

Eddie Tyler
Superintendent

2600 North Hand Avenue
Bay Minette, AL 36507
(251) 937-0306
www.bcbe.org



2023-2024 Employee Handbook

Equal Opportunity Statement

It is the official policy of the Baldwin County Board of Education that no person, shall on the grounds of race, color, disability, sex, religion, national origin, age or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Table of Contents



- Page 2 – Statement
- Page 3 – Baldwin County Public Schools
- Page 4 – Central Office Key Contacts
- Page 7 – Payroll Information
- Page 8 – Employee Self Service Portal
- Page 9 – 403b Plan
- Page 10 – Benefits Information
- Page 11 – Employee Leave Information
- Page 17 – Family Medical Leave Act (FMLA)
- Page 19 – Public Education Employees’ Health Insurance Plan (PEEHIP)
- Page 21 – Employee Assistance Program
- Page 28 – Educator Code of Ethics
- Page 32 – Employee Qualifications and Duties & Work Schedules
- Page 33 – Professional Development, Voluntary Transfers, Outside Employment & Political Activity
- Page 34 – Employee Conflicts of Interest & Employee Gifts
- Page 35 – Alabama Ethics Law: Guidelines for Public Employees
- Page 36 – Safe Schools Policy
- Page 38 – Drug and Alcohol Testing of Safety Sensitive Employees & Searches
- Page 39 – Internet Safety & Use of Technology
- Page 40 – Technology Acceptable Usage Agreement (AUA)
- Page 47 – Employee Evaluations
- Page 48 – Sexual Harassment
- Page 50 – Complaints and Grievances
- Page 51 – Guidelines for Fulfilling TEAMS Flex Day Requirements
- Page 52 – Time System Guidelines and Procedures Employee Evaluation
- Page 55- School Calendar
- Page 56 – Employee Work Calendars
- Page 65 – Drug Free Workplace
- Page 67 – Bullying, Harassment, Violence, Suicide Awareness Prevention
- Page 72 –Child Sexual Abuse Prevention
- Page 73 – Address and Name Change Form
- Page 74 – Transportation
- Page 78 – Child Nutrition Program
- Page 83 – Facilities and Maintenance

Mission Statement

In partnership with the community, the Baldwin County Public Schools' mission is to prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.

Vision Statement

Our vision is to foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.

Equal Employment Opportunity

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference.

Baldwin County Public Schools

School	Principal	Address	City	Zip	Grades	Phone
Baldwin County High	Mr. Richard Paul	1 Tiger Drive	Bay Minette	36507	9-12	937-2341
Baldwin County Virtual Sec	Ms. Holly Resmondo	605 U.S. Hwy. 98	Daphne	36526	7-12	607-5622
Bay Minette Elementary	Ms. Allyson Maxwell	800 Blackburn Ave	Bay Minette	36507	Pre K-6	937-7651
Bay Minette Middle	Ms. Lisa Creps	1311 W 13 th St	Bay Minette	36507	7-8	580-2960
Belforest Elementary	Mr. Jonathan Ellis	11364 Co Rd 64	Daphne	36526	K-6	607-5624
C. F. Taylor Alternative	Dr. Zach Wigstrom	19150 Wilters St	Robertsdale	36567	6-12	970-4415
Central Baldwin Middle	Mr. Phillip Fountain	P.O. Box 930	Robertsdale	36567	7-8	947-2327
Daphne Elementary	TBD	2307 Main St	Daphne	36526	Pre K-6	626-2424
Daphne East Elementary	Mr. Mark Doherty	26651 County Rd 13	Daphne	36526	K-6	626-1663
Daphne Middle	Mr. Kerry Edwards	#1 Jody Davis Cr	Daphne	36526	7-8	626-2845
Daphne High	Mr. Fletcher Comer	9300 Champions Way	Daphne	36526	9-12	626-8787
Delta Elementary	Ms. Jennifer Middleton	10251 White House Rd Ext	Bay Minette	36507	Pre K-6	937-3657
Elberta Elementary	Ms. Torrey Berry	25820 Hwy 98	Elberta	36530	Pre K-6	986-5888
Elberta High	Mr. Branton Bailey	13366 Illinois St	Elberta	36530	9-12	986-8284
Elberta Middle	Ms. Catharine White	13355 Main St	Elberta	36530	7-8	986-8127
Elsanor Elementary	Ms. Charlotte Koen Gray	23440 U.S. Hwy 90	Robertsdale	36567	Pre K-6	947-5401
Fairhope West Elementary	Ms. Jennifer Breazeale	408 N Section St	Fairhope	36532	K-6	928-8400
Fairhope East Elementary	Ms. Christina Stacey	20698 Bishop Rd	Fairhope	36532	K-6	928-7841
Fairhope Middle	Ms. Angie Hall	Two Pirate Dr	Fairhope	36532	7-8	928-2573
Fairhope High	Mr. Jon Cardwell	1 Pirate Dr	Fairhope	36532	9-12	928-8309
Florence B. Mathis Elem	Dr. Shannon McCurdy	600 9 th Avenue	Foley	36535	Pre K-6	943-1244
Foley Elementary	Ms. Brooke Waters	450 N Cedar St	Foley	36535	Pre K-6	943-8861
Foley Middle	Ms. Ashley McNair	200 N Oak St	Foley	36535	7-8	943-1255
Foley High	Ms. Jessica Webb	1 Pride Place	Foley	36535	9-12	943-2221
J. Larry Newton	Ms. Tonya Harrelson	9761 Co Rd 32	Fairhope	36532	Pre K-6	990-3858
Loxley Elementary	Ms. Gina McClure	4999 S Magnolia St	Loxley	36551	Pre K-6	964-5334
Magnolia School	Ms. P.J. Sute	1 Jaguar Loop	Foley	36535	Pre K-6	965-6200
North Bald Ctr for Tech	Mr. Adam Sealy	505 Dr. Martin Luther King Blvd	Bay Minette	36507	9-12	937-6751
Perdido Elem/Middle	Mr. Phillip Stewart	23589 Co Rd 47	Perdido	36562	Pre K-8	937-8456
Pine Grove Elementary	Dr. Pamela Moorner	43980 Pine Grove Rd	Bay Minette	36507	Pre K-6	937-0453
Robertsdale Elementary	Dr. Thomas Duncan	1 Cub Drive	Robertsdale	36567	Pre K-6	947-4003
Robertsdale High	Mr. William White	P.O. Box 69	Robertsdale	36567	9-12	947-4154
Rockwell Elementary	Mr. Robert Owen	10183 U S Hwy 31	Spanish Fort	36527	K-5	626-5528
Rosinton Elementary	Mr. Andy Benton	19757 Co Rd 64	Robertsdale	36567	Pre K-6	964-5210
Silverhill Elementary	Ms. Wendy Rodgers	P.O. Drawer 190	Silverhill	36576	Pre K-6	945-5188
South Bald Ctr for Tech	Mr. Adam Sealy	19200 Carolina St	Robertsdale	36567	9-12	947-5041
Spanish Fort Elementary	Ms. Rachel Guy	30900 St Hwy 225	Spanish Fort	36527	K-5	626-9751
Spanish Fort Middle	Ms. Leslie Wheeler	33899 Jimmy Faulkner Dr	Spanish Fort	36527	6-8	625-3271
Spanish Fort High	Dr. Shannon Smith	1 Plaza de Toros	Spanish Fort	36527	9-12	625-3259
Stapleton Elementary	Mr. Jim Perry	35480 Harriot Ave	Stapleton	36578	Pre K-6	937-2038
Stonebridge Elementary	Ms. Misty Wilkinson	12750 Bedrock Blvd	Loxley	36527	K-6	625-3280
Summerdale Elem/Middle	Ms. Rebecca Ducote	P.O. Box 9	Summerdale	36580	Pre K-8	989-6850
Swift Elementary	TBD	6330 Bon Secour Hwy	Bon Secour	36511	Pre K-6	949-6422
W.J. Carroll Intermediate	Ms. Dana Bottoms	1000 Main St	Daphne	36526	4-6	626-0277
The Academy at FHP Airport	Mr. Kendall Mowdy	8600-C County Road 32	Fairhope	36532	10-12	929-7378

Central Office Key Contacts

Superintendent

Contact	Position	Phone Number	Email Address
Eddie Tyler	Superintendent	251-937-0313	etyler@bcbe.org
Louise Coe	Administrative Assistant	251-937-0313	lcoe@bcbe.org
Legal Counsel			
Sarah Young	General Legal Counsel	251-937-0327	syoung@bcbe.org
Brady Hall	Legal Assistant	251-937-0327	kbhall@bcbe.org
Assistant Superintendent			
Joseph Sharp	Secondary	251-970-7322	jsharp@bcbe.org
Renee Carter	Elementary	251-970-7322	prcarter@bcbe.org
Karen Daniel	Administrative Secretary	251-970-7322	kdaniel@bcbe.org
Marty McRae	Athletics/Security/Student Services	251-937-0310	mmcrae@bcbe.org
April Salter	Administrative Secretary- Security and Student Services	251-937-0310	asanks@bcbe.org
Shelia Janes	Administrative Secretary- Athletics	251-937-0308	sjanes@bcbe.org

Human Resources

Contact	Position	Phone Number	Email Address
Tiffany Wilson	Director	251-580-1831	tawilson@bcbe.org
Starla Allen	Administrative Secretary	251-580-1831	sbyrd@bcbe.org
Angie Cooke	Coordinator	251-937-0306	acooke@bcbe.org
Benita Battle	Coordinator	251-937-0306	bbattle@bcbe.org
Keith Kizer	Coordinator	251-937-0306	rkizer@bcbe.org
Jonathan Crawford	Supervisor	251-937-0306	jcrawford@bcbe.org
Marsha Howard	Certification/Advertisement Requests	251-239-4331	mhoward1@bcbe.org
Michelle Wagonseller	Certification	251-239-4332	mwagonseller@bcbe.org
Mona Boyington	Extra Work Agreements/Experience Verifications	251-937-0392	mboyington@bcbe.org
Brittany Morgan	Leaves of Absence/Employee Files/Employee Handbooks	251-580-1672	bmorgan@bcbe.org
Crystal Dixon	Salary Placement/New Hires	251-239-4334	cdixon@bcbe.org
Gail King	Certified Applicants	251-239-4326	gking@bcbe.org
Felicia Lambert	Classified Applicants	251-580-1912	flambert@bcbe.org
Rebecca Wilson	Substitutes	251-239-4323	rodom@bcbe.org
Maria Seidenstucker	Receptionist/Employee ID Badges/Change of Name and Address	251-937-0306	mseidenstucker@bcbe.org
Amanda Barber	Occupational Health RN/Medical Leaves of Absence	251-350-9111	abarber@bcbe.org

Business & Finance

Contact	Position	Phone Number	Email Address
John Wilson	Chief School Financial Officer	251-937-0312	jwilson@bcbe.org
Lisa Rials	Coordinator Accounting	251-937-0320	lrials@bcbe.org
Joanne Cox	Administrative Secretary	251-937-0312	jcox1@bcbe.org
Patsy Chastang	Accounts Payable Supervisor	251-580-1914	pchastang@bcbe.org
Eric Neumann	Accounts Payable Manager	251-937-0319	evneumann@bcbe.org

Payroll & Benefits			
Kourtney O'Brien	Coordinator	251-239-4330	kobrien@bcbe.org
Brooke Ward	Supervisor	251-580-1613	bward@bcbe.org
Gretchen Lang	Insurance/Payroll	251-580-1670	glang@bcbe.org
Darlene Harville	Payroll	251-580-2512	dharville@bcbe.org
Manky Jeffers	Payroll	251-580-1880	mjeffers@bcbe.org
Debra Fallo	Payroll	251-239-4335	dfallo@bcbe.org

Prevention and Support Services

Contact	Position	Phone Number	Email Address
Marty McRae	Assistant Superintendent	251-937-0310	mmcrae@bcbe.org
Patrice Davis	Coordinator	251-972-8550	pdavis@bcbe.org
Brenda Moss	Central Office Secretary	251-972-8550	bmoss@bcbe.org
Alison Rudd	Health Services Coordinator	251-239-4327	arudd@bcbe.org
April Salter	Administrative Secretary	251-937-0310	asanks@bcbe.org
Denita Hill	Supervisor	251-580-1661	dhill@bcbe.org
Eric Smith	Drop Out Prevention Supervisor	251-972-6838	esmith1@bcbe.org

Communications

Contact	Position	Phone Number	Email Address
Chasity Riddick	Communications Coordinator	251-970-4433	criddick@bcbe.org
Danielle Ludlow	Digital Design Specialist	251-970-4433	dludlow@bcbe.org
Brook Jordan	Communications Specialist	251-970-4433	bjordan@bcbe.org

Curriculum & Instruction

Contact	Position	Phone Number	Email Address
Renee Carter	Assistant Superintendent- Elementary	251-970-7322	prcarter@bcbe.org
Joseph Sharp	Assistant Superintendent- Secondary	251-970-7322	jsharp@bcbe.org
Cynthia Lee	Professional Development	251-972-8567	clee@bcbe.org
Elementary Education			
Rebecca Turner	Elementary Coordinator	251-970-7322	blturner@bcbe.org
Rita White	Administrative Secretary	251-970-7322	rwhite@bcbe.org
Julie Jackson	Elementary Supervisor	251-970-7322	jsjackson@bcbe.org
Melissa Robertson	Elementary Supervisor	251-970-7322	mrobertspn@bcbe.org
Melanie Matthews	Elementary Supervisor	251-970-7322	mmatthews@bcbe.org
Janea Watson	Elementary Supervisor	251-970-7322	jwatson@bcbe.org
Secondary Education			
Tom Hartner	Secondary Coordinator	251-970-7322	thartner@bcbe.org
Lee Havel	Administrative Secretary	251-970-7322	lhavel@bcbe.org
Cindy Wilson	Secondary Supervisor	251-970-7322	cwilson1@bcbe.org
Tiffany Goldschmidt	Secondary Supervisor	251-970-7322	tgoldschmidt@bcbe.org
Scotty Keenan	Secondary Supervisor	251-970-7322	skeenan@bcbe.org
Amelia Plunkett	Supervisor Fine Arts	251-970-7322	aplunkett@bcbe.org
Mitchell Pinkston	Secondary Supervisor	251-970-7322	mpinkston@bcbe.org
Career & Technical Ed			
Kendall Mowdy	Career Tech Coordinator	251-970-7322	kmowdy@bcbe.org
Eric West	Career Tech Coordinator	251-970-7322	ewest@bcbe.org
Shirley Carpenter	Administrative Secretary	251-970-7322	scarpenter@bcbe.org

Federal Programs			
Ashley Clolinger	Federal Programs Coordinator	251-970-7322	awclolinger@bcbe.org
Jennifer Bedgood	Federal Programs Supervisor	251-970-7322	jbedgood@bcbe.org
Stephanie Montiel	ESL Supervisor	251-970-7322	smontiel@bcbe.org
Shelaine Rider	Administrative Secretary	251-970-7322	swrider@bcbe.org
Jacquelin Helms	After School Child Care Coordinator	251-580-0678	jhelms1@bcbe.org
Kathy Nichol	Supervisor Gifted/ESL	251-972-6858	knichol@bcbe.org
Wendy Morgan	Central Office Secretary	251-672-6858	wmorgan@bcbe.org
Special Services			
Dawn Frenette	Special Services Coordinator	251-972-6860	dfrenette@bcbe.org
Terri Gates	Administrative Secretary	251-972-6860	tgates@bcbe.org
Betsy Dunn	Central Office Secretary	251-972-6852	edunn@bcbe.org
Jennifer Cook	Special Services Supervisor	251-972-6852	jcook@bcbe.org
Leigh Ann McPherson	Special Services Supervisor	251-972-6852	lmcperson@bcbe.org
Natasha Kelly	Special Services Supervisor	251-972-6852	nkelly@bcbe.org

Transportation

Contact	Position	Phone Number	Email Address
TBD	Transportation Coordinator	251-580-1894	@bcbe.org
Johnelle Kelley	Administrative Secretary	251-580-1604	jkelly@bcbe.org

Facilities & Maintenance

Contact	Position	Phone Number	Email Address
Frank Boatwright, Jr	F&M Director	251-970-4405	fboatwright1@bcbe.org
Randy Sanks	F&M Coordinator	251-970-4405	rsanks@bcbe.org
Tim Bowling	F&M Coordinator	251-970-4405	tbowling@bcbe.org
Jason Porter	F&M Supervisor	251-970-4405	jporter@bcbe.org
Jeremy Odom	F&M North Supervisor	251-580-1842	jodom@bcbe.org
Darrin Gardner	F&M South Supervisor	251-580-1842	ddgardner@bcbe.org
Chase Middleton	F&M North Foreman	251-970-4405	wmiddleton@bcbe.org
Trevor Webb	F&M South Foreman	251-970-4405	twebb@bcbe.org
Jamie Boatwright	Administrative Secretary	251-580-1842	jmboatwright@bcbe.org

Educational Technology

Contact	Position	Phone Number	Email Address
David Besancon	Chief Technology Officer	251-972-6850	dbesancon@bcbe.org
Deborah Burgett	Central Office Secretary	251-972-6850	dburgett@bcbe.org
Susanne Joiner	Administrative Secretary	251-972-6850	sjoiner@bcbe.org

Child Nutrition Program

Contact	Position	Phone Number	Email Address
Erin Miller	CNP Coordinator	251-970-4402	emiller@bcbe.org
Sherry Walls	Central Office Secretary	251-970-4402	swalls@bcbe.org

Payroll

The Payroll Department processes all payrolls, payroll deductions, garnishments, W-2's, tax withholding deposits, direct deposits, retirement related functions, etc. and other benefits for the Baldwin County Board of Education.

Payroll Checks – Payroll checks are issued once a month for all support employees and once a month for certificated employees. Employees who are hired in August have the option to elect 12 or 13 payments.

Mandatory Deductions - Federal/State Income Taxes: Deductions are withheld based on information provided by the employee on Forms W-4 and A-4.

Social Security/Medicare: Deductions are withheld as required by law.

Retirement: Deductions are withheld based on current State requirements.

Voluntary Deductions – Medical Insurance: Deductions are based on information that is provided to PEEHIP on new enrollment forms or change forms. This can also be coordinated by the Insurance Specialist.

Dues: Dues for organizations that are an approved payroll deduction are deducted each year starting in September and ending in August. Once dues become a payroll deduction, they continue each year unless cancelled in writing prior to September 15th. Upon an employee's termination, amounts owed for the remainder of the year will be deducted from final pay.

Baldwin County Federal Credit Union: This is the only bank available for deductions from the employee's paycheck.

Deferred Compensation Plans: Federal and State tax-sheltered (457 and 403b) deductions for Deferred Compensation Plans are available to all employees. Details are furnished upon request.

