

AFTER SCHOOL CHILDCARE PROGRAM STAFF HANDBOOK



**ASCC Program is Offered at 26 School Sites
In Baldwin County**

**REGISTRATION MUST BE COMPLETED ONLINE
TWO DAYS PRIOR TO CHILD ATTENDING**

Most Programs begin at 3:00 p.m. each School Day

Three Programs have 5:45 p.m. closing
Elberta Elementary, Loxley Elementary and Spanish Fort Elementary

AFTER SCHOOL CHILDCARE PROGRAM

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STAFFING CRITERIA

- All Staff must have a High School Diploma or GED Certificate.
- Experience working with children is preferred.
- Any hours over 12.5 per week for staff must have prior approval by Mrs. Penn, ASCC Programs Coordinator.
- Site Managers have been informed their position is limited to 15 to hours per week.
- Staff are not allowed to bring their children with them, unless they are enrolled in the ASCC Program at that site.

Board Policy

It shall be the policy of the Baldwin County Board of Education (“Board”) that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

STAFFING INFORMATION

Payroll- Verifying your Hours in EZ Child Track

- Time must be verified as accurate hours - to receive payment.
- Time that has not been verified – is not processed for payment.
- Verification of hours indicates you are approving the hours as correct.
- *Verification of hours must be done by end of day each Sunday.*

Site staff-to-student Ratios:

Staff should be scheduled according to the following ratios:

<u>Daily Attendance</u>	<u>Number of Staff</u>
1 - 16	Site Manager + 1 one Helper
17 - 32	Site Manager + 1 staff member
33 - 48	Site Manager + 2 staff members
48 - 64	Site Manager + 3 staff members
65 - 80	Site Manager + 4 staff members
81 - 96	Site Manager + 5 staff members
96 - 112	Site Manager + 6 staff members
113 - 129	Site Manager + 7 staff members
130 - 146	Site Manager + 8 staff members

- Ratio for Pre-K and K groups = 1 Worker to 12 students (where applicable, otherwise they will be included in a group at 1 to 16 ratio).
- As the number of students decreases, number of staff must decrease.
- Review staff ratio at the beginning of the program; at 4:30 p.m. and at 5:00 p.m.
- When Attendance numbers do not permit an additional staff for the whole afternoon, the Site may have a High School Student Worker.
- The Site Manager is never to be left alone on campus.

Dress Code: All staff must dress appropriately.

- Remember you are a ROLE MODEL for the students.
- No short shorts; shorts should be no more than 4 inches above the top of the knee cap.
- Bellies must be covered at all times.
- No tank tops. Tee shirts are acceptable.
- Facial piercing may not be worn by staff.
- No smoking at any time.

Cell Phone Policy - During ASCC:

- ASCC staff are not to use cell phones or spend time on the telephone during After School Childcare Program hours.
- An emergency would, of course, be the exception.
- Staff are to be actively involved with ASCC students, which cannot be done during personal telephone conversations.
- Staff should conclude personal conversations BEFORE entering the ASCC Program and refrain from making personal calls during working hours.
- Failure to adhere to this policy will be documented on Staff Evaluation Form.
- Failure to adhere to this policy is reason for dismissal.

Staff Responsibilities:

Remember that you are a role model for the students enrolled in the ASCC Program.

1. Show up for work! We depend on you!
 - a. If you have an emergency and cannot report to work, call the Site Manager as soon as possible.
 - b. If you think you may be out the next day, tell the Site Manager as soon as you become aware!
2. The Site Manager is responsible for contacting/securing substitute staff. Your Site Manager needs a minimum of 3 hours' notice; the more notice the better.
3. You are responsible for contacting your Site Manager.
4. You are responsible for signing into and out of EZ Childtrack to log your time worked.
5. You must sign your approved time sheet provided by your Site Manager, to receive payment for time worked.
6. You should maintain a hard copy of your time sheet.
7. EZ Child track will document any hours worked past 5:30 p.m.; notify Cherry Penn, Program Coordinator of late pickup of students (ASCC Cell: 251-379-3962).
8. Staff members are not guaranteed hours per day. Maximum hours per day = 2.5 hours.
9. Family members may not work at the same site. Notify Site Manager if you are related to another Worker.
10. Site Manager must keep staffing within the staff to student ratios as published in this Handbook which will require staff to be scheduled to leave early, as student numbers decrease.
11. Site Managers are required to complete an Itinerary Form for any hours worked without students.
12. All staff on duty must share responsibilities.

