

Escambia County Schools



Division of Human Resources



Employee Handbook



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Preface

The Escambia County Board of Education is established under authority of state law for the purpose of exercising general supervision and administration of the public schools serving school age children who reside within the county limits of Escambia County, and or promoting the interests of the Escambia County Schools and the children they serve. Those responsibilities are met, in part, by the adoption and implementation of formal policies by which the principles that guide decision making are established.

Policies are generally broad statements of principle and purpose, and are intended to serve as a framework for decision making and administrative action rather than as a manual for day-to-day decision making and action. Policies can nevertheless establish specific substantive standards and requirements, including standards of personal and professional conduct, the violation of which may result in disciplinary sanctions or other adverse consequences. However, policies do not restrict the ability of the Board or its employees to respond reasonably and flexibly to unexpected contingencies, emergencies, and other conditions that call for a response that is tailored to unique or special circumstances.

Policies should be construed as a whole with reference to related policies and applicable law. Although policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment.

Any provision, feature, or aspect of Board policy that does not conform to governing law should be deemed void and superseded by such law. Editorial changes that do not affect the meaning, substance, or application of a policy may be made by the Board without advance public notice and comment. In general, the Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply policies according to its assessment of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law.

Employee Handbook Policy Statement

This document supplements the Escambia County Board of Education Policy Manual approved by the Escambia County Board of Education.

All employees must read the Escambia County Board of Education Policy Manual to know and understand the policies of the system.

Citations to the United States Code, the Code of Alabama, and the Alabama Administrative Code are all intended to refer the reader to sources that either serve as legal authority for the policy provisions or provide additional or more detailed information regarding the subject matter of the policy. The citations are not exhaustive and are subject to repeal, amendment, or invalidation by court rulings. Such changes may not be reflected in the policy.



I. Governing Principles

➤ Mission

The mission of the Escambia County School System is to provide engaging and comprehensive instructional programs that will enable our students to graduate college and/or career ready.

➤ Purpose

The purpose of the Escambia County School System is to provide students with excellent educational experiences to be successful in life.

➤ Core Beliefs

- Every student should have a safe and caring learning environment.
- A student's education is a shared responsibility between school, community, and parents.
- Every student deserves a rigorous, challenging curriculum that meets his or her learning needs which results in the development of valuable problem solving and decision making skills.
- Every student should be prepared for college and/or career after high school.

II. Alabama Educator Code of Ethics

Statement of Purpose:

The Escambia 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. A professional educator constantly strives to uphold the honor and integrity of the profession in all actions and relations with pupils, colleagues, and the community.

The professional educator should obey local, state, and national laws and carry out in good faith all policies duly adopted by the Board and should render professional service to the best of his/her abilities.

The professional educator should be responsible to his/her supervisors, the Board, and the public whom he/she serves.

Introduction

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

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



CODE OF ETHICS STANDARDS

Standard 1: Professional Conduct

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

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

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

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

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

Standard 2: Trustworthiness

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

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

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

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

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



Standard 3: Unlawful Acts

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

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

Standard 4: Teacher/Student Relationship

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

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

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

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

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

Standard 5: Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

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



Standard 6: Public Funds and Property

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

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

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

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

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

Standard 7: Remunerative Conduct

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

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

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

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

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

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

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

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

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

- Sharing confidential information concerning student academic and disciplinary records,



health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.

- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

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

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

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

Reporting

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

Alabama Administrative Code 290-3-2-.05

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

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

(1) Authority of the State Superintendent of Education

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

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.



3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

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

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

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

Escambia County Board of Education Policy Manual

III. Fiscal Management

Educator Code of Ethics - Standard 6: Public Funds and Property

3.16 Fundraising

Fundraising activities will be permitted on school or Board property only if the following criteria are satisfied:

- a. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function.
- b. The activity is designed and intended to support a *bona fide* school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system;
- c. Adequate provision has been made for the security and proper accounting of funds collected;
- d. Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and
- e. Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.
- f. The activity is approved by the principal and the Superintendent.

3.19 Classroom Instructional Support

The Superintendent shall develop procedures by which state allotments for classroom instructional support are made available for use by classroom instructors in the manual and for the purposes authorized by statute and corresponding state regulations.

{Reference: ALA. CODE §16-1-8.1 [b][7].}



IV. General Administration

4.1 Security / Access to Schools

- 4.1.1 Security Measures Authorized – The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).
- 4.1.2 Access Restrictions Authorized – The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To the end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.
- 4.1.3 Adult Sex Offenders – Adult sex offenders who have been convicted of a sex offense involving a minor must:
- Notify the principal of the school or his designee before entering school property or attending the K-12 school activity;
 - Immediately report to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and
 - Cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or the school system.

{Reference: Ala. Code 15-§20A-17}



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

Educator Code of Ethics - Standard 5: Alcohol, Drug and Tobacco Use or Possession

4.2.1 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.