Direct Deposit – Direct Deposit of payroll is mandatory for all employees of the system. Notify the Payroll Department immediately if there is a change in banks and/or account is closed. Give sufficient time to make the change in payroll before the old account is closed.

Change of Address – Any address change should be completed on the Change of Name and/or Address form and forwarded to the Human Resources Department to ensure that payroll information arrives in a timely manner. The Change of Name and/or Address form can be found on the Baldwin County Public School website at www.bcbe.org.

Also, any change of address needs to be reported to the Teachers Retirement System. A form is available online at www.rsa-al.gov to report this change.

Name Changes – Any name changes should be submitted on the Change of Name and/or Address form and forwarded to the Human Resources Department. A copy of the new Social Security card showing your name change must accompany the form. The Change of Name and/or Address form can be found on the Baldwin County Public Schools website at www.bcbe.org.

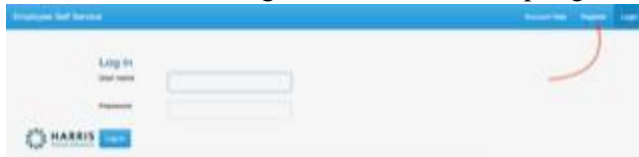


The Employee Self Service Portal (ESS)

The ESS portal allows for viewing and printing of: earnings summaries, past check stubs, W-2s, and other important payroll documents. All features are accessible from any device that is connected to the internet by completing the following steps:

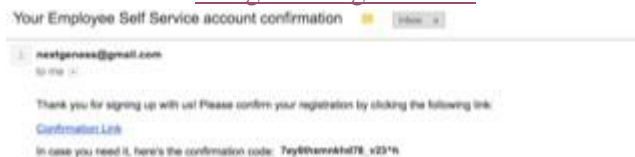
Click the following link: <https://ess.bcbe.org/EmployeeSelfService>

1. Click the “Register” button in the top, right-hand corner of the page.



2. Complete the form that is presented to you. You can choose your own username. For the email field, you may use your personal email account. You do not have to register with your bcbe.org account. In fact, it is **HIGHLY ENCOURAGED** that you use a personal email account as you may need and/or want access to the portal following your tenure as a BCBE employee. All fields on this page are required. Your social security number and employee number are needed to validate who you are.

3. After clicking the register button, you will receive a confirmation link via email to the account that you provided on the registration form. The email will come from the following address: nextgeness@gmail.com



4. Click the confirmation link and log in with the username and password that you set on the registration page.
5. For instructions on how to use the portal, click here: <https://www.bcbe.org/essportal>

403(b) Plan Eligibility Announcement to Employees

To: All Eligible Employees

Date: 06/10/2021

Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by:

Baldwin County Schools
(Employer)

In compliance with Internal Revenue Service (“IRS”) Universal Availability requirements, we are pleased to offer eligible employees the opportunity to voluntarily save for retirement by participating in the 403(b) Plan (“the Plan”). All employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the Plan, except for those who are specifically excluded by the Plan.

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plan’s approved Investment Providers and completing a salary reduction agreement to make pre-tax contributions or (if permitted by the Plan) Roth 403(b) after-tax contributions.

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of includable compensation or the annual limitations set by the IRS. For the 2021 tax year, the annual contribution limit is \$19,500 with a catch-up contribution of up to \$6,500 for employees that are age 50 or older. If permitted in the Plan, you may also qualify for an additional catch-up contribution of up to \$3,000 if you have completed 15 years of service or more with the school district. To determine the amount of additional catch-up, a Maximum Allowable Contribution (MAC) worksheet must be completed with your sales agent and returned to the payroll department along with a completed salary reduction agreement for approval.

Please be aware that if you participate in more than one 403(b) Plan or another qualified Plan such as a 401(k), you will be responsible for tracking and reporting the amount of your total contributions to the school district so you do not exceed the annual contribution limitation as permitted by the IRS.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan’s rules and all IRS regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not limited to, (1) exclusions to participation, (2) Plan distribution/transfer/rollover rules, and (3) a list of the Plan’s approved Investment Providers, please contact the school district. You may also contact our administrative services provider, AFPlanServ, by calling 866-560-6415 or by sending an email to WG-Annuity-AF-PlanServ@americanfidelity.com.

For information about specific 403(b) investment products offered by each of our Plan’s approved Providers, it will be the employee’s responsibility to contact each company directly.

Please contact the school district if you have questions regarding this Notice and/or if you would like to participate in the Plan.



BENEFITS

Baldwin County Public Schools

Insurance Coverage:

Superior Vision: A vision service with In-Network Benefits that include one exam per year for each individual on plan. Frame allowance issued every other year. For More Information contact the BCBE Benefits Department at (251) 580-1670.

PEEHIP: Hospital Medical, Supplemental Medical and Optional Plans- (cancer, dental, indemnity, vision) administered by the Retirement Systems of Alabama. Enrollment must be completed within 30 days of hire date or during the open enrollment period from July 1st-August 31st of each plan year. For more information and coverage comparisons please refer to www.rsa-al.gov/peehip or contact the BCBE Benefits Department at (251) 580-1670.

Important Numbers:

Public Education Employee's Health Insurance Plan (PEEHIP):

Customer Service: (877) 517-0020

Fax: (877) 517-0021

Website: www.rsa-al.gov

Blue Cross Blue Shield of Alabama:

Customer Service: (800) 327-3994

Preadmission Certification: (800) 248-2342

Flexible Benefits: (800) 213-7930

Baby Yourself: (800) 222-4379

Website: www.bcbsal.org/web/public/peehip

Express Scripts:

Customer Service : 24/7 1-800-363-9389

Pharmacy Help Desk : 1-800-922-1557

Physician's Help Desk : 1-800-211-1456

<https://express-scripts.com>

VIVA:

Customer Service: (800) 294-7780

Website: www.vivahealth.com/PEE-HIP

Southland Benefit Solutions:

Customer Service: (800) 476-3010

Website: www.southlandbenefit.com



Additional Benefits:

American Fidelity Assurance

Company:

Accident, Cancer, Disability, Flexible Spending Accounts for Medical and Dependent Care, Life, and Long Term Care.

Contact: Ed Ford (251) 599-1106

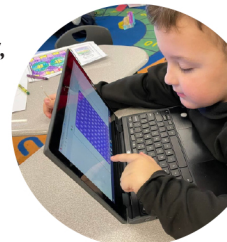
Email: ed.ford@americanfidelity.com

AFLAC:

Accident, Cancer, Disability, Hospital Indemnity, Critical Illness and Life

Contact: Ann Hartwell (251) 625-3004

Email: ann_hartwell@us.aflac.com



Collateral Educator Services:

Accident, Cancer, Critical Illness, Long Term

Care, Life, Canopy Vision, Disability, Canopy Dental

Contact: Edwin Cooley (256) 302-2592

Email: ecooley@servingeducators.com

Colonial Life:

Accident, Cancer, Critical Illness, Disability and Life.

Contact: Contact: Lewis Brock (251) 680-1848

Email: lewis.brock@coloniallifesales.com

Legal Shield:

A Pre-Paid Legal Service.

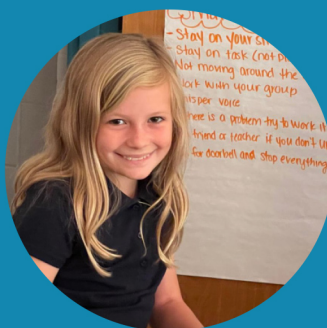
Contact Karen McDowell (601) 720-7270

Email: karenmcdowell@gmail.com

New York Life Insurance:

Offers an array of Life Insurance products.

Contact: Craig Helms at (251) 937-6954.



Do you have Benefits Questions:

Contact:

Baldwin County Public Schools
2600 Hand Ave.,

Bay Minette, Alabama 36507

Phone: (251) 580-1670

Email: glang@bcbe.org



Investments:

American Fidelity Assurance Company: A 403(b) Tax Sheltered Annuity Account. Contact: Ed Ford at (205) 987-0950.

College Counts: A 529 College Savings Plan sponsored by the state of Alabama which includes some tax incentives. Contact: Julia Ham at (205) 967-8974.

RSA-1: A 457 Tax Sheltered Annuity Account offered by the Teachers Retirement Systems of Alabama. Contact: (877) 517-0020.

VALIC: VALIC offers 403(b) and 457 Tax Sheltered Annuity Accounts. Both accounts are pre-taxed supplemental retirement plans. Contact: Julia Ham at (205) 967-8974.

ValuTeachers: ValuTeachers offers 403(b) and 457 Tax Sheltered Annuity Accounts. Contact: Brandon Holmes at (804) 920-4880.

Employee Leave

Absences – Except as otherwise authorized by Board policy, employees may be absent from work only in the following circumstances:

- a. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
- b. Personal Leave;
- c. Annual Leave;
- d. Professional Leave;
- e. Military Leave;
- f. Court Leave;
- g. Other unpaid leave that is specifically approved by the Board upon showing of substantial hardship or extraordinary circumstances, and/or unpaid leave allowed under applicable State or Federal law.

Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible.

Employees who have a foreseeable absence of two weeks or longer are required to request an official leave of absence for Board consideration. Leaves of absence, paid or unpaid, may be requested for up to one year. Leave of absence requests shall be approved on a case by case basis. No employee, except as otherwise provided under applicable law, is guaranteed or entitled to a leave of absence.

Leave of absence requests for medical reasons of an employee or an employee's spouse or family member must be supported by medical verification issued by the appropriate health care provider and include an expected date of return. The Board may require an employee who has taken leave due to medical reasons to provide the Board with a healthcare provider's certification in form acceptable to the Superintendent in order to return to work.

Employees are not allowed to take unpaid leave at their discretion. Unpaid leave is not allowed unless an employee obtains prior approval by the Board and/or unless unpaid leave is provided for under applicable State or Federal law.

Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Leaves or absences not covered by sick, annual, personal, or other appropriate form of paid leave will be unpaid. Associated reductions in pay will be administered in accordance with payroll procedures. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

Paid Sick Leave

- a. *Persons Eligible for Paid Sick Leave* – All regular full-time employees are eligible for paid sick leave.
- b. *Earning and Accumulation of Paid Sick Leave* – All eligible employees earn sick leave days at the rate provided for by state law. Eligible employees may accumulate sick leave as provided by state law.
- c. *Use of Sick Leave.* – Eligible employees may only use paid sick leave for absences caused by the following:
 - a. Personal illness;
 - b. Incapacitating personal injury;
 - c. Attendance upon an ill member of the employee's immediate family, defined as a spouse, parent, child, sibling or any person with a close personal tie;
 - d. Death of a family member, including a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, nephew or niece, grandparent, grandchild, aunt or uncle;
 - e. Death or care of an individual with whom unusually strong personal ties exist because of a relationship other than those listed above.
- d. *Certification* – Employees must certify that sick leave was used for one of the reasons provided in state law. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action. [Reference: ALA. CODE §16-1-18.1 (1975)]

9-MONTH employee will earn August – April
10-MONTH employees will earn August – May
11-MONTH employees will earn August – June
12-MONTH employees will earn July – June

Sick Leave Bank Guidelines

Statement of Intent – The purpose of the Sick Leave Bank (SLB) is to provide a loan of sick leave days for contributors to the bank after their accumulated sick leave days have been exhausted.

I. SLB Committee:

- A. The SLB Committee shall consist of five members, one representing the Board of Education and four representing the participating members of the SLB.
 - 1) Employees will represent BCEA, BCAPE and BESPO.
 - 2) The Superintendent shall appoint the Board's representative on the committee, subject to Board approval.
 - 3) At the beginning of each scholastic year, an election shall be held among the SLB members to determine by secret ballot the four members who are to serve on the SLB Committee. The term of office shall be one year. The Superintendent shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.
- B. Notwithstanding any other provision of law to the contrary, it shall be the exclusive responsibility of the SLB Committee to establish the guidelines and administrative procedures of the SLB, including the catastrophic leave provisions of this section. It shall also be the Committee's duty to establish all necessary forms for the orderly operation and administration of the SLB and catastrophic leave provisions of this section. The Committee will submit guidelines and forms to the employees and Superintendent for approval and use in accounting for the SLB. To ensure the orderly transfer and acceptance of catastrophic sick leave days from one SLB to another, the State Board of Education shall provide a uniform state form.
- C. The SLB Committee will elect, by majority vote, a chairperson from among its representatives at its first annual meeting. Once the Committee has been elected and formed, the members shall meet at least annually following each enrollment period. The Committee will also meet as necessary in its discretion.
- D. The guidelines of the SLB as established by the SLB Committee shall be approved by a secret ballot vote of the participating members of the SLB. The accounting of the SLB shall be the responsibility of the Board of Education. The respective parties shall fill vacancies occurring on the Committee. No representative on the Committee shall serve for a term longer than five years.
- E. Any alleged abuse of the SLB shall be investigated by the Committee and, on finding of wrongdoing; the violator shall repay all the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action by the Baldwin County Board of Education.

II. Guidelines for the Baldwin County Board of Education SLB

- A. The SLB shall allow the employees to deposit one day of his or her earned sick leave into the bank. The day deposited shall be available to be loaned to any participating member whose sick leave has been exhausted.
- B. Any full-time employee of the Baldwin County Board of Education is eligible to join the SLB. Participation shall be on a voluntary basis.
- C. The Payroll Department will distribute contribution forms to all eligible employees. To join the SLB, the full-time employee of the Board shall complete the authorization form contributing one day to the SLB or committing one day to the SLB.
- D. The contribution or commitment of the sick leave day into the SLB must take place during a set enrollment period that shall be from Teacher Institute Day through September 30th or on the date of hire. Employees who have previously failed or refused to join the SLB may not join at a later date during the same school year. Such employees must wait until the annual open enrollment period to join.
- E. The Payroll Department will maintain accurate records of contributors eligible to participate in the SLB. The SLB shall be terminated if the participation falls below 25% of eligible employees.
- F. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account. Any sick leave drawn from the bank by a participating employee shall be used in accordance with the definition of the sick leave set forth in Section 16-1-18.1 of the Code of Alabama and the Baldwin County Board of Education policies and procedures.
- G. No employee shall be allowed to owe more than 10 days to the SLB, unless over 50 percent of the members of the bank vote to extend the limit.
- H. Sick leave days shall be repaid to the SLB monthly as re-earned by the member. Upon the resignation, retirement or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
- I. The SLB Committee shall investigate any alleged abuse of the use of the SLB. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the local authority.
- J. Upon retirement or transfer of the SLB member, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
- K. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of 10 days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the SLB to the credit of the affected member.

Catastrophic Sick Leave— In accordance with ACT 95-386, which amends Section 16-22-9 of the Code of Alabama, the Board of Education provides Catastrophic Sick Leave to employees who are members of the Sick Leave Bank and who suffer a catastrophic illness. A “Catastrophic Illness” is defined as any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time, *i.e.* at least 30 consecutive calendar days.

- a. Employees, at their discretion, may donate a specific number of days to the SLB to be designated for a specific employee for use against a catastrophic illness as defined by this section. A donating employee shall not be required to donate a minimum number of catastrophic days to the SLB. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1.
- b. An employee must be a member of the SLB to donate catastrophic sick leave days. An employee must be a member of the SLB and must be tenured or non-probationary in order to receive donated catastrophic sick leave days.
- c. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all available sick leave and personal leave, to include the 10 days borrowed from the Sick Leave Bank and annual days and compensatory time if applicable. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the SLB for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor. If a particular employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the SLB Committee. No employee may donate more than 30 sick leave days, exclusive of the provisions of subsection (e), to the SLB for the catastrophic sick leave of any one employee. An employee that donates sick leave days must ensure that they leave a minimum of 10 sick leave days in their account. An employee may be granted a waiver for the 10-day minimum if they are donating leave due to impending retirement. A SLB is authorized to donate sick leave days to another SLB for use by a particular employee who is suffering a catastrophic illness. No limit is established on the number of days a beneficiary employee may receive from donors.
- d. A recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1. *e.g.* the employee’s immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling) or an individual with a close personal tie.
- e. A beneficiary employee may earn regular sick leave while on catastrophic leave donated by other employees; however, the beneficiary employee must use the day earned each month as it is earned.
- f. An employee who donates sick leave for catastrophic illness purposes may still accumulate the maximum number of days allowed by law.
- g. Donated catastrophic sick leave may be used to repay days owed to the sick leave bank by the recipient employee.
- h. Donated days not used by a beneficiary employee shall revert to employees who donated the days. (The days should revert on a proportionate basis based on the number of days donated. After the beneficiary employee returns to work, a period of 30 days should pass before unused days are returned to donors.)

Procedures for Requesting Catastrophic Sick Leave

1. Employee must submit the following completed and signed **original** forms:
 - a. A Catastrophic Sick Leave Request.
 - b. A Medical Verification for Catastrophic Illness/Injury completed by employee’s physician.
2. Employee must submit forms to the Payroll Department.
3. The Payroll Department will immediately submit documents to the Sick Leave Bank Committee.
4. The Sick Leave Bank Committee must either approve or disapprove Request for Catastrophic Sick Leave within 48 hours and notify Payroll Department with a faxed or emailed decision.
5. Upon receipt of Committee’s decision, Payroll Department will notify employee of decision.
6. If approved, the donating employee and the beneficiary employee must complete and submit to Payroll Department the transfer authorization form that is provided.
7. To receive catastrophic sick leave, the beneficiary employee should be away from his/her duties for a period of 30 consecutive calendar days or provide sufficient evidence to document that extenuating circumstances warrant exception of this clause. The SLB Committee will approve or disapprove any requests for a waiver.

On-the-job injury – On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid “on-the-job injury” leave without using sick days, provided that:

- a. The employee submits a signed written account of the accident to the principal or supervisor within twenty-four (24) hours after the injury occurred. The written account shall be attested by the principal or supervisor and forwarded immediately to the Superintendent’s office. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.
- b. The injured employee submits written medical certification from the attending licensed physician within ten (10) days of the injury, stating that the employee was injured and was unable to work or cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.

Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee’s salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave. The Board may require an employee who is returning from on-the-job injury leave to provide the Board with a healthcare provider’s certification in form acceptable to the Superintendent in order to return to work. [Reference: Alabama Code Section 16-1-18.1 (1975)]

Personal Leave – All regular, full time employees are eligible for two (2) noncumulative personal leave days each scholastic year without loss of pay. Personal leave should not interfere with the school systems’ ability to operate in an efficient and effective way. Except in emergency situations, personal leave must be requested with the employee’s principal or supervisor as far in advance of the requested date as possible, but no later than five (5) working days prior to the first date of anticipated leave. A request for personal leave must be made in accordance with such procedures as may be established by the Superintendent, or his or her designee. It is the responsibility of the principal or other immediate supervisor to determine whether the provisions set forth below are met in granting or denying the request for personal leave.