13. Students must be under a staff member's supervision at all times.
14. The ASCC Program Office must be notified whenever a special needs child is registered to determine whether special accommodations need to be made.
15. Visitors will not be allowed. Staff are not allowed to bring their children with them unless they are enrolled in the ASCC Program at that site.
16. All staff must be made aware of their assigned workstations before students arrive. All staff must be aware of pertinent information concerning the welfare of students, such as health restrictions and persons approved to pick up the child.
17. All staff must devote their full attention to the children in their care. No one should be allowed to play anywhere without a staff member being stationed in the immediate area.
18. When a student leaves the playground, you should have them in line of sight all the way to the next staff member.
19. Every ASCC site should have access to a telephone during ASCC hours. This may be an ASCC phone or a personal cell phone (at the selection of the Site Manager). You may NOT require staff to use their personal cell for ASCC.
20. Parents of students at the site should have the contact number for the ASCC phone that will be utilized each school day.
21. After 4:30 p.m. you may contact Cherry Penn by cell phone at (251) 379-3962 for assistance.
Before 4:30 p.m. contact the ASCC Office at 251-580-0678.
22. Only educational TV, approved movies, and cartoons should be shown to students.
23. Only "G" rated Movies during ASCC. Unless you have written parental approval for "PG".
- 24. The amount of time students may watch television should be limited to special movie time on rainy days.**
25. All staff should work together getting the site ready for closing at 5:30 p.m. each day.
26. Floors, tables, and equipment should be cleaned daily.
27. All supplies should be put away each day.
28. Double check that all buildings are secured each day before leaving.
29. Turn off lights and adjust air conditioner as instructed before leaving.
30. Staff and students can help pickup beginning at 5:00 p.m. Put away items except sign out materials and be ready to leave as the last student is signed out.
31. ASCC Staff are not permitted to transport students.
32. If possible, Site Manager and remaining Staff should be ready to walk out with the last child.

Remember, we strive to provide a safe and healthy place beyond the school day for our students. We provide support by creating a successful high-quality program supervised by caring qualified staff. Our Program can provide wonderful memories for your students and great satisfaction for you.

PROGRAM REGISTRATION

Registration is on-line at the bcbe.org website, under Directory/Afterschool Child Care.

Registration Fee is \$20.00 (non-refundable).

Registration normally closes two working days prior to the start of school (unless the program is already full). This allows time for registrations to be processed. Registration or Wait List will reopen on Wednesday of the first week of school at 3 p.m.; so students can attend the following Monday.

The following items are needed to complete the online registration process:

- Registration Fee and tuition for first week; two days prior to child attending ASCC
- Emergency contact person(s) other than parents
- Staffing is based on registration.
- Weekly Fee will be charged regardless of if the child is ABSENT.
- Registration is good for all Baldwin County Public Schools where the service is offered. If you relocate you will not need to pay the registration fee again during the same school year.

PROGRAM RATES

Site Rates: \$35.00 per week or \$42.00 for 5:45 p.m. pickup, if available.

Sites with higher free/reduced lunch percentage are at \$30.00 per week or \$20.00 per week. Discounts only apply to Full Rate Enrollments (\$35 or \$42).

Family Rate (multiple children in one family, different sites. No other discounts applicable).

If student does not attend on designated day(s) no credit will be given. No credit for school closure for inclement weather unless more than two days.

- 5:45 p.m. sites include: Elberta Elem., Loxley Elem. and Spanish Fort Elem.

Family Rates

5:30 p.m. Family rate

- 2 CHILDREN \$60 per week**
- 3 CHILDREN \$90 per week**
- 4 CHILDREN \$100 per week**
- 5 CHILDREN \$120 per week**

5:45 p.m. Family rate

- 2 CHILDREN \$74 per week**
- 3 CHILDREN \$111 per week**
- 4 CHILDREN \$128 per week**
- 5 CHILDREN \$138 per week**

BCBE Employee Discount Rate:

If site is already offering a discount rate of \$20 per week no additional discount applies.