{Reference: ALA. CODE §16-1-24.1, 24.3; 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})}

4.2.2 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, archer 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 a 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.

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

4.2.3 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.

4.2.4 Tobacco – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type device designed to deliver nicotine, flavor, and other chemicals via inhalation.

{Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1.02[1][b]}

4.2.5 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]}

4.2.6 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)]}

4.4 Use of Board Property

Educator Code of Ethics - Standard 6: Public Funds and Property

4.4.1 Equipment, Supplies, Materials, Vehicles – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

4.4.2 Use of Board Facilities – Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.

4.6 Complaints and Grievances

4.6.1 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.

4.6.3 – Student Complaints and Grievances – Complaints grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and



administrative levels have been exhausted. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of such complaints and grievances. Such procedures will not unreasonably burden or delay the presentation or processing of the complaint of grievance and will be subject to review and approval by the Board. Administrative judgements concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

4.6.4 – Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the Code of Student Conduct.

4.6.5 – Public Complaints – Nothing in this policy shall be construed to deny any member of the public the right to petition the board for consideration or action regarding any matter of public concern falling within the statutory jurisdiction of the board, provided that the person can demonstrate that he or she is impacted by the alleged violation to a greater extent than the impact on the public at large.

4.6.6 – 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.

4.9 Internet Safety and Use of Technology

Educator Code of Ethics Standard 2: Trustworthiness

4.9.1 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.

- 4.9.2 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.

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

Social Media

The Escambia County Board of Education recognizes the value of social media, both for personal and professional use. Although social media sites such as Facebook are personal in nature, they (along with personal texts and emails brought to the administrations attention) can be considered public discourse or public comments.

- a. The posting or texting or emailing of comments or images about students, parents, employees, supervisors, departments, schools, the system or your job that are of poor taste, unprofessional, demeaning, derogatory, racist, offensive, insulting, inflammatory, hateful, insubordinate or celebrating immoral, improper or illegal actions is unacceptable and may lead to disciplinary action as those postings may cause a disruption in the workplace.

Cell Phone Use

The use of personal cell phones during work hours is prohibited unless the use is work related. Advise your family and friends that you cannot receive personal calls or messages on your cell phone during the work day unless a true emergency has occurred.

V. Personnel

Educator Code of Ethics Standard 2: Trustworthiness

5.1 Employee Duties and Responsibilities

Please refer to the School Board Policy Handbook for full guidelines and procedures.

- 5.1.1 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.
Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour work day, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.
- 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 and plans 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 sexual, romantic, or inappropriately familiar interaction with students.
- i. *Employee Attire* – Employees are required to report to work or to school functions in attire that is appropriate to their position 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. The Superintendent is authorized to develop guidelines for professional dress for employees.

Escambia County Schools Code for Professional Dress

In order to improve the professional atmosphere, the Escambia County School System expects all staff members to dress in an appropriate manner at all times. Therefore, all staff members will adhere to the following guidelines:

1. Fridays may be considered as casual Fridays. Blue jeans and school spirit shirts are to be worn **Only** on Fridays (no holes, rips, tears, frays, etc.). Casual Friday will not be observed on dates that require professional dress.
2. Leggings/jeggings may be worn only if shirt/dress/top is fingertip length or longer
3. Dresses and skirts are to be no more than two inches above the knee.
4. No shorts (exceptions for field day and PE classes)
5. No sweat pants/wind suits (exception for PE classes)
6. No spaghetti straps unless covered
7. Clothes must be properly fitted. Sagging pants and excessively tight clothing are prohibited.
8. No hats, caps, bandannas, hoodies, or hoods from sweatshirts may be worn inside the school building.



9. Coaches and PE teachers must adhere to professional dress while teaching subjects other than PE.
10. Men should wear professional clothing. (Khakis, slacks, shirts with collars, shirt and tie, etc.)

Please note: Professional dress is to be adhered to when attending teacher institute, any professional development training (on and off campus), field trips, parent teacher conference or any other off campus function. Casual Friday will not be observed on dates that require professional dress. Exceptions will be made for summer workshops and field trips to the zoo, Turtle Point etc.

- 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.

5.1.2 Special Requirements

- a. *Work Schedules (Teachers)* – Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the beginning of the instructional day and conclude fifteen (15) minutes after the dismissal of 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 off-campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.
- b. *Work Schedules (Support Personnel)* – The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel.
- c. *Professional Certification* – In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher’s Certificate, which will be maintained in the Superintendent’s office. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher’s salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will become effective upon Board approval following receipt of documentation of the new certification from the State Department of Education.
- d. *Substitute Teachers* – Substitute teachers must, at a minimum, possess a high school diploma and valid and current Alabama Substitute Teacher’s Certificate or Alabama Teacher’s Certificate and are expected to comply with requirements, procedures, guidelines, and other like directives established by the Superintendent.
- e. *Teacher Assistants* – Teacher assistants must, at a minimum, possess (i) a high



school diploma or its equivalent; (ii) a two year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment; and (iii) a certificate from the State Department of Education verifying a “clear” status resulting from a background check.