The following provisions should apply to personal leave:

- a. Leave must involve minimum interruption to the educational program or department. The principal or supervisor will take into consideration the total number of personnel to be away for any reason and the extent to which provisions for all teaching assignments and duties can be made.
- b. No employee shall be requested to divulge his or her reasons for requesting such leave, except that employees may be asked to certify whether such leave is being taken for reasons covered under the Family Medical Leave Act.
- c. Employees may not take personal leave immediately before or after a holiday or during the first or last two weeks of the students’ school year, except in circumstances approved by the immediate supervisor of the employee in advance.
- d. Employees may not take personal leave on scheduled professional development days, except in such circumstances approved by the immediate supervisor of the employee in advance.
- e. Employees should confirm a substitute for their absence if a substitute is required so as to ensure the efficient and effective operation of the school and/or to ensure appropriate supervision of students. For all employees in which a substitute is required, if a substitute has not been secured, a principal or immediate supervisor may deny a request for personal leave.
- f. For all employees in which a substitute is required, employees must make adequate preparation for the substitute before departing.

Teachers may choose to be compensated for unused personal leave at the end of the school year at the same daily rate of pay used for substitute teachers. For full time employees unused personal leave days will be converted to sick leave days at the end of the school year.

The Superintendent or his or her designee is hereby authorized to develop procedures and forms for implementing this policy.
[Reference: ALA. CODE §16-8-26 (1975)]

Annual Leave

- a. *Eligible Employees* – Twelve-month full-time employees are eligible for annual leave.
- b. *Annual leave Benefits* – Eligible employees will earn annual leave benefits as follows for each month in which the employee works a minimum of half of the applicable work days during said month:

<u>Months of Service</u>	<u>Annual Leave Benefits</u>
Less than 96 months	One (1) day per month
96 months or more	One and a half (1.5) days per month

Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.

- c. *Accrual and Accumulation of Annual Leave* – Annual leave shall be earned monthly and must be earned before it can be used. Annual leave days may not be bought, sold, or donated. Up to forty-five (45) days of annual leave may be accumulated. Days in excess of forty-five (45) will be converted to sick leave. Accumulated, unused annual leave vacation time will be paid at the employee's daily rate of pay upon resignation, retirement, or death.
- d. *Scheduling* – Annual leave must be requested and approved in advance by the employee's principal or supervisor in accordance with such procedures as may be established by the Superintendent or the Board. The principal or supervisor should take into consideration whether the request for annual leave, if approved, will interfere with the school systems' ability to operate in an efficient and effective way.

Professional Leave – The Superintendent is authorized to grant professional leave with pay to Board employees to engage in educational activities which, in the judgment of the Superintendent, or his or her designee, serve the needs and interests of the school system. The number of days approved for such leave will be at the discretion of the Superintendent, or his or her designee. A request for professional leave must be made in accordance with such procedures as may be established by the Superintendent, or his or her designee. It is the responsibility of the principal or other immediate supervisor to determine whether the provisions set forth below are met in granting or denying the request for professional leave. Professional activities may include, but are not limited to:

- a. Accompanying students on school approved activities;
- b. Participation in professional development, conferences, seminars, etc.; and
- c. Attendance at conventions or meetings for professional education associations if the employee is an officer or delegate.

The following provisions shall apply to professional leave:

- a. Employees should confirm a substitute for their absence if a substitute is required so as to ensure the efficient and effective operation of the school and/or to ensure appropriate supervision of students. For all employees in which a substitute is required, if a substitute has not been secured, a principal or immediate supervisor may deny a request for professional leave.
- b. For all employees in which a substitute is required, employees must make adequate preparation for the substitute before departing.
- c. The Superintendent or his or her designee is hereby authorized to develop procedures and forms for implementing this policy.

Military Leave – Military leave is available to all eligible employees in accordance with state and federal law.

Court Leave – Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE §12-16-8) or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

Unpaid Education/Study Leave – Permanent and full-time employees may be permitted an unpaid leave of absence for educational or study reasons for up to one year without loss of continuing service status upon the specific advance approval of the Board. The following terms and conditions will apply to any such request:

- a. The leave must not unduly disrupt the operation of the Board or school. Such leave must be taken in semester blocks;
- b. The leave of absence must be for the purpose of receiving additional educational training or engaging in other activities that will benefit the instructional program and/or the operation of the school or the Board. Said leave will not be approved for an employee who wishes to receive training for a position or job outside of education;
- c. An employee requesting leave must be a tenured employee and have at least five (5) years of service as an employee of the Board; and
- d. Request for such a leave of absence must be made on the leave request form developed by the Superintendent, with all requested information provided.

The Board retains the sole discretion to approve the request for such leave and may consider the extent of disruption to the Board, benefits to the school system that will be derived as a result of the leave, the ability to secure a suitable substitute for the period of leave, length of service of the employee requesting leave, and any other factor the Board deems appropriate. Except as provided to the contrary by applicable law, the employee shall not be entitled to return to the same position held before the commencement of leave, and may be assigned to a different work location or position upon return from the leave at the discretion of the Board.

Family Medical Leave Act (FMLA)

Eligible Employees – The FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period.

Calculation of 12-month period – The board uses a rolling 12-month period which is measured backward from the date an employee uses any FMLA leave. Under the rolling 12-month period, each time an employee takes FMLA leave, the remaining leave entitled is the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Medical Leave Provided by the Act – Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- a. The birth and first year care of a newborn child;
- b. The placement of a foster child or adoption;
- c. The care of an immediate family member, defined as a spouse, child or parent, with a serious health condition;
- d. The taking of medical leave because of the employee's own serious health condition.

For the birth, adoption, or foster placement of a child, the entitlement to leave for child care expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self care due to physical or mental disability.

Serious Health Conditions – The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves the following:

- a. Any period of incapacity in connection with or following inpatient care in a hospital, hospice, or residential medical care facility.
- b. Continuing treatment by a health-care provider, to include any period of incapacity due to:
 1. A health condition, including treatment and recovery, lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition;
 2. Pregnancy or prenatal care;
 3. A chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes);
 4. A permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke) and for which supervision of a health-care provider is required;
 5. Multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated.

Military Family Leave Provided by the Act

- a. *Qualifying Exigency Leave* – Under the FMLA, an eligible employee with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may utilize the twelve (12) week medical leave entitlement to address qualifying exigencies resulting from that service.
- b. *Military Caregiver Leave* – An eligible employee, who is the spouse, child, parent, or next of kin of a covered service member, is entitled to take up to twenty-six (26) weeks (including any medical leave provided by the Act) of unpaid leave during any twelve (12) month period (beginning the first day of the leave) to care for an individual covered service member with a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. A covered service member is a member of the Armed Forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

Spouse Employed by the Board – Spouses who are both employed by the Board are limited to a combined total of twelve (12) weeks of family leave for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for the care of a parent who has a serious health condition, and for qualifying exigency leave. Spouses who are both employed by the Board are limited to a combined total of twenty-six (26) weeks for military caregiver leave.

Intermittent Leave – An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the Board. Intermittent leave may be further limited for teachers in accordance with federal law.

Use of Vacation and Sick Leave – If an employee has available sick leave, annual leave or other applicable paid leave, the employee must utilize those forms of leave before taking unpaid leave under the FMLA. In that instance, the paid leave and the FMLA leave will run concurrently and the employee's twelve (12) weeks of unpaid FMLA leave will be reduced by the paid leave utilized, as long as the need for such leave results from one or more of the qualifying reasons under the FMLA

Notice – Employees seeking leave under the FMLA must provide thirty (30) days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify their supervisors as soon as possible. Employees must also provide notice of the need for qualifying exigency leave as soon as practicable.

Certification for Medical or Military Caregiver Leave – Every request for FMLA leave based upon the serious health condition of the employee or employee's spouse, children, or parents, or leave as a military caregiver must be supported by medical certification issued by the appropriate health care provider on forms provided by the Board.

For leave based on a serious health condition of the employee or employee's spouse, child, or parent, the Board reserves the right to obtain a second opinion from an independent health-care provider designated by the Board. If the opinion received by the employee and the second opinion conflict, the Board and the employee must agree on a third provider to issue a binding opinion. Both the second and third opinions (if necessary) will be at the expense of the Board.

Certification for Qualifying Exigency Leave – Certification will be required by the Board for requests for qualifying exigency leave. Certification must be timely submitted on forms available from the Board. For the first such request, certification may include a copy of the military service member's duty orders or other military documentation.

Return to Work – The Board may require an employee who has taken leave due to the employee's own serious medical condition to provide the Board with a healthcare provider's certification in order to return to work. Any employee who takes leave under these provisions will be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Benefits – Benefits accrued by the employee before leave is taken are not lost when approved FMLA leave is taken. Employees who are on approved FMLA leave will remain eligible to participate in benefit programs in which the employee was enrolled at the time of the leave, provided that the employee will continue to be responsible for payment of employee's portion of any cost, premium, or like payment that is required to maintain eligibility for the coverage or benefit. An employee that does not return to work after FMLA leave, will be required to reimburse the Board for the cost of benefits coverage extended to the employee during the leave, unless the reason for the employee's failure to return to work is (i) a continuing serious health condition suffered by either the employee or a family member, or (ii) other circumstances beyond the employee's control.

Instructional Employees – Medical leave taken by eligible instructional employees is subject to further limitations and provisions established by the FMLA. The Superintendent or his designee is authorized to develop additional information and guidelines concerning Instructional Employees.

Public Education Employees' Health Insurance Plan (PEEHIP)

Premium Rates - Full-time Active Members:

Blue Cross/Blue Shield:

Basic Major Medical
No Referrals
Individual: \$30
Individual plus non-spouse dependents: \$207
Individual plus spouse only: \$282*
Individual plus spouse plus other dependents: \$307*
Tobacco Surcharge: \$50*

VIVA Health Plan-HMO:

Major Medical, Vision, Dental
HMO
Individual: \$30
Individual plus non-spouse dependents: \$207
Individual plus spouse only: \$282*
Individual plus spouse plus other dependents: \$307*
Tobacco Surcharge: \$50*

*As of October 2015, the covered employee and/or spouse will incur a \$50 monthly tobacco surcharge per user.

Southland Supplemental Insurance Coverage: *Single or Family Coverage

Cancer		38.00/Month*
Dental	Family	50.00/Month
Dental	Single	38.00/Month
Hospital Indemnity		38.00/Month*
Vision		38.00/Month*

*Single or Family Coverage

Flexible Spending Account – A Flexible Spending Account provides employees with valuable benefits and tax savings. Benefits under an eligible plan may include reimbursement of dependent care expenses and medical expenses such as co-pays and deductibles. The Open Enrollment deadline for PEEHIP Flexible Spending Accounts is September 30th, for an effective date of October 1st. The deduction is withheld from the October payroll check. All deductions are processed over a twelve (12) month period.

Open Enrollment – For all active employees the Open Enrollment period begins July 1 and ends August 31 for paper changes. All online Open Enrollment changes are to be submitted to PEEHIP by midnight on September 10. Open Enrollment changes are effective October 1. Eligible active members are mailed an Open Enrollment notice to their home address directly from PEEHIP.

New Employees – New employees may elect to enroll with PEEHIP effective their date of employment, the first day of the month following employment, or October 1. The Health Insurance and Optional Enrollment Application or for online enrollment visit: <https://mso.rsa-al.gov/>. Enrollment must be completed within 30 days of employee's start date. If the form or online enrollment is not completed within the 30 period the employee will be allowed to enroll in Single Hospital Medical coverage effective the date the form is completed.

Allocations – An active employee receives the State insurance allocation each month on basis of the employee working at least half the working days of each month. Allocations are earned in the actual month worked. To be eligible for a full allocation classified employees must work at least twenty (20) hours per week (excluding bus drivers who are full-time by law). Certified employees must work full-time to earn full allocation.

Leave – If an employee has accrued leave available including sick, personal, annual, sick leave bank or donated catastrophic leave to cover at least half the working days of the month, the employee will receive allocation for that month.

3-1 Rule – A member earns one month of additional insurance allocation for every three (3) months the employee is in active pay status at least one-half of the workdays in the month for that school year. The 3-1 Rule only applies when an employee has terminated employment, retires, is not in pay status at least one-half of the work days in that month, goes on an approved leave of absence without pay, or begins employment in the middle of the year.

- The 3-1 Rule is applied using an August through August year.
- Extra allocations earned by a member must be applied to insurance premiums immediately after the member is separated from employment.
- The member cannot pick and choose the months to use allocation.
- An employee must be in active pay status at least one-half of the available workdays for three full months to earn an extra one month of an insurance allocation.
- An employee can only use the earned allocation credit for the current fiscal year, i.e., the allocation credit cannot be used after August 31st.

- The 3-1 Rule is handled in the same manner for all employees regardless of whether they are paid on a 9, 10, 11, or 12 month basis.

The table below should be used when calculating the number of months an employee is entitled to receive the insurance allocation:

Actual Service (In Months)	Earned Allocation(s)
1	1
2	2
3	4
4	5
5	6
6	8
7	9
8	10
9	12
10	12
11	12
12	12

Terminated Employees – The system is not required to pay the September allocation for an employee terminating the end of May when the employee has worked September through May. These employees have earned the insurance allocation through August and should not be given credit for September insurance allocation.

Family Medical Leave Act (FMLA)

The 3-1 Rule applies even when a member is granted leave under the Family Leave Act. If the employee earns additional allocation under the 3-1 Rule prior to going on leave under FMLA, the extra allocations are applied to the months following said leave.

Death – Extra insurance allocations earned under 3-1 Rule can only be used by the employee and cannot be used by the employee's family in the event of the employee's death.

Wellness Premium Waiver – The following members enrolled in the PEEHIP Hospital Medical Group #14000 Plan administered by Blue Cross Blue Shield are required to complete the applicable wellness activities by August 31 of each year in order to earn a waiver of the \$50 monthly wellness premium.

- ◆ Members currently employed by a PEEHIP participating system and their covered spouse, regardless of Medicare eligibility
- ◆ A retired employee who is not Medicare-eligible
- ◆ A non-Medicare-eligible spouse covered on a retiree contract
- ◆ Members on COBRA, Leave of Absence and surviving spouses who are non-Medicare-eligible

If all required activities are not completed by the August 31 deadline, the \$50 monthly wellness premium will be charged beginning October 1. Members and spouses who complete all required activities after the annual August 31 deadline may earn a wellness premium waiver prospectively. The waiver will be applied on the first day of the second month after the member and/or spouse successfully completes all required activities.

The wellness premium applies separately to covered members and their covered spouses. Covered members and their covered spouses can each earn the wellness premium waiver of \$50 for a potential combined wellness premium waiver of \$100 each month. The wellness premium is applied to the monthly PEEHIP premium beginning each October 1 for members and spouses who do not complete all of the required wellness activities by the annual August 31 deadline.

Third Party Vendors

Open Enrollment – Open Enrollment for Third Party Vendors begins September 1 and ends October 31. All vendors with an approved payroll slot may conduct open enrollment for sheltered and unsheltered items during this time. All changes are due to Payroll by October 31 for processing. The deductions for sheltered and unsheltered items will be withheld from the November check(s) with effective coverage December 1. The only policies that may be cancelled outside of the Open Enrollment Period are unsheltered policies such as life insurance and disability. In the event of a cancellation Payroll/Benefits requires something in writing from the employee in order to cancel policies.

Digitally Enabled EAP with Coaching & Work-Life Services



Life presents us with challenges at work and at home on a daily basis. You do not have to face these challenges alone, even if you're far away.

We Are Here to Help

EAP benefits are available to all employees and their families at NO COST to you. The EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services by calling the toll-free number and speaking with our care team, or accessing online.

Digitally Enabled Employee Assistance Program (EAP)

Our program is designed to help reduce stress and keep you healthy.

- Bite-sized training is available from your desktop or mobile app.
- Access is confidential. Take the assessment and check your wellbeing score.
- Get your own personalized recommendations.
- Skills training to develop your resilience, stress management, and mental fitness.
- Unlimited sessions with a coach via phone or unlimited asynchronous chat.
- Visit members.uprisehealth.com/baldwin to get started.
- Create an account with your email and the access code: BALDWIN



Services for Employees & Families

Confidential Counseling

Up to 3 face-to-face, video or telephonic counseling sessions for relationship and family issues, stress, anxiety, and other common challenges.

24-hour Crisis Help

Toll-free access for you or a family member experiencing a crisis.

Online Peer Support Groups

Online support groups for addiction recovery, anxiety, depression, frontline workers, grief and loss, parenting, and more.

Tess, AI Chat-bot

24/7 chatbot for emotional support and check-ins to boost wellness.

Your EAP provides a wide range of work-life services to help you manage a variety of challenges

Financial Help

30-days of access with a personal money coach who will work with the member toward financial wellness by identifying financial goals, assessing current financial situation, and providing a suggested detailed action plan.

Legal Services

One 30-minute legal consultation per each separate legal matter at no cost, 25% reduction from the normal hourly rate if member retains attorney or mediator.

Online Legal Forms

Create, save, print, and revise online legal forms including wills, contracts, leases, and many more.

Child & Parenting Services

Get information and support on parenting, school issues, adoption, daycare, and other important issues for parents.

Adult & Eldercare Services

Get assistance in finding quality information and services including transportation, meals, activities, daytime care, housing, and more.

Webinars & Trainings

Industry experts will present monthly work-life webinars on a variety of topics.

EAP Services & Support for Supervisors

Managing people can be challenging. All supervisors have fast access to phone consultations and trainings about the EAP and management topics:

- Critical incidents
- Drug-free workplace
- Making employee referrals
- Organizational development
- Education and training
- Conflicts in the workplace

We Are Here to Help

Phone: 800-395-1616

Website:
members.uprisehealth.com/baldwin

Access Code: BALDWIN



Adult & Eldercare Care Support

Employee Assistance Program (EAP)

We know that, for many families, making decisions about aging parents is often difficult and emotional.

This is especially true for the “sandwich generation”, parents of children who also care for aging parents. Our program aims to alleviate some of the stress associated with such decisions. In addition to supporting families through the work life benefits, we also recommend family members utilize the EAP to address concerns they have about making decisions and/or communicating with their parents who need assistance. We also make sure that they are aware of the educational resources available to them.

Our eldercare resources include the following support:

- Identifying assisted living, rehabilitation, nursing home and other living arrangements
- Meal services, such as meals on wheels
- Senior transportation
- In-home support, including housekeeping services
- Medication delivery
- Companionships and assistance with everyday tasks

We are here to help.

Call: 800.395.1616

Go to **members.uprisehealth.com**
and enter your **Access Code:**
BALDWIN



Child & Parenting Support

Employee Assistance Program (EAP)

Balancing work and home life can be stressful for today's busy families.