- **5:30 p.m. pickup sites - \$20.00 per week per child**
- **5:45 p.m. pickup sites - \$25.00 per week per child**

Afterschool Staff Rate:

ASCC Staff that work in our Programs are charged a discount rate for their children to attend - \$10.00 per week per child. We appreciate them working with our Program!

Late Payment Rate:

\$5.00 per child late payment fee assessed, if the total in the account will not completely pay for services for the next week. If payment is not received by Sunday - and the student attends Monday and payment has not been received; the student may not return until balance has been paid.

Scholarship Process for Afterschool:

When funds are available, scholarships may be provided in some amount to assist families struggling with economic and family hardships.

- Parents must complete the Scholarship Request Form and submit it to the Afterschool Program Site Manager at the school where their child (or children) attend Afterschool Care.
- A Scholarship Recommendation Form must be completed and submitted by the Site Manager, or Teacher, or Counselor for the Scholarship to be considered.
- Both Scholarship Request Form and Scholarship Recommendation Form must be submitted to the Afterschool Care Programs Office for consideration by the Scholarship Committee for assistance with Program fees.

PROGRAM INFORMATION

Hours/Days of Operation:

- Same calendar schedule as Baldwin County Public Schools.
- Begins on the first day of school and ends on the last day of school.
- Closes on all school holidays, including teacher workdays.
- Hours are 3:00 p.m. to 5:30 p.m., Monday through Friday, except on school holidays.
- Only three sites are open until 5:45 p.m. (listed on cover of handbook).
- Each day's program schedule includes supervised homework time, a snack, supervised physical activity time, academic activities based on lesson plans and other special activities as selected by Site Manager.
- Students are the responsibility of ASCC Staff until they have been signed out each day.

Late Pickup:

- A fine for late pick-up will be charged of \$2 per minute after 5:30 p.m. per child, due when person arrives to pick up the child.
- Only 2 late pickups (over 15 minutes) are admissible before dismissal of your child from the program is considered.
- After 3 repetitive late pickups (5 to 10 minutes) dismissal will be considered for your child.

Other Important Information:

- **An overdue account can result in the suspension of the child from the program until full payment is received.**
- Students must attend ASCC at the school where they attend during the day.
- Staff members are not permitted to transport students.
- If absent or checked in after 11:30 a.m. the student cannot attend the After School Childcare Program, without a doctor's excuse.
- **If student's account ended the previous year with a balance, the student may not be registered in the Program until the balance has been paid in full.**
- The criteria for participating in the After School Childcare Program and the policies by which the program is governed are subject to change at any time at the sole discretion of the Baldwin County Board of Education.

STUDENT INFORMATION

Program Rules:

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults
- Running and playing in designated areas only
- Remaining with supervising staff at all times
- Leaving the program site ONLY with parents OR their written designees
- Students are the responsibility of ASCC Staff until they have been signed out each day.

Social skills/Personal requirements:

- Student is enrolled in a Baldwin County Public School where ASCC Program is offered.
- Student must attend on the campus where they attend school during the day.
- Student is not a danger or a threat to self or others.
- Student has no medical condition(s) that require services beyond the qualifications of After School Childcare Staff.
- If a student has a special need it should be documented on the Registration Form.
- Student must respond to first name and be fully toilet trained.
- Student interacts with other children and adults in a non-aggressive manner.
- Student must not be dangerous, disruptive, or a threat to self or others,
- Student participates in group activities with other students.

Participation in other programs during ASCC hours:

Students must first come to ASCC before attending other programs (if the student will be returning to ASCC at any time during the afternoon).

Personal Property:

Personal property such as toys, games and jewelry should not be brought to the Afterschool Childcare Program. Phones: students are allowed to have them, but they must be turned off and out of sight. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

SNACKS IN AFTERSCHOOL

If a student has a medically documented allergy - parents may coordinate with Site Manager and send snack for the student. No candy should be sent to ASCC for snack. Students are provided a snack through the Child Nutrition Program (CNP) at the school. Students are not allowed to bring their snack unless there is a medical issue or a documented food allergy, due to the risk of cross contamination for other students with allergies. All snacks must meet CNP guidelines.