- f. *Bus Drivers* – In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver’s license, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, and (iii) satisfactorily complete a written examination driver’s performance test approved or administered by the State Department of Education or State Superintendent. A bus driver must also meet any requirements of the entity providing the Board’s automobile liability coverage.

[Reference: ALA. CODE §16-27-4 (1975)]

5.3 Probationary Employment

Employees are required to serve the maximum period of any probationary service provided or permitted by law before tenure, non-probationary status, or any other statutorily sanctioned form of employment security will be recognized by the Board.

5.4 Professional Development

Educator Code of Ethics - Standard 1: Professional Conduct

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.

5.5 Employee Conflicts of Interest

Educator Code of Ethics - Standard 2: Trustworthiness

Educator Code of Ethics - Standard 3: Unlawful Acts

Educator Code of Ethics - Standard 6: Public Funds and Property

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

5.6 Employee Gifts

Educator Code of Ethics - Standard 7: Remunerative Conduct

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 (\$50.00).

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

5.7 Employee Evaluations

5.7.1 Certified Personnel – Certified employees (other than contract principals) will be evaluated in accordance with an evaluation program approved for use by the Alabama State Board 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.

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

5.7.3 Use of Evaluations in Connection With Employment Decisions – Unless prohibited by law (including applicable regulations) or the terms of the evaluation 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.

5.7.5 Exempt Personnel – 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.

5.9 Employee Leave

5.91 Work Attendance and 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.



5.92 Absences – Except as otherwise authorized under 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. Vacation leave;
- d. Professional leave;
- e. Military leave;
- f. Court leave;
- g. Other unpaid leave that is specifically approved by the Board upon a showing of substantial hardship or extraordinary circumstances.

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. 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. Pay will be reduced on a *pro rata* basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

5.93 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 in 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:
 1. Personal illness;
 2. Incapacitating personal injury;
 3. 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;
 4. 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;
 5. 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 and specify the reason. 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)]

5.94 On-The-Job Injury Leave – 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 injured employee submits written medical certification from the attending licensed physician stating that the employee was injured and 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.
- b. The employee submits a signed written account of the accident attested by a principal or department head within twenty-four (24) hours after the injury occurred. 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. 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.

[Reference: ALA. CODE §16-1-18.1 (1975)]

5.95 Personal Leave – Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent or the Board. Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term, unless an unusual or emergency circumstance exists and a written request is submitted to the employee’s principal or supervisor and approved by the Superintendent.

- a. *State-funded personal leave* – All regular, full-time employees are eligible for two (2) non-cumulative personal leave days each scholastic year without loss of pay. Teachers may be compensated for unused state- funded personal leave at the end of the scholastic year at the same daily rate of pay used for substitute teachers if requested in writing by June 15th. All other unused state-



funded personal leave days convert to sick leave at the end of the scholastic year.

- b. *Additional personal leave* – All regular full-time employees are eligible for two (2) additional non-cumulative personal leave days each scholastic year. To qualify for the additional leave days, employees must purchase the leave days on or before October 1st. Employees will be charged for each additional personal leave day an amount equal to the daily rate of pay for a substitute, whether or not a substitute is required. All unused additional personal leave days convert to sick leave at the end of the scholastic year.

[Reference: ALA. CODE §16-8-26 (1975)]

- 5.97 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, 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 and/or his designee.
- 5.98 Military Leave – Military leave is available to all eligible employees in accordance with state and federal law.
- 5.99 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 for school-related purposes under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings 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.

5.10 Family and Medical Leave Act (FMLA)

- 5.10.1 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.
- 5.10.2 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.
 - e. 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.

5.11 Sick Leave Bank

A “Sick Leave Bank” plan for full-time certified and classified employees is hereby established in accordance with applicable provisions of state law. A Sick Leave Bank Committee will be established to oversee the operations of the Sick Leave Bank in accordance with state law and the following provisions:

- a. *Employee Participation* – Participation in the Sick Leave Bank is voluntary and open to all full-time employees of the Board. However, employee participation is subject to such rules and regulations regarding enrollment procedures, deposits, withdrawals, and participation as may be developed by the Committee.

[Reference: ALA. CODE §16-22-9 (1975)]

5.14 Sexual Harassment

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.

- 5.14.1 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.
- 5.14.2 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.
- 5.14.3 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.

5.14.4 Formal Complaint Procedure

- a. *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.
- b. *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.
- c. *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 any action that is taken as a result of the investigation.
- d. *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.

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

5.14.6 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.