Your EAP can provide information and support on parenting, school issues, adoption, college planning, teenager challenges, summer camps, daycare, and other important issues for families.

Our work-life resources for family care and parenting are available online and our telephone care team is also available during regular business hours to assist members in obtaining the support and services they need. When a member calls for assistance, our team will gather information about the services the member needs and will assist in either providing the resources over the phone and/or via email, and they can also guide the member through the work-life website on how to locate the information.

Access online child and parenting support resources

- Find articles on adoption, choosing a babysitter, single parenting, and other issues for parents.
- View webinars on a variety of parenting topics.
- Access forms for Childcare Agreement, Childcare Instructions and more.

Join an online peer support group for parents

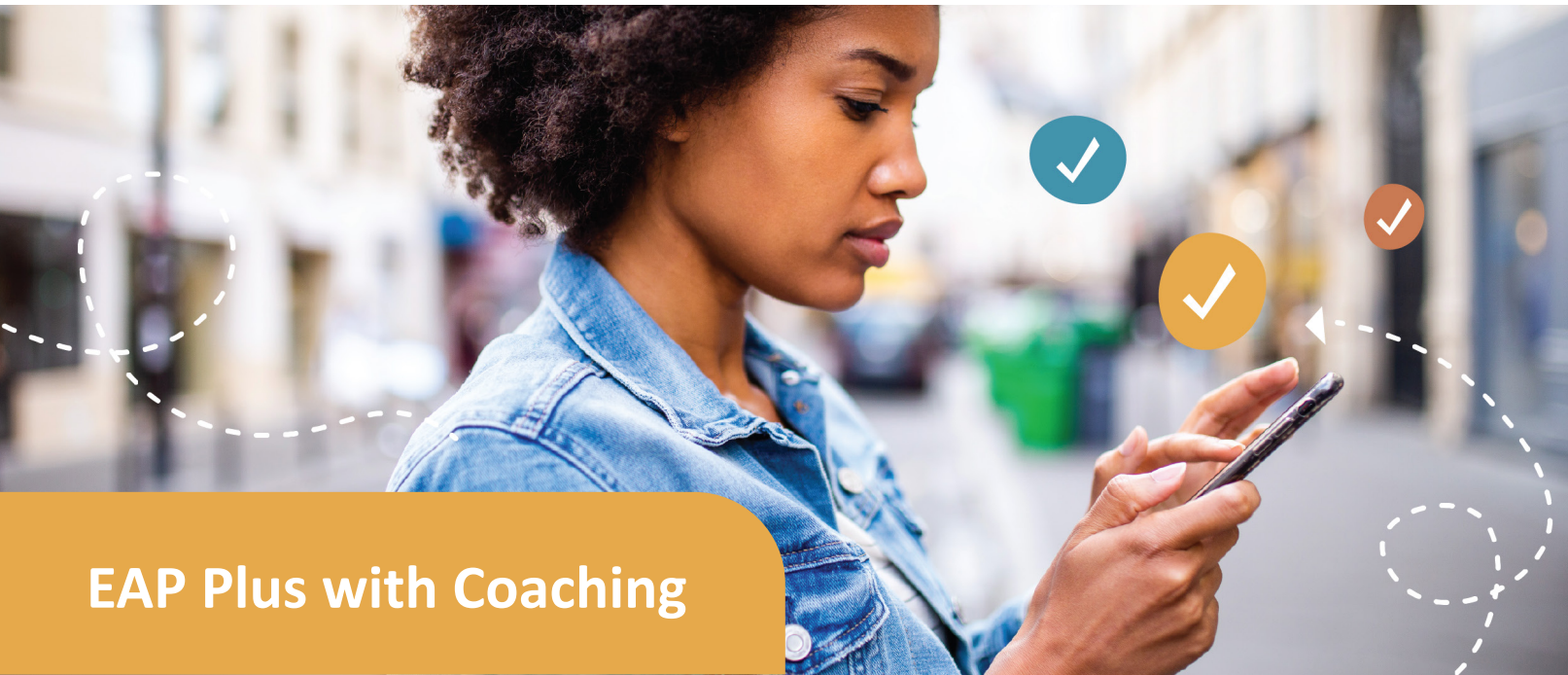
Call to speak with our care team to get information on how to register for up to 10 free online sessions. All groups confidential and are led by certified peer specialists.

We are here to help.

Call: 800.395.1616

Go to **members.uprisehealth.com**
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BALDWIN



EAP Plus with Coaching

Life presents us with challenges at work and at home on a daily basis. You do not have to face these challenges alone, even if you're far away.

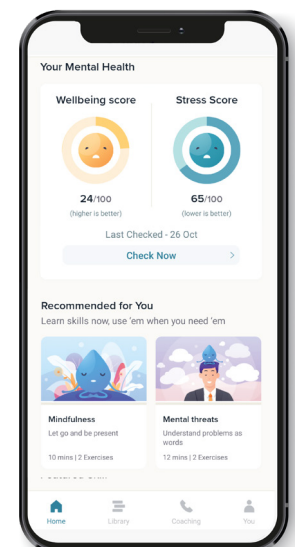
We Are Here to Help

Employee Assistance Program (EAP) benefits are available to all employees and their families at NO COST to you. The EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services by calling the toll-free number and speaking with our care team, or accessing online.

EAP Plus Program

Our program is designed to help reduce stress and keep you healthy.

- Bite-sized training is available from your desktop or mobile app.
- Access is confidential. Take the assessment and check your wellbeing score.
- Get your own personalized recommendations for CBT-based courses.
- Skills training to develop your resilience, stress management, and mental fitness.
- Up to UNLIMITED sessions with a coach via phone or unlimited asynchronous chat.
- Visit uprisehealth.com/members to get started.
- Create an account with your email and your access code: **BALDWIN**



EAP Services for Employees & Families

Confidential Therapy

Up to 3 face-to-face, video or telephonic therapy sessions for relationship and family issues, stress, anxiety, and other common challenges.

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- Making Employee Referrals
- Education and Training
- Drug-Free Workplace
- Organizational Development
- Conflicts In The Workplace

We Are Here to Help

To find out more about your EAP, schedule a therapy appointment, or get a referral for services call Uprise Health at **800.395.1616** or go to the member Website at **members.uprisehealth.com**.



To access online resources, go to **members.uprisehealth.com** and then enter your Access Code:
BALDWIN



Financial & Legal Services

Employee Assistance Program (EAP)

Your EAP can help you manage your financial life and provide you with personalized guidance so you can successfully achieve your financial goals, overcome challenges, and be better prepared for life events with legal support services.

Financial Support

30-days of access with a personal money coach who will work with the member toward financial wellness by identifying financial goals, assessing current financial situation, and providing a suggested detailed action plan.

Online Calculators

Online interactive calculators to crunch numbers on everything from auto loans to savings goals.

Legal Services

One 30-minute legal consultation per each separate legal matter at no cost, 25% reduction from the normal hourly rate if member retains attorney or mediator.

Legal Forms

Access free personal and business forms and legal library. Easily create, save, print, and revise online legal forms including wills, contracts, leases, and many more.

We are here to help.

Call: 800.395.1616

Go to **members.uprisehealth.com**
and enter your **Access Code:**

BALDWIN

Educator Code of Ethics

Statement of Purpose:

The Baldwin County Board of Education endorses the acceptance and use of professional standards as a means to shape or mold the conduct of its teachers and other certificated staff. These rules establish and uphold standards of professional conduct for licensed professional educators throughout the State. Any willful breach of these professional standards may result in disciplinary action.

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 services 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 recognize 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 the 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 following:

- 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.

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 request for reimbursement of expense 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.

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 or 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 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 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.

Employee Qualifications and Duties

General Requirements – Employees have a duty to perform their jobs responsibly and in a conscientious manner. In addition to any specific job requirements set forth in job descriptions or elsewhere, employees are expected to meet the following general performance and service standards:

- a. Employees are required to be punctual and to attend work regularly.
- b. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities.
- c. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.
- d. Employees are required to obey all laws, ordinances, Board policies, and supervisory directives, and are expected to follow the Alabama Educator Code of Ethics and other pertinent authority while carrying out duties for the Board.
- e. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
- f. Employees must complete and submit required reports accurately and in a timely fashion.
- g. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
- h. Employees shall at all times maintain appropriate, “professional” distance from students and shall not engage in conduct (including communication of any kind) that constitutes, solicits, or suggests inappropriately familiar interaction with students.
- i. Employees are required to report to work or to school functions in attire that is appropriate to their positions and the nature of the function and that is in keeping with generally accepted standards of decorum and professionalism. Service and other employees who are issued uniforms shall wear uniforms when required.
- j. Employees shall promptly disclose to the Board any fact that would disqualify them from employment or that renders them unable to perform their essential job functions.

Work Attendance an Essential Job Function – Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

Work Schedules

Teachers – Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the actual start of the school day for students and conclude fifteen (15) minutes after the class day ends for students. Except as may otherwise be provided or required by the Board, the minimum instructional day for teachers is seven (7) hours. Assignments and duties may extend beyond the instructional day and may include but are not limited to off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; preparation for the following instructional day; supervision of cocurricular activities; or other non-teaching responsibilities that are considered necessary or desirable to the proper functioning of the school program. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

Support Personnel – The Superintendent, or his or her designee, is authorized to establish work schedules, including minimum work times, for support personnel.

Professional Development

The Superintendent will develop and implement an ongoing program of professional training and development that is designed to enhance the competencies of professional and support staff. Employee attendance and participation in such training institutes, workshops, seminars, and programs may be made mandatory by the Superintendent. The unexcused failure of an employee to attend or participate in such professional development activities may constitute grounds for termination of employment or other disciplinary action.

Voluntary Transfer

The Baldwin County Board of Education will allow personnel to apply for any advertised position for which they possess the qualifications and/or applicable certification. Voluntary transfers shall be processed so that the needs of the instructional program and the qualifications of personnel shall be determining factors. Every effort shall be made to employ the most qualified personnel.

Outside Employment

Employees may only engage in outside employment under the following terms and conditions:

- a. Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- b. Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
- c. Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- d. Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.

Political Activity

Board employees may participate in political activities to the full extent permitted by the United States Constitution and federal and state laws securing the right to engage in such activities, subject to the following restrictions:

- a. Employees may not appropriate Board property or resources for use in political campaigns, and may not engage in political activities (including but not limited to the distribution of campaign material or literature) during regular school or duty hours or at Board sponsored or sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities;
- b. Employees may not represent their political beliefs or positions on political matters to be those of the Board or other Board officials, may not represent political beliefs or positions on political matters as part of official school activities, including instruction, unless expressly authorized pursuant to the Board approved curriculum, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of the Board or other Board officials;
- c. Candidates and representatives of candidates for political office may not invite or allow announced candidates for political office to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent.

Employee Conflicts of Interest

Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law.

Employee Gifts

Employees may accept gifts from students or other members of the public if the gifts are in accordance with the Alabama Ethics law or other pertinent state laws.

Employees may accept gifts or gift cards purchased from pooled donations within a class, team, or other school organization for the employee's personal use provided that the amount that each person gives does not exceed twenty-five dollars (\$25.00) and that the contribution to the pool does not result in the donor's exceeding the aggregate amount of allowable gifts for that year.

[Reference: ALA. CODE §36-25-1, et seq.; Alabama Ethics Opinion 2011-12]

Alabama Ethics Law: Guidelines for Public Employees

These guidelines merely provide an overview of the law and, in no way, are intended to be a comprehensive review of the Ethics Law.

A Public Employee is:

“Any person employed at the state, county, or municipal level of government or their instrumentalities.

Personal Use of Office

Section 36-25-5(a) states:

"No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain."

Section 36-25-5(c) states:

"No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his or her discretion or control for the private benefit or business benefit of the public official, public employee, any other person, or principal campaign committee as defined in Section 17-5-2, which would materially affect his or her financial interest, except as otherwise provided by law or as provided pursuant to a lawful employment agreement regulated by agency policy."

Section 36-25-5(e) states:

"No public official or public employee shall, other than in the ordinary course of business, solicit a thing of value from a subordinate or person or business with whom he or she directly inspects, regulates, or supervises in his or her official capacity."

Solicitation by Official or Employee

Section 36-25-7(b) states:

"No public official or public employee shall solicit or receive anything for himself or herself or for a family member of the public employee or family member of the public official for the purpose of corruptly influencing official action, regardless of whether or not the thing solicited or received is a thing of value."

Confidential Information

Section 36-25-8 states:

"No public official, public employee, former public official or former public employee, for a period consistent with the statute of limitations as contained in this chapter, shall use or disclose confidential information gained in the course of or by reason of his or her position or employment in any way that could result in financial gain other than his or her regular salary as such public official or public employee for himself or herself, a family member of the public employee or family member of the public official, or for any other person or business."

Don'ts

1. Don't ... use your official position to obtain personal gain for yourself or family member or any business with which you are associated. Section 36-25-5(a)
2. Don't ... use or cause the use of equipment, facilities, time, materials, human labor, or other public property under your discretion or control for the private benefit or business benefit of you, any other person, or principal campaign committee (defined in section 17-5-2), which would materially affect your financial interest. Section 36-25-5(c)
3. Don't ... solicit a "thing of value" from a subordinate or person or business with whom you directly inspect, regulate, or supervise in your official capacity other than in the ordinary course of business. Section 36-25-5(e)
4. Don't ... solicit or receive anything for yourself or a family member for the purpose of corruptly influencing official action. Section 36-25-7(b)
5. Don't ... use or disclose confidential information gained in the course of or by reason of your position in any way that could result in financial gain, other than your regular salary, for yourself, a member of your family, or any other person or business. Section 36-25-8
6. Don't ... you, a member of your household, or a business with which you are associated, enter into any contract to provide goods or services which is to be paid in whole or in part out of state, county, or municipal funds, unless the contract complies with Alabama competitive bidding laws and a copy of the contract is filed with the Ethics Commission within 10 days after the contract has been entered into. Section 36-25-11

Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)

Prohibition on the Possession of Firearms – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

- a. *Penalties for violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:
 1. *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1, 24.3 (1975); Ala. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995 (18 U.S.C. §922(q))]

Prohibition on the Possession of Weapons – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:
 1. *Students* – Students will be disciplined in accordance with the Board’s Student Code of Conduct.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

Illegal Drugs and Alcohol – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

- a. *Penalties for Violations* – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:
 1. *Students* – Students will be disciplined in accordance with the Board’s Student Code of Conduct.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

Tobacco and Electronic Smoking Devices – The use of tobacco products and electronic smoking devices and the illegal possession, distribution, and sale of tobacco products or electronic smoking devices on school property is prohibited.

a. *Penalties for Violations*

1. *Students* – Students who violate the tobacco and electronic smoking devices prohibition will be disciplined in accordance with the Board’s Student Code of Conduct.
 2. *Employees* – Employees who violate the tobacco and electronic smoking devices prohibition will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons who violate the tobacco and electronic smoking devices prohibition may be denied re-entry to school property.
- b. *Parental Notification* – Parents and guardians may be notified of actual or suspected violations of the tobacco and electronic smoking devices prohibition whether or not the student is charged with a violation of Board policy, which includes the Student Code of Conduct.
- c. *Electronic Smoking Devices Defined* – Electronic Smoking Devices are defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

Drug and Alcohol-Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]

Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).

Drug and Alcohol Testing of Safety Sensitive Employees

Scope – The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law. Testing will be required for all employees holding a commercial drivers' license (CDL) or who occupy a safety sensitive position as designated by the Board ("covered employees").

Prohibited Alcohol and Controlled Substance -Related Conduct – In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

- a. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
- b. Being on duty or operating a vehicle while possessing alcohol
- c. Consuming alcohol while performing safety-sensitive functions;
- d. Consuming alcohol within eight (8) hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- e. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- f. Consuming alcohol or being under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;
- g. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;
- h. Reporting for duty, remaining on duty, or performing safety sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

Searches (Personnel)

Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

Employee Property – The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.

Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

Internet Safety and Use of Technology

Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board.

Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.

Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. The Superintendent is hereby authorized to develop more specific procedures regarding accessing personnel and student technology resources.

Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide:

- a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors;
- b. Restriction of access by minors to inappropriate material on the Internet;
- c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and
- e. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
- f. Restriction of minors’ access to harmful material; and
- g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data or interruption of service.

[Reference: 47 U.S.C. §254(h) and (l)]



Technology Acceptable Usage Agreement (AUA)

Purpose

The purpose of the Baldwin County Board of Education (BCBOE) is to provide an effective, challenging, and engaging education for every one of our students. The intended use of technology is to enhance the educational experience of students by direct interaction with technology, and to indirectly enhance the educational experience of students by allowing faculty and staff to access and process important information in a timely and efficient fashion.

Policy Statement

An Acceptable Use Agreement (AUA) is a policy that outlines, in writing, how Baldwin County Board of Education expects its community members to behave with technology. Like a Terms of Service document, an AUA should define publicly what is deemed acceptable behavior from users of hardware and information systems such as the Internet, computers, laptops, tablets and any applicable networks.

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Baldwin County Public Schools. Use of any and all technology resources is a privilege and not a right.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

Introduction

To ensure that students receive a quality education and that employees can work in a professional and intellectually stimulating environment, it is the policy of the Baldwin County Public school district to provide all students and employees with access to a variety of technology resources. All Baldwin County students and staff must acknowledge and adhere to this policy.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the purpose statement and instructional goals of the Baldwin County Public school district. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

Thus, it is the intention of the Baldwin County Public Schools that all technology resources be used in accordance with any and all board policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Baldwin County Public Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

Aspects of this agreement may specifically address technology equipment personally owned by school system employees and/or students and brought into school facilities or onto school campuses to access school resources and/or personal resources. All personal technologies used on any Baldwin County Public campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure. All technology purchases must go through BCBOE Data Governance process.

The BCBOE Governance Committee will issue further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation and maintenance, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. These guidelines are considered appendices of the Baldwin County Board of Education Technology Acceptable Usage AUA. Students and staff are expected to be aware of and follow the guidelines which are updated annually and posted on BCBOE's public website Technology page and referenced in the Employee Handbook and/or the Student Handbook that must be signed annually.

BCBOE Superintendent, Assistant Superintendents, Chief Technology Officer, Security Manager, and/or School Principals will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user access and use of any technical resource.

ACCESS

Access to email, cloud or web services through the Internet use refers to internet access via all Baldwin County Public Schools/Private and public networks. The use of all Baldwin County Public Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of BCBOE technology and infrastructure must be aware that Baldwin County Public Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

Users should not have any expectation that their use of technology resources, including files stored by them on the BCBOE's network, or data services, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.

In accordance with the requirements of the Children's Internet Protection Act (CIPA), all district computers that can access the Internet will be filtered. All traffic on BCBE devices, at school or home is filtered via web filtering appliance or application.

Once a student, employee, and or a guest accesses any of BCBOE technology resource they must comply with the Acceptable Use Agreement (AUA.)