Student Snacks:

- Students must wash their hands before snacks can be given out.
- Students should line up by grade for snack.
- A Worker must call each child by name to come forward to pick up snack.
- Both items must be picked up by the student. (You must have an attendance sheet recording who receives a snack. Keep one copy in your CNP file.)
- If a child does not want snack -they should not accept any part of snack. No mark will be made on your snack record.
- If a child takes the snack, and decides not to eat it, they may keep it (put it in their backpack) or they must discard it (due to virus restrictions).
- Staff cannot receive snack provided by CNP.
- Staff must sanitize tables after snack (unless snacks are served and eaten outside).
- Tables must be sanitized at the end of each day.

Staff Snacks:

- Staff are encouraged to eat prior to the start of ASCC.
- If Site Manager or staff member comes directly from the classroom or another position and must eat during ASCC, they may not eat or drink anything the students are not permitted to have for snack. They should eat only during snack time.

SAFETY PROCEDURES

Staff Security:

- Students are not being supervised if a staff member is on his/her cell phone.
- Eyes on students at all times:
- Never turn your back to students when talking with other staff.
- If you have medical issues, notify you Site Manager.
- Wear a face mask when you cannot social distance.
- Wash hands or use hand sanitizer as frequently as possible.

Safety Drills/Emergency Response Drills:

- **Sites are required to do a safety drill once per month.**
- If the drill is not documented there is no way to know it has been done.
- Safety Drill documentation must be sent in to the ASCC Office following each drill.
- Emergency response drills are designed to help Students and Staff know what to do in case of emergency.
- It requires the processes be duplicated each month so any new students, staff or Vendor will also know what to do and so young students have repetitive exposure.
- This is a SAFETY measure to inform Students, Staff and Vendors regarding proper emergency procedures.

Attendance Procedures:

- Before After School Childcare Program begins, pick up a copy of the Absentee Report and Checkout List from the school office.
- Record attendance daily as the roll is called by name.
- Review Absentee Report and Checkout List for any students that are not in attendance and should be.
 - If a student name(s) is not on the Absentee Report or Checkout List – immediately pull Registration Information for the student and contact parent(s) or guardian to verify location of the student.
- In the event a student cannot be located:
 - a) Contact the School Office and/or Principal
 - b) Contact the parent to see if child is with them.
 - b) Contact ASCC Coordinator, Cherry Penn
 - c) Contact Police as directed by Principal or ASCC Coordinator

Student Check-In Procedures:

During the school year, students will meet at a location designated by the Principal to transition into the Afterschool Care Program. If a summer program is offered, a parent/guardian must walk in and check their child into the Summer Program for “Check In” and “Check Out” each day.

Students Check-Out/Pick Up Procedures:

- As a safety precaution, Parents may NOT ENTER the building during Afterschool Childcare Program. A staff member will meet parent at the entrance to ASCC. Staff Member will call for student on Walkie Talkie, then request PIN # and enter it into the ipad or laptop for the parent. Parent or guardian will NOT touch ASCC iPad.
- All students MUST be checked out daily.
- If the person is unknown to you – politely request to see photo I.D. - compare the name on the photo I.D. with the persons approved to pick up student(s) on the Registration Form and compare the photo to the individual.
- Make sure the assigned pin number is given for use in EZ Childtrack Software. All approved individuals will have their own pin number. Pin numbers are not to be shared.
- If there is a custody issue, we must have a copy of the court order. Keep one copy at your site and forward original to ASCC office. (ASCC office will provide copy for Asst. Superintendent).
- In the afternoon, once a student leaves campus they cannot return to ASCC.

Securing the Site:

- Review with Staff: Location of exits and how to secure them, schedule for the afternoon and who leaves early, if/when needed.
- Review with STUDENTS:
 - Location of exits from the building which will be used
 - Location of ANY exits that may not be used without supervision
 - How to secure exits
 - What bathrooms will be utilized during ASCC.

