each person responsible for making purchases on behalf of a department, club, or organization must use the Purchase Order (PO) system. Purchase orders must be filled out entirely 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. Please, remember to include shipping and handling charges. Remember, the school is considered a tax-free agency. Schools cannot pay taxes on any item. Should you find yourself in a situation where a company is trying to add tax to your PO, contact the bookkeeper before proceeding with the order. Once purchase orders are filled out, the PO should be submitted to the bookkeeper for review. Once the bookkeeper has reviewed the PO for accuracy, the principal will receive the PO for approval. Once the administrator approves the PO, the bookkeeper can place the order. Again, *items purchased without an approved purchase order may become the financial responsibility of the teacher or individual who placed the order.*

Payments

Upon receipt of an order, the individual who placed the order will receive the materials. When opening and unpacking items, all original packing slips must be **given to the bookkeeper** to be placed with the original PO for payment purposes. All who handle funds must remember that, under no conditions, should cash be used to make payments to vendors.

Fundraising

Any collection or solicitation of private grants or funds, including through crowdfunding sources of any kind, for the benefit of students or otherwise, shall be approved and overseen by the Superintendent or his/her designee. Individual teachers, administrators, or other staff members shall not create, manage, or solicit crowdfunding accounts without the approval of the Superintendent. Documentation of approval will be kept on file in the Superintendent's office.

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 submitted for approval, 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. All funds raised through sales must be receipted by the bookkeeper and deposited into individual accounts.

After Hours Alarm Code

If you need to be in the building after hours or on weekends, please notify your administrator to obtain permission, an alarm code, and instructions on how to disarm or arm the alarm.

Employees Leaving Campus

Employees are required to remain on campus the entire day. If you need to leave campus during your scheduled work hours, you must speak with your supervisor.

Care of Property

Teachers have the responsibility for caring for and supervising the use of all property and equipment. Regular inspection should be made, and any damage or destruction should be reported immediately. Police reports are required for any stolen federally purchased equipment. Any damage to facility or equipment should be reported directly to the building administrator.

- Teacher-supplied or purchased equipment remains in the building if the teacher transfers, retires, or resigns.

Email

Email should be checked a minimum of twice daily (once in the morning and at least once before leaving for the day). If requested, please respond to emails from administrators, office staff, teachers, counselors, and central office personnel promptly. **The Superintendent or their designee reserves the right to monitor all Chickasaw email addresses.*

Faculty Meetings

Required faculty meetings will be scheduled weekly for the purpose of professional development, information distribution, MTSS meetings, and any other necessary meetings 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 Chickasaw City School System are not to, under any circumstances, discuss a student's information with any other individual other than the parent/legal guardian and the individuals within the school system who provided services/support to that student. Any conversations should take place in a private/secure location. If information is needed from a doctor or other outside agency, the parent/legal guardian must sign a release of information agreement.

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. A proper incident report must be completed on the day of the injury. Please use factual information when filling out reports.

Professional Development (PD)

The building administrator will approve PD based on the following criteria:

1. PD should be aligned with the ACIP
2. Recommended by the administrator for professional growth
3. Within budgetary guidelines

Monitoring of Students

Students are to be monitored at all times by faculty or staff. Students should not be placed in the hallway or other areas where they are unsupervised.

Mandatory Reporters

All employees are mandatory reporters. If an observation of abuse or direct communication from a victim of abuse takes place, a report must be filed on the day the observation or direct communication was made. The report must be submitted to DHR and, if necessary, to law enforcement. As mandatory reporters, these individuals are not only vital to the reporting process. Still, they can also be invaluable in the follow-up services to address the damage suffered due to abuse/neglect. These professionals can play a crucial role in the safety plan, which enables the child to remain in their own home. Reporting abuse to a supervisor does not relieve the mandatory report-er of the legal responsibility to personally file a child abuse or neglect (CAN) report of abuse or neglect.