- Individuals identified as a real or suspected security risk will be denied access. This access denial could include but not limited to Student Information System, Accounting Software, Human Resource Data Systems and network access. If a staff member fails to demonstrate the capacity of understanding how a system works that staff members can be denied access to that data. Defined data owners are accountable for quality, access and safety of the BCBOE data.
- Any use of technology resources, regardless of ownership, that reduces the efficiency of use for others will be considered a violation of this policy.
- Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.
- Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- Internet activity can and will be monitored, along with other aspects of technology usage.
- Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy. Use of proxies are strictly prohibited!
- Access to BCBOE technical resources is limited to usage associated with activities of Baldwin County Public Schools. The technical resources cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- Personal technology-related devices such as, but not limited to laptops, cell phones, smart- phones, iTouch/iPods/iPads, smartboards, cameras or other eDevices, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the Superintendent, Assistant Superintendent, Chief Technology Officer or by a school nurse if it is a medical device. Public Internet access (guest wireless network) is designed for temporary use and is available for visiting devices. However long-term Wi-Fi access is provided for non-BCBOE employees that work within our district. Long term access requires a school principals' or senior administrators' authorization and must be renewed annually. All access to the guest Wi-Fi is subject to the conditions outlined in this policy and all other board policies and guidelines, as well as local, state, and federal laws.

Data Privacy & Security

BCBOE takes seriously its obligations to secure data systems and protect the privacy of students and employees. Strict processes help safeguard the confidentiality and security of the data. Students and Employees must:

- Employees may use only accounts, files, software, applications and/or other technology resources that are assigned to, provided, or approved for him/her. (Personal web drives (i.e., Dropbox, google drives and other web storage capabilities are unacceptable to use with district information and student records.)
- Staff and Students should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but BCBOE cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on within official district systems, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. If this type of information is stored on a portable or external device and said device is lost or stolen or if the security of this data is believed to have been breached in any way, the Chief Technology Officer should be notified immediately.
- All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a BCBOE is subject to all Board policies and guidelines, as well as local, state, and federal laws.
- Because communications on the Internet are public in nature, all Staff and Students should be careful to maintain appropriate and responsible communications.
- Staff and Students are encouraged to avoid storing personal and/or private information on the district and/or school's technology resources. Users must be careful of **social engineering**, in the context of information security, refers to psychological manipulation of people into performing actions or divulging confidential information. A type of confidence tricks for the purpose of information gathering, fraud, or system access, it differs from a traditional "con" in that it is often one of many steps in a more complex fraud scheme. Users are still responsible for any type of data breach they create regardless of falling prey to social engineering.
- Staff and Students must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Baldwin County Public Schools. Any such unauthorized usage shall be reported immediately to the BCBOE Chief Technology Officer.
- All Staff and Students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- Staff and students may not attempt to log into the network or application using any account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.
- Students and staff are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.

Applications, Software, and Web Services

Baldwin County Board of Education provides numerous accounts for employees such as Microsoft Office 365 and for students Google email, which will allow full use and participation of Google Apps for Education. However, students are only allowed/limited to communicate with iBaldwin.org and bcbe.org domains only. This means students can only email internally to BCBOE administrators, teachers and other students. E-mail accounts are provided to ensure all employees and students use technology to communicate in schools for school related purposes in an appropriate manner, and to support teaching and learning. Some of these learning activities may include collaborating on live digital projects, shared writing projects, peer editing, share presentations, collaborating with fellow students, using spreadsheets, documents, and presentations, etc. With this opportunity comes responsibility. It is important that all employees, parents and students read and understand this Acceptable Use Agreement and ask questions if needed. Please note that BCBOE will take all reasonable steps to preclude access to objectionable material. However, it is not possible to absolutely prevent such access. It will be the responsibility of employees and students to follow the rules of appropriate use.

- Baldwin County Board of Education provides email accounts for all employees, long-term substitutes, and, in our secure cloud (secure online applications and storage), for students. Privacy and state regulations limits email accounts to employees and enrolled students only. Short term subs or non-BCBOE employees will not be provided with an E-mail address or iNow accounts. Data Governance Committee recommend exceptions for Superintendent's approval.
- Personal use of email or web service by BCBOE Staff is permitted if it does not violate Baldwin County Board of Education policy and/or adversely affect others or the speed of the network.
- Use of Baldwin County Public Schools' email or web service accounts for harassing or threatening is strictly prohibited.
- Baldwin County Public Schools' email or web service type of accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- When using email, web and cloud service, all users are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Users must be constantly mindful of the need to review carefully and reconsider their content and communications before responding to and/or sending any type of digital communication. As a rule, the content of an email should be acceptable to a general audience.
- Baldwin County Public Schools' email, web and cloud service accounts may not be used for attempting to send or sending anonymous messages.
- Baldwin County Public Schools' email, web and cloud service accounts may not be used for sending mass emails and/or text messages unless to parent lists or for other educational purposes. All mass emails need to flow the Communications Department.
- Baldwin County Public Schools' email, web and cloud service accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- Because email, web and cloud service is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- All users are responsible for their individual assigned account. All users are responsible for not sharing their passwords with others and will be held accountable if another person utilizes their account inappropriately.
- Incoming and outgoing email or web service are filtered by the district for inappropriate content, viruses, phishing, and/or malware.
- All BCBOE staff accounts including district-issued email, student information, human resources, and financial systems will **automatically** expire on the last full day of employment.
- All BCBOE student accounts including district-issued email and educational software accounts will be disabled following the last day of enrollment or upon graduation.
- At the discretion of the Superintendent, email or web services accounts may be locked without notice. Violation of the Acceptable Use Agreement can result in revocation of any system account, such as email, legal action in accordance with employee manual or student code of conduct, or applicable laws.

Guidelines Regarding Employees & Students Bringing Personal Digital Devices to School and School-Sponsored Activities

- Staff and students are under the same guidelines with personal digital devices as they are when using computers and other digital devices at school and at school-sponsored events. The Acceptable Usage Agreement that all employees, students and parents sign each year applies to but is not limited to all digital devices, storage devices/media, and digital content. Staff and Students are subject to disciplinary action for misuse of personal devices during the school day or at school-sponsored activities. For example, cyberbullying, harassment, accessing of pornographic or other inappropriate content, and other misuses of technology—even personal technology—are subject to disciplinary action when they occur at school or at school-sponsored activities.
- School filters are automatically employed for Wi-Fi connections to Baldwin County Public Schools guest networks. However, schools have no way to filter content that comes to personal devices via cellular (4G/5G/LTE) data plans. Particularly at the elementary level, we recommend students NOT bring personal devices with data plans, but if they are brought, we recommend they not be used during the school day.
- Texting, making phone calls, taking pictures or making videos, emailing, messaging, gaming, and accessing digital content is a privilege that is extended in our schools, which can be withdrawn at any time at the discretion of the teacher or school administration. Violating any of these rules will result in losing digital device privileges for a period of time to be determined by the administration.
- The school system or school system employees are not responsible for any damages to or loss of personal devices brought to school by students or its employees.

Purchasing Hardware, Software, Applications and Web Services

With the 1:1 initiative and new state and federal privacy regulations we are now require changing our mindset on purchasing, sustaining and maintaining resources which requires an executive / centralized review process. This is becoming even more important as our student, financial, human resources, and administrative data is dependent on the exchange of data between systems and the escalation of legal review prior to entering and maintaining any service or agreement. To this end, we are putting in new controls to ensure that the technology infrastructure is consistent and stable. Based on this, we have instituted the Data Governance Committee (DGC). This governance board requires that any new hardware, software applications and web services be vetted for compliance and data quality to remove duplication of effort and data. A thorough review will take place and recommendations will be made for the Superintendent's /Board's approval to purchase. This procedure is intended to provide for the proper purchasing and disposal of technological devices only. Staff and must follow these guidelines:

- Staff and students should not purchase or dispose of software, hardware, peripherals, or other technology-related devices without consulting the Educational Technology staff and guidelines established for the district. Regardless of purchase date, location or funding source, all personnel should adhere to the *Technology Purchasing and Disposal Guidelines* regarding all purchases and disposals.
- Illegal copies of software/media may not be created or used on school equipment.
- Legal and ethical practices of appropriate use of technology resources are reviewed with students and employees in the system (i.e. as part of the Technology Education Curriculum, during orientation sessions, faculty meetings, or through online methods, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the district's Chief Technology Officer.
- Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student's or employee's responsibility to secure proper usage permission.
- Duplication of any copyrighted software/media is prohibited unless specifically allowed in the license agreement and, then, should occur only with the knowledge of the technology staff.
- Free educational software and web services are always encouraged to be used within a classroom or for an educational endeavor. However, each staff member must not allow or encourage the use of any software or web service purchased for free if it requires student information that is not deemed student directory information without a contract/agreement in place to protect student privacy. Access to free software applications and web services must be approved by the Data Governance Committee.
- Data Governance Committee will post an authorized list of software and services. Superintendent or his/her designee is authorized to sign license acknowledgements for a school within the system. Copies of any system-wide license agreements must be maintained and inventoried by the district Chief Technology Officer and/or Superintendent and distributed to all schools that will use the software. All binding contracts/agreements must be signed by the Superintendent.

Guidelines for Live-Streaming/Recording of Classroom Instruction

Federal and State laws safeguard students and their families against release of certain personally identifiable student information maintained by schools in a child's education records. The Baldwin County Public School System understands that from time to time teachers may wish to live-stream classroom instruction or record classroom instruction to aide student learning. Personally, identifiable student information in a recording of a class may constitute an educational record protected under FERPA. To ensure compliance with any applicable Federal or State laws, the Baldwin County Public School System provides the following as guidelines for each teacher's classroom should that teacher wish to live-stream or record classroom instruction.

- In accordance with FERPA, the Baldwin County Public School System has designated that photographs and/or video images of students constitutes "directory information" that may be disclosed without prior parental consent. When recording or live-streaming classroom instruction, certain information contained on video can go beyond a video image that the school system has classified as directory information. Put another way, when a teacher live streams or records classroom instruction, certain information within that video may go beyond routine activities of students, i.e. information on the live feed or recording may be directly related to a particular student and provide more than just a video image of the student. For example, if any of the following is shared within the live feed or recording, it may go beyond what has been classified as directory information under FERPA: disclosing a student's name, discussing confidential information about the student's status in the class, disclosing a particular student's schedule and location throughout the school day.
- To prevent the disclosure of personally identifiable information in a student's education record, if school staff intend to live stream or record classroom instruction, it is best practice that school staff provide notice to students and parents that recordings or live-streaming will take place, for what reason(s) the recording/live-streaming may be reviewed, and by whom. School staff should provide this information to students and parents in the class syllabus as well as in specific class sessions prior to an event.

- Teachers and staff should be aware of those students enrolled in their classrooms who have given notice to the Baldwin County Public School System that the parent or student has chosen not to have their “directory information” disclosed. Those students who have opted out of FERPA directory information should not be included in any video recordings or live streaming.
- Teachers and staff should avoid directly recording student faces during classroom instruction. If the recording (audio and video) includes only the instructor, it is not a student educational record and not subject to FERPA guidelines. Teachers should try to plan recordings so that they do not show students who are asking questions, don’t refer to students by name, and avoid repeating a student’s name in a recording. If a student happens to appear on camera during classroom instruction, his or her identity can be edited out or a written consent obtained as discussed below.
- If students are personally identifiable in the live-stream or recording of any classroom instruction, school staff should make sure the live stream or video recording does not indicate the time of day or actual class period where the student is located.
- If students are personally identifiable in the live-stream or recording of classroom instruction, school staff can limit those who access the live-stream or video recording to only other students currently enrolled in the class. This limitation would allow instructors to create access for only those students enrolled in the class to watch or re-watch past class sessions and would not be a disclosure of education records under FERPA.
- If students enrolled in the class will be permitted to review a recording in which a student is identifiable, the syllabus should clearly outline that students are prohibited from capturing or copying the live-stream feed or recording by any means and sharing with others. It should be noted in a classroom teacher’s syllabus that students violating this prohibition would be violating the Baldwin County Public School System’s Acceptable Use Policy and could result in disciplinary action against the student.
- Should school staff wish to use a recording outside of the classroom, with access being provided to individuals not enrolled in the class, the teacher or staff member should do one of the following:
- Edit to either omit any student who has not consented to the use of their voice or image, or edit to de-identify the student in the recording (which can include avoiding or removing any mention of the student’s name, blurring the student’s image, altering voice recordings etc.);
- Obtain individualized written FERPA consent from the parent of the student in the recording to allow the use of the recording. This can be requested of all students at the outset of a class or be obtained on a case-by-case basis in the event the teacher knows that a videos or live-streaming will be made accessible to individuals not enrolled in the class. A template for consent for educational use is provided below. Teachers or staff members should ensure the exclusion of students in classroom videos based on denial of parental permission.
- A parent’s consent to his or her child to appear in a recording must be both informed and voluntary. The request for consent must inform the parent of all the intended uses of the recording. Voluntary means that a consent is freely given without persuasion or coercion and that the student receives neither advantage nor disadvantage by providing consent.
- The parent’s consent must be in writing, signed and dated. The consent should be included with the classroom syllabus and specify the records that may be disclosed, the purpose of the disclosure, and identify the parties to whom disclosure must be made.
- A student must have the same educational experience as students willing to be recorded if a parent chooses to not have his or her student appear in a recording. Any student whose parent has opted him or her opted out of the disclosure of “directory information” as discussed above, should also have the same educational experience as students whose parents have not opted out.
- If a parent wishes for his or her child to be excluded from any recordings, a recording may still be made as long as it contains no record of that student.
- The practices and guidelines contained herein specifically apply to video recordings or live-streaming of a teacher’s classroom instruction. In regards to any other filming or photographing of students, all school system staff are still expected to comply with FERPA in regards to the disclosure of personally identifiable information within a student’s education record when such records are maintained by the Baldwin County Public School System. Accordingly, prior parental consent is not required for photographing or videotaping of students when the photograph or video falls under the definition of “directory information” as identified by the Baldwin County Public School System.
- Videos involving incidents of student discipline should not be posted or shared with anyone.
- School system staff should not take videos or photographs of students in areas where an individual might have a legitimate expectation of privacy such as a rest room or locker room.

Recommended Syllabus Statement

Class Recordings: Instruction in this class might be recorded or streamed live. Any recordings will be available to students enrolled in this class. This is intended to supplement the classroom experience. Students are expected to follow appropriate school system and campus-wide policies and maintain the security of passwords used to access classroom recordings. Live streaming and recordings may not be captured or reproduced, shared with those not in the class, or uploaded to other online environments. Doing so would be a breach of the Baldwin County Public School System's Acceptable Use Policy. If I, or an administrator plan to use any recordings, beyond the classroom environment, students identifiable in the recordings will either be de-identified or will be notified prior to in order to obtain proper consent prior to such use.

Examples of Inappropriate Use of Resources:

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" or "verbal form" is also considered inappropriate in electronic form. Information, such as but not limited to Student Information System (SIS) data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Baldwin County Public Schools' network, email system, hardware, software, technology services, and/or Internet access:

- Sharing passwords
- Using another user's password or attempting to discover another user's password
- Trespassing in another user's files, folders, home directory, or work
- Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- Downloading, installing, or copying software of any kind onto a computer, laptop, home directory, network drive, or other electronic device (except for approved updates or apps)
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging/abusing technology resources, including, but not limited to, printers, telephones, computers, computer systems, any e-device, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity
- Accessing inappropriate material stored on resources such as, but not limited to, digital cameras, flash drives, iPods, online storage, cell phones, web sites, etc.
- Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling sites, etc.)
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate, harassing, and/or embarrassing pictures
- Editing or modifying digital pictures with the intent to embarrass, harass or bully is prohibited
- Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member
- Posting any false or damaging information about other people, the school system, or other organizations
- Posting of any personal information as defined previously in this document
- Broadcasting network messages or participating in sending/perpetuating chain letters
- Violating copyright laws
- Plagiarism of materials
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- Use of any Baldwin County Public Schools Technology resource for personal gain, commercial or political purposes
- Accessing any website or other resources by falsifying information
- Downloading games or playing games on-line that are not instructional in nature or directed
- Streaming video or audio not related to the core business of the School System

Employee Evaluations

Baldwin County Public Schools has implemented a new evaluation system for both certified and classified employees. These processes are housed in a software program called Standards for Success. Certified employees are evaluated annually with an ongoing process reflective of the Alabama State Department of Education framework. Classified evaluations were developed by our district and are specific to their corresponding job description.

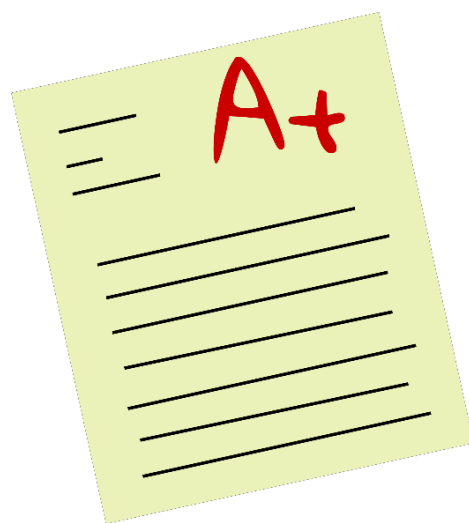
Certified Personnel – Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Department of Education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.

Non-Certified Personnel – Non-certified personnel will be evaluated in accordance with criteria and procedures to be developed by the Superintendent.

Use of Evaluations in Connection with Employment Decisions – Unless prohibited by law (including applicable regulations) or the terms of the evaluation process or instrument, employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to enhance the overall quality of the school system's instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to "contract principals," employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.

Special Evaluation Situations – The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as the Board deems appropriate, as may be permitted by law or applicable regulation or as otherwise agreed to in an employment contract.

Personnel Exempt from Evaluation – Except when required by law or contract, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.



Sexual Harassment

Under Board Policy 5.17 and in accordance with Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Education Amendments Act of 1972, (20 U.S.C. §1681, et seq.) and its implementing regulations (34 C.F.R. § 106.), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. This requirement not to discriminate in the educational program or activity extends to employment and admissions policies and procedures. Sexual harassment reports and/or formal complaints made by employees should be filed and reviewed under the Board's employee sexual harassment policy. All other complaints of sex gender discrimination under Title VII and/or Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures. All inquiries regarding the application of Title IX and its implementing regulations may be referred to the Board's Title IX Coordinator, the Office of Civil Right's (OCR) Assistant Secretary, or both. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board.

Definition of Sexual Harassment — Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

- a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the Board;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the Board; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of Prohibited Conduct — The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:

- a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitation of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touching;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.