Accidents and/or Incidents Reporting:

- In the event of an injury to a child or staff member, **Cherry Penn, Program Coordinator** must be notified immediately (251-379-3962) . An accident report must be completed. If injury consist of any of the following:
Dislocation Fracture Poisoning Puncture Shock Sprain
- Call ASCC RN to notify her of any accident requiring a call to parent– cell #605-4581.
- Ensure that all incidents/accidents and any formal disciplinary measures taken are reported.
- If student injury consists of dislocation/fracture/poisoning/puncture/shock/sprain–follow up contact with parents should be made by the Site Manager to find out how student is recovering.
- This includes injuries to or unacceptable behavior by any staff member.

Behavior/Discipline/Suspension:

- **Document all noteworthy incidents.** Noteworthy incidents may include behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, willful destruction of property, or that ignores or disobeys program rules.
- Site Manager or Staff should use the Notice of Student Incident form to document all noteworthy incidents. Reasonable efforts should be made to assist the child in making adjustments as needed.
- Disruptive behavior should be dealt with in a fair and consistent manner including:
 - Follow Discipline Actions as set forth in Staff and Parent Handbooks.
 - Document behavioral issues on Student Incident Form. Copy should be kept in site file and original is sent to ASCC Office in Bay Minette.
 - Dismissal/Suspension of the child from the program; (Site Manager will first contact Cherry Penn, ASCC Program Coordinator or Renee Carter, Dean of Academics, to receive authorization to dismiss or suspend a student.)
 - If the behavior problem continues after the child returns from suspension, discharging student from the program permanently is an option. (Again, this must be authorized **in advance** by ASCC Program Coordinator and Dean of Academics.)
- Copies of documentation of incidents cannot be provided to parents/guardians. All documents concerning an incident are considered “Student Records” and are protected by the Student Privacy Act. They will become a part of the students’ permanent record; which can only be viewed by administrators.
- Before you Suspend- Contact ASCC Coordinator. If suspending for non-payment of fees - You cannot suspend without notifying the primary account holder. If they have not been notified- they are NOT suspended. Never notify in front of students.

Discipline/Dismissal/Suspension-Actions:

An “**offense**” shall be any incident resulting in a Student Incident Form being completed.

Because children are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, involves willful destruction of property, or that which ignores or disobeys program rules.

If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments. Disruptive behavior will be dealt with in a fair and consistent manner including:

- Corporal punishment is never used by After School Childcare Program staff.
- Implementation of an in-house discipline procedure; i.e. "time-out;" Notifying the parents of his/her child's unacceptable behavior;

- Following the first (1) offense (“offense” shall be any incident resulting in a Notice of Student Behavioral Incident Form being completed), the student will be separated from the group and taken to a designated area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign-out from the program that day; Check incident #1.
- Following the second (2) offense, a discussion by Site Manager and parents is required before the student will be considered for re-admission to regular activities. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign-out from the program that day; Check incident # 2.
- Following the third (3) offense, the behavior of the student will be discussed with the parent/legal guardian. The School Principal will be notified. Parents will be notified with the Notice of Student Behavioral Incident form at time of pickup or sign-out from the program that day. The parent will be notified that suspension will be forthcoming if behavior is not rectified. Date of impending suspension will be reflected on the third Student Behavioral Incident form. Check incident # 3. Suspension may be for 1 to 5 days.
- Following re-admission to the Program, if the student again receives disciplinary action the student may be permanently dismissed or receive an additional suspension from the After School Childcare Program based on guidance from Program Coordinator.
- Parents must sign off on at least three Student Incident forms before they are considered for suspension. Then, ASCC Coordinator must have copies of those forms in ASCC office and have discussed the issue with the Site Manager, prior to the decision of suspension being made; the Principal will also be notified. Parent should then receive a Notice of Pending Suspension form with dates the child will be suspended should his/her behavior continue to be a problem. If another incident occurs, parents will receive a Notice of Suspension form with the effective date of suspension.
- .
- **Notwithstanding the foregoing, the After School Childcare Program Coordinator or School Principal may at any time, at his or her sole discretion, permanently dismiss a student from the After School Childcare Program should a student’s conduct merit dismissal.**

STUDENT PROCEDURES

Changing locations with groups of students:

Before After School Childcare Program begins - Attendance Sheets should be prepared by grade or group. Copies should be made of the roll to distribute to each group (use of a clipboard is recommended).

- Each Worker will then have an Attendance Sheet for the students under their supervision.
- Worker will call roll for the group that will be leaving the primary ASCC location.
- The total number of students leaving the primary ASCC location will be logged at the bottom of the Attendance Sheet that will accompany the group to the new location.

- If students are escorted back to the primary ASCC location it will be marked on the Attendance Sheet.
- Roll will be called in preparation for leaving the non-primary ASCC location all students must be accounted for; also the number of children present will be compared with the number of students designated at the bottom of the Attendance Sheet. One ASCC worker should be at the front of the line and another at the end of the line of students returning to the primary ASCC location.

Restroom Procedures:

- Only small groups of students should be taken to the restroom at a time.
- Plan how and where students will go to the restroom with social distancing.
- A staff member must supervise students to and from the restroom. Review your plan with the students.
- Count the number of students in your small group that will be taken to the restroom.
- Make sure all students return to the primary ASCC location.
- Students must use an interior or nearby restroom (within sight) always under the supervision of a staff member – never alone or unsupervised.
- When one group returns from the restroom the same procedures must be followed for each additional group of students being taken to the restroom.

ALABAMA EDUCATOR CODE OF ETHICS

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator

- unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer. Refusing to perform services required by the contract.

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty(60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards, or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension,

revocation, or denial of certificates. “Certificate” refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16–23–5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual’s certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9.
- Order from a court of competent jurisdiction.
- Violation of any other laws or rules applicable to the profession.
- Any other good and sufficient cause.

An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.

COMPLAINT OR REVIEW OF INCIDENT PROCEDURES

In the event of a complaint or request for review of an incident the initial contact should be made with the After School Childcare Program Site Manager. After the incident or complaint has been discussed, the Site Manager will forward documentation to the Program Coordinator. Upon receiving the written documentation, the Program Coordinator will contact the Site Manager to review the complaint/request. The Program Coordinator will contact the person who instigated the process and discuss the documentation to be certain all issues have been satisfactorily addressed. If agreeable resolution has not been obtained the Program Coordinator will apprise the Dean of Academics who will direct any further address of the complaint/request process. If resolution of the issue(s) is not reached by the Dean of Academics the complaint/request may then be appealed to the Board of Directors for the Baldwin County Board of Education.

PROHIBITING HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of the Baldwin County Board of Education (the “Board”) to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The Board prohibits any form of religious, racial or sexual harassment or violence.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Board to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race or religion as defined by this policy. (For purposes of this policy, school personnel include school board members, Board employees, agents, volunteers, contractors or persons subject to the supervision and control of the Board.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Board to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any student, teacher administrator or other school personnel.

The Board will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy. Disciplinary action may include: a warning, a verbal reprimand, a written reprimand, counseling, reassignment, suspension or termination.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to: (1) unwelcome verbal harassment or abuse, such as derogatory comments, jokes or slurs; (2) unwelcome pressure for sexual activity; (3) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property; (4) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; (5) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; (6) unwelcome behavior or words directed at an individual because of gender; or (7) derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

A. Racial Harassment Definition. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive working academic environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.

B. Religious Harassment Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.

C. Sexual Violence Definition. Sexual violence is a physical act, use of force, which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (3) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

D. Racial Violence Definition. Racial violence is a physical act or assault upon another because of, or in a manner reasonably related to, race.

E. Religious Violence Definition. Religious violence is a physical act or assault upon another because of, or in a manner reasonably related to, religion.

F. Assault Definition. Assault is: (1) an act done with intent to cause fear in another of immediate bodily harm or death; (2) the intentional infliction of or attempt to inflict bodily harm upon another; or (3) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, teacher, administrator or other school personnel of the Board, or any person with knowledge of conduct which

may constitute religious, racial or sexual harassment or violence toward a student, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate Board official designated by this policy. The Board encourages the reporting party or complainant to reduce all complaints to writing, but oral reports shall be considered complaints as well.