Employee Complaint Resolution Procedure

- a. **Reporting** — Any employee with reason to believe that he or she has been or is being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.
- b. **Informal Complaint** — An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Superintendent for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the Superintendent to initiate formal complaint procedures.

Formal Complaint Procedure

Persons Responsible for Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Human Resources Director is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

Complaint form. contents – Formal complaints should be made in writing, signed by the complainant, and fully describe the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Superintendent or designated alternate official.

Investigation – The Superintendent will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of the outcome of the investigation.

Review by the Superintendent and the Board – A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or present the complaint to the Board for its review and action. In such case, the Board will render a final decision as soon as practicable.

Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

Complaints and Grievances

General Complaints (Grievances) – Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

Limitations Regarding Availability and Application of General Complaint/Grievance Policy – The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

Americans with Disabilities Act Complaint Procedure

- a. **Complaint Criteria** – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.
- b. **Complaint Form** – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
- c. **Complaint Process** – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio tape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.
- d. **Appeal Procedure** – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the Superintendent. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- e. **Records Retention** – All written complaints received by the ADA Coordinator, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.
- f. **Additional Procedures Authorized** – The Superintendent is authorized to develop such procedures as are necessary to implement this policy.

Guidelines for Fulfilling TEAMS Flex Day Requirements

Timeline: June 1, 2023-May 31, 2024

All 189-day TEAMS teachers are required to complete **4 days/24 hours** of subject specific TEAMS Professional Development. **Two days/12 hours** of the TEAMS professional development **must** be completed during non-school hours (weekends, nights, summer, etc.). The other two days may be completed during school hours OR during non-school hours. Employees may not receive a stipend for TEAMS professional development activities.

All TEAMS Professional Development must be earned for training or workshops approved by the Alabama State Department of Education (ALSDE) from June 1, 2023-May 31, 2024. An up-to-date listing of approved TEAMS professional development learning activities can be found at: <https://www.alabamaachieves.org/teams-2/>

If a teacher has additional questions about what qualifies as TEAMS professional development, he or she should contact the Secondary Curriculum and Instruction Coordinator.

TEAMS teachers will document their professional development activities using the TEAMS FLEX/PROFESSIONAL DEVELOPMENT FORM. Once completed, this form should be sent to both Ms. Cynthia Lee at clee@bcbe.org and Jonathan Crawford at jcrawford@bcbe.org.

Time System Guidelines and Procedures for Employees

- I. **Introduction** – The Baldwin County Board of Education utilizes an electronic time and attendance system called Frontline. This approach allows the Board to more efficiently process your time worked as well as leave taken during a payroll cycle. In order for this system to work to its fullest potential, we are asking all employees to follow the procedures and guidance outlined below. Your cooperation and compliance with these guidelines and other related guidance is very much appreciated.
- II. **Official Time Record** – The Frontline electronic time and attendance system and associated work records will become the official vehicle for recording time worked for all employees of the Baldwin County Board of Education. Handwritten timesheets will be replaced by the Frontline generated records (based on the data in the Frontline timekeeping system).
- The data maintained in the Frontline system shall be considered as the “official” record of time worked for the Board. Any post-approval disputes over actual time worked will be resolved by referring to the Frontline records.
- It is critical that every employee use the Frontline system to record actual time worked and to review times at the end of each week to make sure they are accurate. Employees will have a chance to review and certify time entries each week. If the time entries are not accurate, the inaccuracy must be reported immediately. In order for the electronic time and attendance system to work as intended, all employees are required to use the system, follow all rules related thereto, and promptly report any errors. Employees will be subject to disciplinary action for failure to do so.
- III. **Employee Time Reports** – The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees (primarily for non-exempt employees). An electronic time and attendance system (versus manual timesheets or other methods) will generate an accurate and reliable record of time worked and leave taken during the reporting period for all personnel.
- The automated time reports will reflect all regular and extra duty hours worked for the period, as well as leave (including sick, personal, vacation, etc.). Any corrections or adjustments to hours and leave must be reported weekly by all employees to avoid errors and omissions that may occur if these adjustments are reported at the end of the payroll period.
- The Professional Development forms will not be replaced since they still will be required for Accounts Payable purposes as well as funding for substitutes in Payroll.
- IV. **Daily Clock In/Out Requirements** – The first step in the Frontline process is to clock in using the system. The “clock in” process is used when an employee begins work at the start of the work day. Non-exempt employees must also clock out when taking duty free breaks (such as “lunch breaks”), clock back in when returning to work after duty free breaks, and then clock out when work is completed at the end of the work day. Under certain conditions (such as training at an off-site location, extracurricular events, etc.), the employee will have to report time worked through a mobile application or at the time he or she returns to work the next day. However, under regular circumstances, time must be reported contemporaneously (at the time work starts and ends) using the time clock system.
- Other requirements and guidelines include:
- Every employee is required to use the Frontline system to account for his or her work time.
 - Employees could be subject to disciplinary action if they do not clock in before work or clock out when taking a duty free break or finishing for the day as applicable based on employee type.
 - If an employee misses a “punch,” he or she has to make the time entry as soon as possible, but no later than the next business day. The missed time entry can be manually entered at any “clock” by the employee, and must reflect the actual time that work began (for a missed “clock in”) or when work stopped (for a missed “clock out”).
 - Employees could be subject to disciplinary action if a pattern of ‘missed’ punches is detected.
 - Clock in and out times will be rounded to the nearest quarter hour with a 7-minute grace period.
 - Every employee is expected to work times designated on his or her designated work schedule and is required to obtain advance express permission to deviate from the schedule.
- V. **Falsification, Tampering, and Unauthorized Viewing** – The Frontline system is designed to record actual work times, and employees are required to use it consistently to that end. Any falsification, manipulation, tampering, unauthorized use, or other misuse of the system is against the rules and will result in disciplinary action. It is difficult to list all the ways that violations of the Board’s rules may occur, and actions to address such violations should not be necessary if the following simple principles are followed:
1. Clock in when you begin work.
 2. Clock out when you begin your duty free break periods (non-exempt employees).
 3. Clock in when you begin work again after your duty free break (non-exempt employees).
 4. Clock out when you stop working for the day (non-exempt employees).

5. Use your own identification badge to use the Frontline system and do not ever clock in or out for someone else.
6. Work your scheduled hours unless express permission is given to work otherwise by your supervisor.
7. Correct mistakes, errors or omissions immediately.
8. Check your time, make sure it is correct, and certify it weekly.
9. Be honest, forthright, and communicate if there are problems.
10. A failure to abide by any of the above will constitute misuse of the Frontline rules.

Abuse or misuse of the system may result in disciplinary action, which may include termination for serious incidents. Such incidents include, but are not limited to, the following:

- Any attempt to tamper with timekeeping hardware or software
- Punching in for another employee (i.e. “buddy punching”)
- Unauthorized viewing of another employee’s time in the Frontline system
- False reporting
- Manipulation of time system
- Other misuse of the system

- VI. **Clock Problems** – If an employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform his or her supervisor of the malfunction and the need for correction. The employee can then manually enter his or her time into the system and the Payroll office can remove the missed punch notation.
- VII. **Lunches/Breaks** – Every non-exempt employee is required to take his or her duty free lunch if such a lunch is scheduled (whether or not the specific time for that lunch is assigned). No non-exempt employee is permitted to skip lunch, work through lunch, take a “lunch break” at his or her desk, or otherwise deviate from the schedule without express advance permission to do so. Being “too busy” for lunch or breaks is not a valid reason to miss lunch or breaks without permission. All non-exempt employees are required to swipe in and out for lunch or any other duty free break. However, exempt employees are not required to record their time spent at lunch or any other break.
- A non-exempt employee who leaves the building to run a personal errand during a break period is required to clock out from the terminal and clock back in upon returning to the work site.
- VIII. **Unreported Hours** – No non-exempt employee is ever authorized to “work off the clock.” Working off the clock is strictly prohibited. Employees are required to clock in before performing *any* work. Non-exempt employees are not permitted to “clock out” before actually stopping work. Forgetting to clock in or out is not a legitimate reason for working off the clock. Having too much to do or not being able to finish work is also not a legitimate reason for working off the clock. No employee of the Board (including principals, supervisors, and directors) has the authority to direct that any non-exempt employee work off the clock. All time worked must be recorded and reported, without exception.
- Employees that underreport or fail to report hours worked could be subject to disciplinary action.
- Once an employee has clocked in, he or she is responsible for promptly starting work. Dealing with personal matters or simply not working while clocked in is considered “riding the clock” and will be grounds for disciplinary action.
- IX. **Processing of Electronic Time Reports** – The Payroll Office will close the work week in Frontline according to a pre-set schedule to ensure that time adjustments and leave taken are properly and promptly recorded. Therefore, it is imperative that Frontline users resolve all missed punches, leave taken, etc. within (2) days of the end of the previous week.
- Each supervisor or designee does not need to print timecards (for the period identified in the Payroll Schedule) from Frontline and ask the employee to review and sign. Instead, the employee will be expected to review his or her timecard weekly, correct any errors or omissions, and approve the time entries using the Frontline terminal or by accessing the online Frontline system through a computer. If the supervisor is satisfied with the hours reported, he or she will also approve the timecard. This process, which has occurred monthly, will now take place on a weekly basis so that the Payroll office can properly process payroll each month.
- X. **Overtime** – Non-exempt employees are expected to complete all of their work during scheduled work hours and are not permitted to work overtime unless it is specifically approved by their respective supervisor(s). Working overtime without permission is strictly prohibited and will subject the employee to disciplinary action.
- XI. **Compensatory Time** – As a public employer, the Board is permitted to pay overtime as compensatory time in lieu of cash overtime pay. Exempt personnel are not eligible for this type of compensatory time, as they do not earn overtime pay.

The Baldwin County Board of Education permits employees to choose each year whether overtime should be paid as cash wages or as compensatory time. Accordingly, each July 1, non-exempt employees must complete a Compensatory Time Agreement in order to receive comp time for any time worked outside of his or her approved and normal schedule.

Once this agreement is signed, the employee is committed to accept compensatory time in lieu of extra cash payments (including both straight time and overtime) through June 30th of the following year. The Frontline system will be configured for any employee that completes a Comp Time Agreement to automatically credit the employee with comp time for any extra pay worked.

Every effort should be made to exhaust any accrued comp time by June 30th of the year following the compensatory time agreement. Comp time should be used first, prior to using other forms of leave. The Board reserves the right to “pay down” any employee’s compensatory time balance as needs may require.

- XII. **Pay Deductions** – If an employee is absent and has used up all available leave days, he or she shall be subject to pay deductions for the time missed based on his or her daily rate of pay.
- XIII. **Frontline Managers** – Frontline Managers will be Principals, Directors, and Supervisors/Coordinators who are heads of departments. Frontline managers will review time data on a daily basis to identify potential omissions, resolve issues, and otherwise manage their respective departments.
- XIV. **Lost or Misplaced ID Badge** – The primary way to clock in and clock out and initiate Frontline functions is to “swipe” the bar coded ID Badge. If you have lost or misplaced your ID badge, you can manually login using your employee number. Losing or misplacing your ID badge will not be an excuse for a failure to clock in and clock out or otherwise fail to use the Frontline system.
- XV. **Edit Reports** – The Payroll Office will generate reports on a regular basis to monitor the use of the Frontline system and its recordkeeping functions. In the event there is an issue, the Payroll Office will contact the Frontline Manager for the site and request that the issue be resolved within 24 hours.
- XVI. **Adding and Removing Employees from the System** – The Payroll Office will administer the addition and removal of employees to and from the system. This data will be extracted from the Nextgen payroll software and populated into the Frontline system.
- XVII. **Questions** – Please communicate any questions you may have to your supervisor prior to contacting the Payroll Office.

Baldwin County Board of Education
2023-2024 Calendar

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First and Last Day of School

Teacher Workday/Student Holiday

Holiday for Students/Teachers

Teacher PD/ Student Holiday

End of Quarter

Teacher PD/Workdays (TBD)

E-Learning Day

173 Student Days

14 Teacher Workday/PD

182-DAY REGULAR EMPLOYEES

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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August 23						
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September 23						
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October 23						
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November 23						
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December 23						
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JULY
31 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAY
Teacher Professional Development/Workdays (TBD)

AUGUST
4 **FIRST DAY FOR 182-DAY REGULAR EMPLOYEES!!**
1-8 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
Teacher Professional Development/Workdays (TBD)
9 FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER
4 LABOR DAY HOLIDAY (All Employees)

OCTOBER
6 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9 FALL BREAK
10 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER
10 VETERAN'S DAY HOLIDAY (All Employees)
20-24 THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER
15 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
18-29 CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY
1 NEW YEAR HOLIDAY (All Employees)
2 **182-DAY REGULAR EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!!** Teacher PD/Employee Workday (Student Holiday)
3 STUDENTS RETURN
15 MLK Jr. HOLIDAY (All Employees)

FEBRUARY
12-14 MARDI GRAS HOLIDAY
15-16 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH
8 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
25-29 SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL
1 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY
22 LAST DAY OF STUDENT ATTENDANCE
23 **LAST DAY FOR 182-DAY REGULAR EMPLOYEES!!**
(Teacher/Employee Workday)

JUNE
19 JUNETEENTH HOLIDAY (All Employees)

January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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88 Dys

94 Dys

182-DAY BUS DRIVER EMPLOYEES

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
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August 23						
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24	25	26	27	28	29	30

October 23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY	
31	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAY Teacher Professional Development/Workdays– (TBD)

AUGUST	
7	FIRST DAY FOR 182-DAY BUS DRIVER EMPLOYEES!!
1-8	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS Teacher Professional Development/Workdays – (TBD)
9	FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER	
4	LABOR DAY HOLIDAY (All Employees)

OCTOBER	
6	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9	FALL BREAK
10	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER	
10	VETERAN'S DAY HOLIDAY (All Employees)
20-24	THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER	
15	TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
18-29	CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY	
1	NEW YEAR HOLIDAY (All Employees)
2	182-DAY BUS DRIVER EMPLOYEES RETURN FROM CHRISTMAS/ NEW YEAR HOLIDAYS!! Teacher PD/Employee Workday (Student Holiday)
3	STUDENTS RETURN
15	MLK Jr. HOLIDAY (All Employees)

FEBRUARY	
12-14	MARDI GRAS HOLIDAY
15-16	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH	
8	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
25-29	SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL	
1	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY	
22	LAST DAY OF STUDENT ATTENDANCE
23	SYMPOSIUM
24	LAST DAY FOR 182-DAY BUS DRIVER EMPLOYEES!! (End of year bus cleaning)

JUNE	
19	JUNETEENTH HOLIDAY (All Employees)

January 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

87 Dys

95 Dys

185-DAY CNP EMPLOYEES

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY	
31	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAY Teacher Professional Development/Workdays (TBD)

AUGUST	
1	FIRST DAY FOR 185-DAY CNP EMPLOYEES!!
1-8	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS Teacher Professional Development/Workdays (TBD)
9	FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER	
4	LABOR DAY HOLIDAY (All employees)

OCTOBER	
6	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9	FALL BREAK
10	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER	
10	VETERAN'S DAY HOLIDAY (All employees)
20-24	THANKSGIVING HOLIDAY (23-24 All employees)

DECEMBER	
15	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
18-29	CHRISTMAS HOLIDAYS (22-29 All employees)

JANUARY	
1	NEW YEAR HOLIDAY (All employees)
2	185-DAY CNP EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!! Teacher PD/Employee Workday (Student Holiday)
3	STUDENTS RETURN
15	MLK Jr. HOLIDAY (All employees)

FEBRUARY	
12-14	MARDI GRAS HOLIDAY
15-16	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH	
8	TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
25-29	SPRING BREAK HOLIDAY (27-29 All employees)

APRIL	
1	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY	
22	LAST DAY OF STUDENT ATTENDANCE
23	LAST DAY FOR 185-DAY CNP EMPLOYEES!!

JUNE	
19	JUNETEENTH HOLIDAY (All Employees)

January 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

91 Dys

94 Dys

187-DAY CNP MANAGERS

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1

August 23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23

September 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20

October 23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

November 23						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

December 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11

JULY
31 **FIRST DAY FOR 187-DAY CNP MANAGERS!!!**

AUGUST
1-8 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
Teacher Professional Development/Workdays (TBD)
9 FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER
4 LABOR DAY HOLIDAY (All Employees)

OCTOBER
6 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9 FALL BREAK
10 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER
10 VETERAN'S DAY HOLIDAY (All Employees)
20-24 THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER
15 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
18-29 CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY
1 NEW YEAR HOLIDAY (All Employees)
2 **187-DAY CNP MANAGERS RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!!** Teacher PD/Employee Workday (Student Holiday)
3 STUDENTS RETURN
15 MLK Jr. HOLIDAY (All Employees)

FEBRUARY
12-14 MARDI GRAS HOLIDAY
15-16 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH
8 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
25-29 SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL
1 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY
22 LAST DAY OF STUDENT ATTENDANCE
23 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
24 **LAST DAY FOR 187-DAY CNP MANAGERS!!**
27 MEMORIAL DAY HOLIDAY (All Employees)

JUNE
19 JUNETEENTH HOLIDAY (All Employees)

January 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21

February 24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18

March 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

April 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

May 24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

June 24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

92 Dys

95 Dys

187/189*-DAY REGULAR EMPLOYEES**BALDWIN COUNTY SCHOOL CALENDAR**

July 23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1

August 23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23

September 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20

October 23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

November 23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

December 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11

JULY
 31 **FIRST DAY FOR 187/189*-DAY REGULAR EMPLOYEES!!**

AUGUST
 1-8 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
 Teacher Professional Development/Workdays (TBD)
 9 FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER
 4 LABOR DAY HOLIDAY (All Employees)

OCTOBER
 6 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
 9 FALL BREAK
 10 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER
 10 VETERAN'S DAY HOLIDAY (All Employees)
 20-24 THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER
 15 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
 18-29 CHRISTMAS HOLIDAYS (22-29 All employees)

JANUARY
 1 NEW YEAR HOLIDAY (All Employees)
 2 **187/189*-DAY REGULAR EMPLOYEES RETURN FROM CHRISTMAS/**
NEW YEAR HOLIDAYS!! Teacher PD/Employee Workday (Student Holiday)
 3 STUDENTS RETURN
 15 MLK Jr. HOLIDAY (All Employees)

FEBRUARY
 12-14 MARDI GRAS HOLIDAY
 15-16 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH
 8 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
 25-29 SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL
 1 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY
 22 LAST DAY OF STUDENT ATTENDANCE
 23 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)
 24 **LAST DAY FOR 187/189*-DAY REGULAR EMPLOYEES!!**
(Teacher/Employee Workday)