A. On Each Campus. The school principal or designee is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the campus level. In the event a principal appoints a designee, such designation should be conspicuously posted. Any adult Board personnel who receives a report of religious, racial or sexual harassment or violence shall inform the campus principal/designee immediately. The principal/designee may request, but may not insist upon, a written complaint. If the complainant or reporting party refuses to make or sign a written complaint, the principal/designee should carefully document the allegations in writing and record the date and circumstances of the interview. Failure to forward any harassment or violence report or complaint as provided herein, may result in disciplinary action against the principal/designee. If the complaint involves the campus principal/designee, the complaint shall be made or filed directly with the Superintendent or his/her designee by the reporting party or complainant. In the event the Superintendent appoints a designee, such designation should be conspicuously posted.

B. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

C. Use of formal reporting forms is not mandatory.

D. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action and to conform with any disclosure obligations.

IV. INVESTIGATION

A. By authority of the Board, the campus principal/designee, upon receipt of a report of complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by Board officials or by a third party as deemed appropriate under the circumstances.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, consideration should be given to the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. The investigation will be completed as soon as practicable. The investigator shall make a written report to the principal/designee upon completion of the investigation. If the complaint involves the principal/designee, the report may be filed directly with the Superintendent/designee. If the complaint involves the Superintendent/designee, the report may be filed directly with the School Board President. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

E. Upon receipt of a report, the recipient will take appropriate action or make an appropriate recommendation. Such action or recommendation may include, but is not limited to: a warning, a verbal reprimand, a written reprimand, counseling, reassignment, suspension or termination.

F. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant in accordance with state and federal law regarding data or records privacy.

V. REPRISAL

The Board will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Federal Office of Civil Rights, initiating civil action or seeking redress under state criminal

statutes and/or federal law.

VII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Alabama Law. If so, duties of mandatory reporting under Alabama Code Sections 16-1-24 and 26-14-1 may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

This policy shall be conspicuously posted in each school building in areas accessible to students and staff members.

- A. This policy shall appear in the student handbook
- B. The School District will develop a method of discussing this policy with students and employees.
- C. A copy of this policy shall be provided to every student, teacher, administrator or other school personnel of the Board. Each recipient, or their parent or guardian, shall sign an acknowledgement providing that they have received a copy of the Baldwin County Board of Education's Policy Prohibiting Harassment and Violence and that they have read and understand the policy.

(Revised Policy Board Approved: June 19, 2003)

AWARDS!

The Afterschool Childcare Program has a longstanding history of excellence in Baldwin County. The Afterschool Childcare Program in Baldwin County is the largest in the State of Alabama. Programs are staffed with amazing individuals as shown by the awards they have received. We continue to be **BALDWIN PROUD!**

2022: P. J. Sute, Principal, Magnolia School – Principal of the Year Award!



P. J. Sute (right) Principal at Magnolia School, receives Principal of the Year award. Presenting the award is Cindy Warner, ACEA President (left). Announcing the award for ACEA Conference (top) Felicia Simpson, Lead for Alabama Expanded Learning Alliance.

2021: Virtual Conference only due to covid

2020: Cherry Penn, Afterschool Programs Coordinator for Baldwin County, received the Dr. Terry Peterson Award. This award recognizes a Program Administrator located at Central Office, who oversees multiple programs with dedicated commitment to Community Education.

2019: Alabama Community Education Association began only giving State Awards this year. Lisa Hodges, Teacher of the Year Award.

2018: Eddie Tyler, Superintendent of the Year, Southern Region. Teresa Ostrowski, Robertsdale Elementary, Extended Day Director of the Year, Southern Region Award. Carmyn Tucker, Foley Elementary, Statewide Extended Day Teacher of the Year Award. Leigh Ann Glass, Elsanor Elementary, Extended Day Teacher of the Year Award. Miss Michaela Pugh, Elsanor Elementary, Extended Day Student Worker Award.

2017: Faye Sheppard, Principal, Robertsdale Elementary School - Principal of the Year, Southern Region Award. Michelle Henderson, Multi-Site Manager, Extended Day Director of the Year, Southern Region Award. Melanie Stout, Afterschool Teacher, Elberta Elementary, Statewide Extended Day Teacher of the Year Award. Miss Kristen Plato, Student Worker at Robertsdale Elementary, Statewide Extended Day Student Worker of the Year Award.