JUNE

January 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21

February 24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18

March 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

April 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

May 24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18

June 24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

***Timeline for TEAMS Teachers 2 required**
FLEX days for professional development is
June 1, 2023 – May 31, 2024.

92 Dys

*2 - Flex Dys

95 Dys

202-DAY CUSTODIAL EMPLOYEES

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 23						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY
31 TEACHER PD/EMPLOYEE WORKDAY

AUGUST
1 **FIRST DAY FOR 202-DAY CUSTODIAL EMPLOYEES!!**
1-8 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
Teacher Professional Development/Workdays (TBD)
9 FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER
4 LABOR DAY HOLIDAY (All employees)

OCTOBER
6 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9 FALL BREAK
10 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER
10 VETERAN'S DAY HOLIDAY (All Employees)
20-24 THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER
15 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
18-29 CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY
1 NEW YEAR HOLIDAY (All Employees)
2 **202-DAY CUSTODIAL EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!!** Teacher PD/Employee Workday (Student Holiday)
3 STUDENTS RETURN
15 MLK Jr. HOLIDAY (All Employees)

FEBRUARY
12-14 MARDI GRAS HOLIDAY
15-16 TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH
8 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
25-29 SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL
1 TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY
22 LAST DAY OF STUDENT ATTENDANCE
27 MEMORIAL DAY HOLIDAY (All Employees)

JUNE
18 **LAST DAY FOR 202-DAY CUSTODIAL EMPLOYEES!!**
(10-Month Custodial Employees should work their normal hourly day on the 17 & 18th instead of a 10-hour day)
19 JUNETEENTH HOLIDAY (All Employees)

January 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21

February 24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18

March 24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

April 24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

May 24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22

June 24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12

**Summer 2023 four-day work schedule will be
June 5, 2023 – July 28, 2023.**

91 Dys

111 Dys

202-DAY REGULAR EMPLOYEES

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10

August 23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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September 23						
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October 23						
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November 23						
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December 23						
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31						

11

JULY

18 **FIRST DAY FOR 202-DAY REGULAR EMPLOYEES!!**

31 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY

AUGUST

1-8 TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
Teacher Professional Development/Workdays (TBD)

9 FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER

4 LABOR DAY HOLIDAY (All Employees)

OCTOBER

6 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY (Student Holiday)

9 FALL BREAK

10 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER

10 VETERAN'S DAY HOLIDAY (All Employees)

20-24 THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER

15 TEACHER WORKDAY/EMPLOYEE WORKDAY (Student Holiday)

18-29 CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY

1 NEW YEAR HOLIDAY (All Employees)

2 **202-DAY REGULAR EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!!** Teacher PD/Employee Workday (Student Holiday)

3 STUDENTS RETURN

15 MLK Jr. HOLIDAY (All Employees)

FEBRUARY

12-14 MARDI GRAS HOLIDAY

15-16 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH

8 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY (Student Holiday)

25-29 SPRING BREAK HOLIDAY (27-29 All Employees)

APRIL

1 TEACHER WORKDAY/PD/EMPLOYEE WORKDAY (Student Holiday)

MAY

22 LAST DAY OF STUDENT ATTENDANCE

27 MEMORIAL DAY HOLIDAY (All Employees)

JUNE

4 **LAST DAY FOR 202-DAY REGULAR EMPLOYEES!!**
(10-Month Regular Employees should work their normal hourly work day on the 3 & 4th instead of the 10-hour day)

19 JUNETEENTH HOLIDAY (All Employees)

January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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2

**Summer 2023 four-day work schedule will be
June 5, 2023– July 28, 2023.**

101 Dys

101 Dys

222-DAY EMPLOYEES

11-month teachers
Navy JROTC

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
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August 23						
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September 23						
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October 23						
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November 23						
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December 23						
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11

JULY	
3	FIRST DAY FOR 222-DAY EMPLOYEES!!
4	INDEPENDENCE DAY HOLIDAY (All Employees)
31	TEACHER WORKDAY/PD/EMPLOYEE WORKDAY
AUGUST	
1-8	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS
	Teacher Professional Development/Workdays (TBD)
9	FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER	
4	LABOR DAY HOLIDAY (All Employees)

OCTOBER	
6	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
9	FALL BREAK
10	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

NOVEMBER	
10	VETERAN'S DAY HOLIDAY (All Employees)
20-24	THANKSGIVING HOLIDAY (23-24 All Employees)

DECEMBER	
15	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
18-29	CHRISTMAS HOLIDAYS (22-29 All Employees)

JANUARY	
1	NEW YEAR HOLIDAY (All Employees)
2	222-DAY EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!! Teacher PD/Employee Workday (Student Holiday)
3	STUDENTS RETURN
15	MLK Jr. HOLIDAY (All Employees)

FEBRUARY	
12-14	MARDI GRAS HOLIDAY
15-16	TEACHER PD/EMPLOYEE WORKDAYS (Student E-Learning)

MARCH	
8	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
25-29	SPRING BREAK (27-29 All Employees)

APRIL	
1	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY	
22	LAST DAY OF STUDENT ATTENDANCE
27	MEMORIAL DAY HOLIDAY (All employees)

JUNE	
18	LAST DAY FOR 222-DAY EMPLOYEES!!
19	JUNETEENTH HOLIDAY (All Employees)

January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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12

**Summer 2023 four-day work schedule will be
June 5, 2023– July 28, 2023.**

111 Dys

111 Dys

242-DAY EMPLOYEES

12-month employees

BALDWIN COUNTY SCHOOL CALENDAR

July 23						
S	M	T	W	T	F	S
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August 23						
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September 23						
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October 23						
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November 23						
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December 23						
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31						

15

JULY	
4	INDEPENDENCE DAY HOLIDAY (All Employees)
31	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS

AUGUST	
1-8	TEACHER WORKDAYS/PD/EMPLOYEE WORKDAYS Teacher Professional Development/Workdays (TBD)
9	FIRST DAY OF STUDENT ATTENDANCE

SEPTEMBER	
4	LABOR DAY HOLIDAY (All Employees)

OCTOBER	
6	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

NOVEMBER	
10	VETERAN'S DAY HOLIDAY (All Employees)
23-24	THANKSGIVING HOLIDAY (All Employees)

DECEMBER	
22-29	CHRISTMAS HOLIDAYS (All Employees)

JANUARY	
1	NEW YEAR HOLIDAY (All Employees)
2	242-DAY EMPLOYEES RETURN FROM CHRISTMAS/NEW YEAR HOLIDAYS!! Teacher PD/Employee Workday (Student Holiday)
3	STUDENTS RETURN
15	MLK Jr. HOLIDAY (All Employees)

FEBRUARY	
15-16	TEACHER PD/EMPLOYEE WORKDAY (Student E-Learning)

MARCH	
8	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)
27-29	SPRING BREAK HOLIDAY (All Employees)

APRIL	
1	TEACHER PD/EMPLOYEE WORKDAY (Student Holiday)

MAY	
22	LAST DAY OF STUDENT ATTENDANCE
27	MEMORIAL DAY HOLIDAY (All Employees)

JUNE	
19	JUNETEENTH HOLIDAY (All Employees)

January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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19

**Summer 2023 four-day work schedule will be
June 5, 2023– July 28, 2023.**

119 Dys

123 Dys

Baldwin County Public School Policy Information on the Drug-Free Workplace Act of 1988

Federal Law, Board Policy Demand a Drug-Free Workplace

This form is provided to all employees in an effort to promote an awareness of drug-free workplace legislation and Baldwin County Board of Education regulations dealing with a drug/alcohol-free workplace.

The use, possession, distribution, or manufacturing of drugs or alcohol, and/or being under the influence of drugs or alcohol in the workplace is a violation of Board policy. These prohibited activities adversely affect health, safety and productivity, as well as public confidence and trust. Drug or alcohol use in the workplace interferes with the ability of workers to meet satisfactorily the requirements of their jobs. It reduces the employee's dependability, efficiency, and safe performance of job responsibilities and can affect negatively an entire organization.

Policy #4.2.6 and 4.2.7

In order to protect the health, welfare and safety of students, all employees are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Employees who are intoxicated or impaired by the use, consumption or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function. Employees who violate this policy will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in Ala. Code § 16-1-24.1 and 24.3 (1975).

Policy # 5.20.2

In addition to activities identified in other policies, rules, and procedures, Board employees are prohibited from the following:

- a. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
- b. Being on duty or operating a vehicle while possessing alcohol
- c. Consuming alcohol while performing safety-sensitive functions;
- d. Consuming alcohol within eight (8) hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- e. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- f. Consuming alcohol or being under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;
- g. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;
- h. Reporting for duty, remaining on duty, or performing safety sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

The Drug-Free Workplace Act of 1988

The Drug-Free Workplace Act of 1988, 41 U.S.C. § 801 *et. seq.* and formerly cited as 41 U.S.C.A. § 701 *et. seq.*, is designed to deal comprehensively with the nation's problem of drug abuse. The Act requires that federal grantees and some recipients of federal contracts certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency, such as the Department of Education. The penalty to the Board of Education for noncompliance can be as severe as the loss of federal grants for a period of five years. The requirements of the Act affect the Board of Education in that the Board is a federal grantee receiving direct funds for programs such as Chapter I, Chapter II, Drug-Free Schools and Communities, Vocational Education, Individuals with Disabilities Education Act, Dropout Preventions, After School Care programs and others.

Employee Assistance

The Baldwin County Board of Education cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. Should an employee want to seek treatment or rehabilitation services or speak with someone regarding ongoing drug or alcohol use, the Baldwin County Board of Education encourages its employees to seek counsel through the Baldwin County Board of Education Employee Assistance Program (EAP). Through the Baldwin County Board of Education EAP, the Baldwin County Board of Education provides, at no cost to you, an opportunity for employees to discuss substance abuse and other personal or emotional problems through confidential counseling services. To find out more information on how the Baldwin County Board of Education EAP may help you, visit www.americanbehavioral.com or call (800)- 925-5327.

6.25 Bullying, Harassment, Violence, and Threats of Violence, Suicide Awareness Prevention

6.25.1 Prohibition - The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision and in accordance with applicable Federal and State law.

6.25.2 Definitions –

- a. *Bullying* - a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
 - i. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - ii. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - iii. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - iv. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - v. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. *Hostile environment* - the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- c. *Violence* - the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

- d. *Threat* - a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- e. *Threat of violence* - an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. *Intimidation* - an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. *Student* - a person who is enrolled in the Baldwin County Public School System.

6.25.3 Description of Behavior Expected of Students -

- a. Students are expected to treat other students with courtesy, respect, and dignity, and to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 - i. The student's race;
 - ii. The student's sex;
 - iii. The student's religion;
 - iv. The student's national origin;
 - v. The student's disability;
 - vi. The student's marital status;
 - vii. The student's sexual orientation; or
 - viii. The student's gender identity.

6.25.4 Consequences for Violations – A series of graduated consequences for any violation of this policy will be those outlined in Board Policy, the Student Code of Conduct, or any rule or standard adopted under authority of this policy.

6.25.5 Reporting, Investigation, and Complaint Resolution Procedures – Complaints alleging violations of this policy must be made on Board approved complaint forms available complaint form available in the handbook, on the website, or at the school’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee will inform the student’s parent or guardian of the report.

6.25.6 Suicide Prevention – To the extent that the legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:

- a. Foster individual, family, and group counseling services related to suicide prevention.
- b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.

- c. Foster training for school personnel who are responsible for counseling and supervising students.
- d. Increase student awareness of the relationship between drug and alcohol use and suicide.
- e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- f. Inform students of available community suicide prevention services.
- g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- h. Foster school-based or community-based, or both, alternative programs outside of the classroom.
- i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- j. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- k. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
- l. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the school system.

Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

- 6.25.7 Promulgation of Policy and Related Procedures Rules and Forms- This Policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the Board and school website, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.
- 6.25.8 Construction of Policy –This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]

6.26 Child Sexual Abuse Prevention

To the extent that the legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop an instructional program to implement the following statutory requirements of Erin's Law in an effort to prevent child sexual abuse:

- a. Techniques to teach children to recognize child sexual abuse, equip them with skills to reduce their vulnerability, and encourage them to report the abuse.
- b. At least four sessions of instruction to reinforce the concepts learned in the program.
- c. Sessions conducted at least annually, building on skills learned in the previous years.
- d. Developmentally appropriate instruction for each grade level.
- e. Involvement of students as active learning participants, including discussions, modeling, and role playing.
- f. The capacity to be delivered by a wide range of personnel and professionals, including teachers, school counselors, and outside agency prevention educators; provided that the personnel and professionals should have a thorough knowledge of child sexual abuse, including how to respond appropriately to child sexual abuse disclosures.
- g. An evaluation component with measurable outcomes.
- h. Instruction that is culturally sensitive and adaptable for use within varying school contexts, including age, race, and special needs.
- i. An evidence-based curriculum, to the extent possible.
- j. A professional training component for administrators, teachers, and other school personnel on talking to students about child sexual abuse prevention, effects of child sexual abuse on children, handling of child sexual abuse disclosures, and mandated reporting.
- k. A component that encourages parental involvement within the child sexual abuse prevention program. This component shall inform parents about child sexual abuse topics, including characteristics of offenders, grooming behaviors, and how to discuss this topic with children.

[Reference: Ala. Code §16-40-9 (1975)]

CHANGE OF NAME AND/OR ADDRESS FORM

Change of Name

Emp #: _____ Current Worksite: _____

Old Name: _____
(as it appears on old social security card)

New Name: _____
(as it appears on new social security card)

Signature: _____

IMPORTANT: A COPY OF YOUR **NEW SOCIAL SECURITY CARD** SHOWING
YOUR NAME CHANGE MUST ACCOMPANY THIS FORM!!

Change of Address

Emp #: _____ Current Worksite: _____

Name: _____
(as it appears on social security card)

Old Address: _____

New Address: _____

New Phone #: _____

Signature: _____

IMPORTANT: Any change of address should also be reported to the
Teachers' Retirement System of Alabama. A form is
available online at www.rsa-al.gov to report this change.

Return this form to:

Baldwin County Public Schools
Human Resources Department
2600 North Hand Avenue
Bay Minette, AL 36507

Transportation

Mission Statement

To deliver students safely, with care, ready to learn.

Vision Statement

To be a model of transportation excellence and innovation.

Transportation Contacts

TBD	Transportation Coordinator	251-580-1604 or 251-370-3175
Robert “Glenn” Brown	Supervisor	251-580-1919 or 251-370-3121
Johnelle Kelly	Administrative Secretary	251-580-1604
Dee Conway	Central Office Secretary	251-580-1919
Elnoria Roper	Central Office Secretary	251-580-1894
John Fitzgerald	South Baldwin Shop Foreman	251-943-2231 or 251-370-3107
Timothy Holly	North Baldwin Shop Foreman	251-580-1894 or 251-370-3120
John Kleinschmidt	North and South Baldwin Shop Foreman	251-580-1894 or 251-895-3997
Jacob Fields	Supervisor	251-370-6732
Claude Byrd	Route Specialist- Bay Minette	251-752-0739
Elaine Whittington	Route Specialist- Robertsdale, Fairhope	251-250-9220
Daniel Lowry	Route Specialist- Foley, Elberta	251-233-3090
Devin Ward	Route Specialist- Spanish Fort, Daphne	251-895-9401

Transportation Employee Responsibilities

Employees shall meet the minimum qualifications of their job description and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Transportation Employees will:

1. Carry out and complete job duties in an acceptable manner and in a timely fashion.
2. Complete all regular duties along with additional duties assigned by supervisors.
3. Act in a professional manner at all times. Be respectful and be courteous to children, parents, supervisors, other employees, and individuals that you encounter during your work hours.
4. Strictly adhere to the Baldwin County Board of Education Harassment and Violence Policy.
5. Report issues or complaints to immediate supervisors. Unresolved issues or complaints involving an immediate supervisor are to be reported to the Transportation Coordinator. Complaints involving the Transportation Coordinator should be reported to Human Resources.
6. Adhere to school system rules, administrative procedures, local board policies, and state, federal, and local regulations, including random drug and alcohol testing.
7. Maintain a valid Commercial Driver's license, Department of Transportation Medical card and an Alabama Bus Driver Certificate.
8. Arrive to work promptly in accordance with designated work schedules.
9. Report absences and take leave in accordance with Board policies and procedures.
10. Be responsible to cover call on a rotation schedule, which is provided by the shop foreman.

Transportation Leave Procedures

Annual / Personal Leave

Transportation employees who plan to take annual or personal leave need to inform the coordinator at least 5 days ahead of time. Once approved, the employee will need to submit a time off request in the Frontline kiosk. Vacations must be approved by the Coordinator at least 30 days in advance.

Personal/Family Illness or Unforeseen Emergencies

Transportation employees who are unable to report to work should contact the coordinator soon as possible. Upon returning to work employees are to enter time off into the Frontline kiosk for approval by the Transportation Coordinator.

Transportation employees who need to leave work early due to personal/family illness or personal reasons should inform the shop foreman or Administrative Secretary in the event the shop foreman is unavailable. Employees should submit leave in the Frontline kiosk prior to leaving work. In the event that illness or an emergency dictate otherwise, submit leave the following work day.

On-the-Job-Injury

Transportation employees who receive an injury while working should immediately report the injury to the shop foreman or Administrative Secretary in the event the shop foreman is unavailable. Employees should then complete the on-the-job injury paperwork as specified in the On-the-Job Injury Policy #5.12.4. See page 14 of the Employee Handbook for more information.

Transportation General Procedures and Information

Shop Arrival and Departure

1. Working hours are from 7:00 a.m. to 4:00 p.m. with a one-hour lunch, unless otherwise specified by your Supervisor (to accommodate students).
2. Summer hours are determined by the Superintendent and Transportation Coordinator.
3. Employees will use time clocks to record time.
4. Upon clocking in, employees are required to check with the shop foreman for repair orders and depart from the shop no later than 7:30 a.m. unless the employee needs to:
 - Complete work tasks at the shop
 - Meet with the Administrative Secretary or shop foreman
 - Remain at work longer per the request of the shop foreman

Please note: If you are aware of needing help on a complaint, you are to notify your shop foreman at this time so he can schedule other personnel to assist you. If you need help while out in the field, you are to notify the shop foreman (or his designee) at which point he will contact additional personnel to assist you.

5. Transportation employees may be provided lunch and/or breaks at the discretion of the Transportation Coordinator. Work schedules, including break and/or lunch periods, will be assigned by the Transportation Coordinator based on the needs of the department. The Fair Labor Standards ACT (FLSA) does not require employees be given lunch or rest breaks. The lunch site will be contingent upon the location where the employee is working during lunch hours.
6. Employees will use time clocks in lieu of signing in if time clocks are available.
7. Employees are required to return to the shop no earlier than 3:45 p.m. unless the employees needs to:
 - Complete work tasks at the shop
 - Pick up parts
 - Meet with the Transportation Administrative Secretary or shop foreman
 - Leave early due to illness or personal reasons
 - Arrive back early per the request of the shop foreman
8. It is the employee's responsibility to notify the designated supervisor if it appears they will be tardy. In the event the employee cannot give advanced notice, he/she is required to contact the designated supervisor as soon as possible to let them know the reason for the tardiness. Tardiness in excess of 15 minutes shall be submitted as leave.