2016: Keri Shofner, Principal, Delta Elementary School, State of Alabama Principal of the Year Award. Kathy McMillan, CCLC Site Manager, Elsanor Elementary - Extended Day Director of the Year, Southern Region Award. Jerry Ellis and Gary Klussman, Volunteers at Gulf Shores Elementary CCLC-Volunteer of the Year Awards.

2015: Terry Beasley, Principal, Fairhope Elementary School, State of Alabama Principal of the Year Award. Crystal McKenzie, Site Manager, Elberta Elementary, Extended Day Director of the Year, Southern Region Award. Michele Hall, Site Manager, Baldwin County High School, Peggy Spain McDonald Bright Idea Award.

2014: Mark Pumphrey, Principal, Summerdale School -State of Alabama Principal of the Year Award. Rhonda Cryar, Site Manager at Bay Minette Middle School -Extended Day Director of the Year Award, Southern Region Award. Jimmy Ellis, Volunteer at Fairhope Intermediate School, Volunteer of the Year Award. Elsanor Elementary – The Bob Ritchey Go Green Award.

2013: Valerie Jones, Site Manager, Stapleton Elementary, Extended Day Director, Southern Region Award. Charlotte Beasley, Principal, Stapleton Elementary, Principal of the Year, Southern Region Award.

2012: Donna Byrd, Site Manager, Loxley Elementary, State of Alabama Extended Day Director of the Year Award. Dr. Bill Lawrence, Principal, Foley Elementary, Principal of the Year, Southern Region Award.

2011: Jessica Owens, Site Manager, Pine Grove Elementary, State of Alabama Extended Day Director of the Year Award. Julie Pierce, Principal, Gulf Shores Elementary, Principal of the Year,

Southern Region Award. Cherry Penn, After School Programs Coordinator, Charles Stewart Mott Award.

- 2010:** Sharry McDill-State of Alabama Extended Day, Director of the Year Award. Scott Langham-State of Alabama Principal of the Year Award.
- 2009:** Stephanie Johnson-Extended Day Director of the Year, Southern Region Award. Robert Owen - Principal of the Year, Southern Region Award.
- 2008:** Linda Williams -State Extended Day Director of the Year Award. Miss Heather Scott-Volunteer of the Year Award.
- 2007:** Martha Rabon- Principal of the Year, Southern Region Award. Roxanne Delatte -Extended Day Director of the Year, Southern Region Award.
- 2006:** Baldwin County Community Education received Award - Honorable Mention for Parent Awareness Fair. Dr. Connie Jo Williams, Principal of the Year, Southern Region Award. Brenda Acreman - Extended Day Director of the Year, Southern Region Award.
- 2005:** Baldwin County Community Education receives Charles Stewart Mott Award for contributions and support to children and families after Hurricane Ivan. Lee Mansell- Principal of the Year, Southern Region. Carolyn Moseley, Extended Day Director of the Year, Southern Region Award.
- 2004:** Dr. Faron Hollinger – Superintendent of the Year Award. Patrice Harris – Principal of the Year Award. Holly Morgan – State Extended Day Director of the Year Award.

Afterschool Care is a member of the *Alabama Expanded Learning Alliance* which serves all Afterschool Programs in Alabama.



After School Care Program Locations: 2022-2023

Bay Minette Elementary	Belforest Elementary	Daphne East Elementary
Daphne Elementary	Delta Elementary	Elberta Elementary
Elsanor Elementary	Fairhope Elementary West	Foley Elementary
Fairhope Elementary East	Fairhope High	Loxley Elementary
Mathis Elementary	Magnolia School	J. Larry Newton Elementary
Perdido K-8	Pine Grove Elementary	Robertsdale Elementary
Rockwell Elementary	Rosinton Elementary	Silverhill Elementary
Spanish Fort Elementary	Stapleton Elementary	Stonebridge Elementary
Summerdale K-8	W. J. Carroll Intermediate	



**After School Care Program (ASC)
600 Blackburn Avenue
Bay Minette, AL 36507**

(251) 580-0678 – ASCC Office

(251) 379-3962 – ASCC Cell #

(251) 580-2969 - Fax for ASCC

(251) 970-7322 – Dean of Academics

(251) 937-0306 – Central Office Switchboard

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