Work Attire

1. A uniform shall consist of a shirt bearing the Baldwin County Public Schools emblem.
2. Name tags furnished by the school system will be worn when entering school buildings as well as your Crisis Alert badge.

Tools and Equipment

1. Employees are not permitted to use Baldwin County Board of Education tools/equipment for personal use.
2. Employees are not permitted to use personal tools/equipment during the work day.
3. Employees are required to properly discard Baldwin County Board of Education tools/equipment and property per the Supervisor's directives. Employees are not permitted to keep any tools/equipment and property for personal gain.

Board Owned Vehicles

1. Employees are not allowed to drive Baldwin County Board of Education vehicles home unless they are serving as the on-call technician.
2. Employees who drive district owned vehicles as part of their job duties must accept responsibility for the safe and efficient operation of the vehicle. Drivers must exercise common sense and treat county vehicles with respect. Abuse of county vehicles will not be tolerated. It is the responsibility of each employee who is assigned and operating a vehicle to obey all traffic laws and regulations.
3. It is the responsibility of the employee who is assigned and operating a district owned vehicle to schedule, with the appropriate Transportation Personnel, all routine maintenance for the vehicle, at the designated service interval. Employees are also expected to advise the Transportation Department of any malfunction or safety deficiencies known to exist with the vehicle.
4. Employees assigned a vehicle are responsible for seeing that the exterior of the vehicle is washed regularly or when needed, as well as ensuring the interior of the vehicle is cleaned regularly.
5. All district vehicles are assigned a vehicle number for identification purposes, under no circumstances are the numbers to be removed or defaced.
6. If an employee is involved in an accident or receives a violation while operating a district vehicle, you should first notify the coordinator at 251- 370-3175 or the fleet manager at 251-370-3121. The employee should then call the designated supervisor. You may also call the Transportation main office number at 251-580-1894.
7. District owned vehicles are to be used for carrying out responsibilities for the school district and not for personal use.

School Campuses

1. Employees are to sign-in at the front office upon arriving at any school campus and notify the building principal or his designee of the purpose for entering the building.
2. Technician should be aware of any children around buses during repairs or inspections.
3. Technician will report any suspicious items found on or around school buses to the Transportation Coordinator.

Employee Evaluations

Transportation employees will be evaluated using the appropriate evaluation instrument as designated by the State Department of Education and/or by the Baldwin County Board of Education. Additional information will be provided by the designated supervisor.

Child Nutrition Program

Mission Statement

To enhance and maintain facilities which contribute to a positive learning environment for the students of Baldwin County Public Schools.

Child Nutrition Contacts

Erin Miller	Child Nutrition Program Coordinator	251-223-3551
Sherry Walls	Child Nutrition Program Secretary	251-970-4402
Michelle Lewis	Child Nutrition Accountant	251-626-0303
Cassie Harris	Child Nutrition Program Accounts Payable Bookkeeper	251-580-1887
Joseph Griffith	Enterprise Technology Professional	251-970-4438
Chris Glover	Enterprise Technology Professional	251-264-9335
Brayden Mitchell	Technology Support Technician	251-970-4402
Darlene Webb	Child Nutrition Program Lead Manager	251-978-5019
Yolanda Hawthorne	Child Nutrition Program Lead Manager	251-284-6217
Misti Stafford	Child Nutrition Program Lead Manager	251-250-9920

Child Nutrition Program Employee Responsibilities

Employees shall meet the minimum qualifications of their job description and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Child Nutrition Employees will:

1. Carry out and complete job duties in an acceptable manner and in a timely fashion.
2. Complete all regular duties along with additional duties assigned by manager, principal, and/or Child Nutrition Coordinator.
3. Act in a professional manner at all times. Be respectful and be courteous to children, parents, supervisors, other employees, and individuals that you encounter during your work hours.
4. Strictly adhere to the Baldwin County Board of Education Harassment and Violence Policy.
5. Report issues or complaints to immediate supervisors. Unresolved issues or complaints involving a manager are to be reported to the school principal who will coordinate with the Child Nutrition Program Coordinator. Complaints involving the Child Nutrition Program Coordinator should be reported to the Human Resources Department.
6. Adhere to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
7. Maintain a valid driver's license.
8. Arrive to work promptly in accordance with designated work schedules.
9. Report absences and take leave in accordance with Board policies and procedures.

Child Nutrition Program Employees should not carry a cell phone on them while working in the kitchen, serving, or cleaning. Cell phones may only be used during break times or under special circumstances approved by the manager and/or Child Nutrition Program Coordinator. Headphones/earbuds/Bluetooth devices should not be worn by Child Nutrition Program employees during work hours.

Child Nutrition Program Leave Procedures

Local School Child Nutrition Program Employees should adhere to building-level policies and procedures as indicated in the local school employee handbook.

On-the-Job Injury

Child Nutrition Program employees who receive an injury while working should immediately report the injury to the manager and principal who will coordinate with the Child Nutrition Program Coordinator. Employees should then complete the on-the-job injury paperwork as specified in the On-the-Job Injury Policy #5.12.4. See page 14 of the Employee Handbook for more information.

Child Nutrition Program General Procedures and Information

Cafeteria Arrival and Departure

1. CNP Employees working hours are scheduled by the CNP Manager and school principal and are normally between the hours of 6:00-6:30 a.m. and 2:00-2:30 p.m. Employees must adhere to working hours in order to best meet the needs of the cafeteria.
2. CNP Managers working hours are determined by the school principal and/or CNP Coordinator.
3. Upon arriving to work, CNP Managers and employees must immediately begin work.
4. Child Nutrition Program Employees may be provided lunch and or breaks at the discretion of the

principal or supervisor. Work schedules, including break and/or lunch periods, will be assigned by the principal or supervisor based on program needs. The Fair Labor Standards Act (FLSA) does not require employees be given lunch or rest breaks.

5. It is the employee's responsibility to notify the CNP Manager and/or principal if it appears he/she will be tardy. In the event the employee cannot give advanced notice, he/she is required to contact the designated supervisor as soon as possible to let them know the reason for the tardiness. Tardiness in excess of 15 minutes shall be submitted as leave. Habitual tardiness will not be tolerated and will be reported to the school principal and CNP Coordinator.

Work Attire

1. The Child Nutrition Program Uniform Policy must be followed at all times during working hours. Any other clothing should be approved by the CNP Coordinator.
2. Arrive to work promptly and fully dressed in approved uniform.
** It is the manager's responsibility to ensure all employees adhere to uniform guidelines.

CNP Employee Meals

All full-time Child Nutrition Program Employees receive one full meal per day free of charge if desired. The meal should consist of what is being served to the students that day. No a la carte items can be eaten free of charge, except for plain bottled water. Principals, teachers, and other school staff are required to pay for meals.

Adult Meals

All non-CNP Adult Meals should follow the high school menu pattern for portion sizes.

Volunteers

Child Nutrition greatly appreciates the help of parent, teacher, and staff volunteers. For safety and health reasons, volunteers must adhere to the following guidelines:

- Volunteers are to wear non-skid shoes while in the kitchen.
- Proper handwashing per health department guidelines
- Hair must be pulled back and hair restraint worn. CNP will provide hairnets.
- Aprons are required for use when volunteering in kitchen or cafeteria. CNP can provide disposable aprons.
- For safety reasons, it is recommended that volunteers avoid preparing food and using equipment in kitchens.
- It is suggested that volunteers could be most helpful serving the food to students, restocking, and cleaning.

Equipment and Food purchased with CNP Funds

1. Employees are not permitted to use Baldwin County Board of Education kitchen equipment for personal use.
2. Employees are not permitted to use personal cooking utensils or equipment for school purposes.
3. Food purchased with CNP funds should not be taken home with employees unless an employee has purchased the food.
4. Discarded out-of-date CNP foods. Out-of-date and discarded foods should not be taken off BCBE property by any employee at any time.

5. Employees are required to properly discard Baldwin County Board of Education food/equipment and property per the Coordinator's directives. Employees are not permitted to keep any utensils/equipment/food for personal gain.

These requirements are in accordance with the USDA Child Nutrition Guidelines.

Bank Deposits

The manager or other designated CNP employee shall make daily deposits into the CNP Bank Account at Regions unless otherwise instructed by the CNP Coordinator. Deposits may not be held for over 24 hours unless prior approval is given by CNP Coordinator.

Menus and Recipes

All menus are centralized and planned on a cycle rotation. Each cafeteria must serve the meals listed on the cycle menus. Any changes must have prior approval from the CNP Coordinator. All cafeterias shall prepare meals using approved standardized recipes. Recipes are centralized meaning each school should use the approved recipes. Any recipe modifications require approval from the CNP Coordinator.

Employee Evaluations

Child Nutrition Program employees will be evaluated using the appropriate evaluation instrument as designated by the State Department of Education and/or by the Baldwin County Board of Education. Additional information will be provided by the designated supervisor.



BCBE Child Nutrition Uniform Policy

Clothing

Baldwin County CNP employees should wear clean outer clothing to prevent contamination of food, equipment, and supplies. All CNP employees should maintain a neat and professional appearance at all times.

Name Badges

Name Badges are required to be worn daily. Lanyards are not allowed, but badge may be in pocket or clipped to shirt/top. Badge must be visible when outside of the kitchen.

Clothing should consist of:

- **Tops**
Scrubs, CNP T-shirt, School T-shirt, or other acceptable top approved by the CNP Manager and CNP Coordinator.
- **Bottoms**
Scrubs, Khakis, Jeans, or other acceptable bottom approved by the CNP Manager and CNP Coordinator. Skirts are acceptable if they fall below the knee. Leggings/Jeggings are not acceptable to be worn with CNP or School T-shirts.
- **Shoes**
Shoes should be clean, non-skid, closed-toe, and comfortable for daily wear. Be mindful that not all athletic shoes are non-skid.

Hair

One of the following hair restraints should be worn at all times: **baseball hats, visors, wide head band/wrap, or hair nets**. Hair should be pulled back neatly and tucked away in the hat, visor, headband/wrap, or hair net. Hair should not be hanging down on the sides or front. The head band/wrap should be at minimum 4 inches in width. Bangs or side hair should not be hanging outside of front or sides of hat, headband/wrap, or hairnet.

Fingernails

CNP Employee should keep their fingernails trimmed, short, filed, and maintained so the edges and surface are cleanable and not rough. Nail length should not extend past the fingertip, whether real or artificial nails. The Alabama Department of Public Health will allow fingernail polish or artificial nails if clean, intact gloves are worn when working with exposed food. Gloves should always be worn when prepping and serving food in CNP (Note that gloves do not replace good handwashing habits).

Jewelry

Jewelry may not be worn on the hands, wrists, or arms except for a plain wedding band on the ring finger. Small, stud earrings no larger than ¼ inch diameter may be worn. The stud part of the earring may be no larger than pea size. No hoops, dangling, or clip-on earrings. No visible facial piercings other than traditional pierced ears. Necklaces, watches, and bracelets are not permitted by those preparing and serving food.

Facilities and Maintenance

Mission Statement

To enhance and maintain facilities which contribute to a positive learning environment for the students of Baldwin County Public Schools.

Facilities and Maintenance Contacts

Frank Boatwright, Jr	Director	251-970-4405	251-554-4804
Randy Sanks	Coordinator	251-970-4405	251-752-4619
Tim Bowling	Coordinator	251-970-4405	251-463-3776
Jason Porter	Supervisor	251-970-4405	251-350-0077
Jeremy Odom	North Supervisor	251-580-1842	251-370-3091
Darrin Gardner	South Supervisor	251-580-1842	251-370-2257
Chase Middleton	North Foreman	251-970-4405	251-370-3811
Trevor Webb	South Foreman	251-970-4405	251-463-1451
Jamie Boatwright	Administrative Secretary	251-580-1842	
Tamera Brown	Administrative Secretary	251-970-4405	

Facilities and Maintenance Employee Responsibilities

Employees shall meet the minimum qualifications of their job description and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Facilities and Maintenance Employees will:

1. Carry out and complete job duties in an acceptable manner and in a timely fashion.
2. Complete all regular duties along with additional duties assigned by supervisors.
3. Act in a professional manner at all times.
4. Be respectful and be courteous to children, parents, supervisors, other employees, and individuals that you encounter during your work hours.
5. Strictly adhere to the Baldwin County Board of Education Harassment and Violence Policy.
6. Report issues or complaints to immediate supervisors. Unresolved issues or complaints involving an immediate supervisor are to be reported to the Facilities and Maintenance Director. Complaints involving the Facilities and Maintenance Director should be reported to Human Resources.
7. Adhere to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
8. Maintain a valid driver's license and provide a copy to the secretary each year by February 1st.
9. Arrive to work promptly in accordance with designated work schedules.
10. Report absences and take leave in accordance with Board policies and procedures.

Employees must provide a copy of current license(s) to the secretary by February 1st of each year in order to be eligible to receive the board-approved supplement. Employees whose job duties and responsibilities require an On-Call service should be accessible during nights, weekends, and holidays for which they are scheduled. During this time, work phones should be kept with the employee and checked periodically for messages. All phone calls and messages should be returned in a timely manner.

Facilities and Maintenance Leave Procedures

Annual / Personal Leave

Facilities and Maintenance employees who are planning to take annual or personal leave need to submit the request via Frontline at least one day prior to the first requested day off for approval by the maintenance supervisor.

Personal/Family Illness or Unforeseen Emergencies

Facilities and Maintenance employees who are unable to report to work should contact the maintenance supervisor or maintenance secretary as soon as possible. Upon returning to work, employees are to submit a request via Frontline for approval by the maintenance supervisor.

Facilities and Maintenance employees who need to leave work early due to personal/family illness or personal reasons should inform the maintenance supervisor or maintenance secretary in the event the maintenance supervisor is unavailable. Employees should submit a request via Frontline prior to leaving work. In the event that illness or an emergency dictates otherwise, the employee should submit a request via Frontline upon return to work.

Tim Bowling	F&M Coordinator	251-970-4405 office	251-463-3776 cell
Jeremy Odom	North F&M Supervisor	251-580-1842 office	251-370-3091 cell
Darrin Gardner	South F&M Supervisor	251-580-1842 office	251-370-2257 cell
Jamie Boatwright	Administrative Secretary	251-580-1842 office	

On-the-Job Injury

Facilities and Maintenance employees who receive an injury while working should immediately report the injury to the maintenance supervisor or maintenance secretary in the event the maintenance supervisor is unavailable. Employees should then complete the on-the- job injury paperwork as specified in the On-the-Job Injury Policy # 5.12.4.

Facilities and Maintenance General Procedures and Information

Shop Arrival and Departure

1. Working hours are from **7:00 a.m. till 3:30 p.m.**
2. Summer hours are determined by the Superintendent and Facilities Maintenance Director.
3. Upon clocking in, employees are required to check their work orders via Asset Essentials and depart from the shop no later than 7:15a.m. unless the employee needs to:
 - Complete work tasks at the shop
 - Meet with the maintenance secretary or supervisor
 - Remain at shop longer per the request of the maintenance supervisor

Please note: If you are aware of needing help on a work order assignment, you are to notify your supervisor immediately so he can schedule other personnel to assist you. If you need help while out in the field, you are to notify the maintenance supervisor (or his designee) at which point he will contact additional personnel to assist you.

4. Facilities and Maintenance employees receive two fifteen (15) minute breaks daily and a thirty (30) minute lunch. The lunch site will be contingent upon the location where the employee is working during lunch hours. Lunch should be taken between the hours of 11:00 a.m. and 2:00 p.m. unless the immediate supervisor has granted prior approval.
5. Employees are required to return to the shop no earlier than **3:15 p.m.** unless to:
 - Complete work tasks at the shop
 - Pick up parts
 - Meet with the maintenance secretary or supervisor
 - Leave early due to illness or personal reasons
 - Arrive back early per the request of the maintenance supervisor
6. It is the employee's responsibility to notify the designated supervisor if it appears they will be tardy. In the event the employee cannot give advanced notice, he/she is required to contact the designated supervisor as soon as possible to let them know the reason for the tardiness. Tardiness more than 15 minutes shall be submitted as leave.

Work Attire

1. Employee and Crisis Alert Badges furnished by the school system will be worn at all times during work hours.

Tools and Equipment

1. Employees are not permitted to use Baldwin County Board of Education tools/equipment for personal use.
2. Employees are not permitted to use personal tools/equipment during the workday.
3. Employees are required to properly discard Baldwin County Board of Education tools/equipment and property per the Supervisor's directives.
4. Employees are not permitted to keep any tools/equipment and property for personal gain.

Board Owned Vehicles

1. Employees are not allowed to drive Baldwin County Board of Education vehicles home unless they are serving as the on-call technician.
2. Employees who drive district owned vehicles as part of their job duties must accept responsibility for the safe and efficient operation of the vehicle. Drivers must exercise common sense and treat county vehicles with respect. Abuse of county vehicles will not be tolerated. It is the responsibility of each employee who is assigned and operating a vehicle to obey all traffic laws and regulations.
3. It is the responsibility of the employee who is assigned and operating a district owned vehicle to schedule with the appropriate Transportation Personnel all routine maintenance for the vehicle every 7,500 miles. Employees are also expected to advise the Transportation Department of any malfunction or safety deficiencies known to exist with the vehicle.
4. Employees assigned a vehicle are responsible for seeing that the exterior of the vehicle is washed regularly or when needed, as well as ensuring the interior of the vehicle is cleaned regularly.
5. All district vehicles are assigned a vehicle number for identification purposes, under no circumstances are the numbers to be removed or defaced.
6. If an employee is involved in an accident or receives a violation while operating a district vehicle, you should first notify the Transportation Coordinator, Tony Pollard, at 251-370-3175 or the Fleet Manager, Glenn Brown, at 251-370-3121. You may also call the Transportation main office number at 251-580-1894. The employee should then call their designated supervisor.
7. District owned vehicles are to be used for carrying out responsibilities for the school district and not for personal use.

School Campuses

1. Employees are to sign-in at the front office upon arriving at any school campus and notify the building principal or his designee of the purpose for being on campus.
2. Employees are required to provide notification to the building principal or designee in the event they are unable to make repairs at that time. A time frame for completion should be provided to the building principal or designee as well.

Employee Evaluations

Facilities and Maintenance employees will be evaluated using the appropriate evaluation instrument as designated by the State Department of Education and/or by the Baldwin County Board of Education. Additional information will be provided by the designated supervisor.



Baldwin Proud!