5.14.7 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.

5.17 Drug-Free Workplace

Educator Code of Ethics - Standard 5: Alcohol, Drug and Tobacco Use or Possession

5.17.1 General – It is the policy of the Escambia County Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs is prohibited. Any employee violating this policy will be subject to disciplinary actions, up to and including termination of employment and referral to the appropriate authorities for prosecution. This policy has been adopted in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Nothing in this policy should be construed as precluding the Board from adopting additional or alternative programs, procedures, and penalties in order to achieve the goal of a drug- and alcohol-free public school system.

5.17.2 Standards of Conduct –

- a. The possession, use, transfer, sale, or distribution of alcoholic beverages by any employee while on the job or on school premises or off campus in connection with or affecting any school related activity is strictly prohibited. Violation of this policy will result in disciplinary actions up to and including termination of employment and referral to the appropriate authorities for prosecution.
- d. The Board reserves the right to require that sobriety or drug tests or screenings be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the employee has used alcohol, illegal drugs, or other substances in violation of the Board’s substance abuse policies. All such testing or screening will be performed in accordance with local, state, and federal laws and procedures that are developed by the Superintendent for approval by the Board.

VI. Students

Educator Code of Ethics - Standard 8: Maintenance of Confidentiality

6.1 Admissions and Attendance

6.1.3 Attendance Zone

- a. *Attendance Zone Assignment* – Students will be assigned to the school serving the attendance zone in which his parent(s) or legal guardian reside(s). A student whose parent or legal guardian moves from one attendance zone to another during the school year will be transferred to the school attendance zone in which the new residence is located. The student may be permitted to remain in the school attendance zone that serves the former residence until the end of the semester with the approval of the Superintendent. A parent or legal guardian who has documented plans to move to a new attendance area during the first or second grading period of the school year may have his child enrolled in the school serving the new residence upon approval by the Superintendent.

A student who does not attend the school serving the attendance zone in



which his parent(s) or legal guardian reside(s) will not be provided transportation, unless specifically required by law.

6.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

[Reference: ALA. CODE §16-28-1, *et seq.* (1975); Ala. Admin. Code 290-3-1-.02]

6.5 Extracurricular Activities

6.5.1 General – Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria:

- a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board’s legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;
- c. The organization or activity must operate under and subject to general supervision of school officials; and
- d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities or requirements.

Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

6.5.2 Athletics – Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board and any athletic association of which the Board is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board is a member, or any rule,



principle, or provision of applicable law.

6.5.3 Eligibility Requirements – The Board prescribes the following regulations for eligibility in this school system to participate in all extracurricular activities.

- d. *Extracurricular Activities including Cheerleading* - For the purposes of this subsection, extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course(s). Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performance at various meetings, etc. are extracurricular, and students academically ineligible under this policy will not be allowed to participate.
- e. *Regular Curricular Activities*. Regular curricular activities are defined as those that are required for satisfactory course completion.
- f. *Approval of Curricular Activities*. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, Superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity will be granted if the principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

[Reference: Ala. Admin. Code 290-3-1-.02(19)]

6.11 Student Sexual Harassment

The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:

- a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitations 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 the student's educational status.

6.15 Student Conduct

The Code of Student Conduct (CSC) will set forth the specific grounds for disciplinary action, the penalties, sanctions, or consequences that may be imposed for a violation of the CSC, the methods and procedures by which violations of the CSC will be



determined, and any appeal or review procedures that are available to students.

6.16 Searches (Students)

- a. *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, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- b. *Personal Property* – Personal property, including but not limited to vehicles, purses wallets, gym bags, book bags, cell phones, computers, and “personal digital assistant” (PDA) devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.
- c. *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
- d. *Use of Recovered Items* – Property, material, substances, information, or records that re obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

6.17 Corporal Punishment

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Corporal punishment will be administered by the school principal or his representative in the presence of another adult professional school system employee.

Corporal punishment should not be administered in the presence of another student. The Superintendent is authorized to develop and implement procedures for



administering and documenting corporal punishment, consistent with the terms of this policy.

[Reference: ALA. CODE §16-28A-2 (1975)]

6.18 Physical Restraint

The Superintendent is authorized to develop written procedures governing the use of physical restraint as required by state law. The procedures will be published in accordance with the requirements of state law.

[Reference: ALA. ADMIN. CODE §§290-3-1-.01, 290-3-1-.02]

6.19 Student Suspension (including Students with Disabilities)

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions will be counted as excused absences. Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

6.21 Electronic Communication Devices

Personal, wireless communication devices include, but are not limited to cellular telephones, pocket pagers, email devices, “walkie talkies,” or any other personal, wireless communication device. The use of personal, wireless communication devices by students is prohibited in all instructional settings, except when expressly permitted by the supervising teacher or administrator. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or their designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other rules.

[Reference: ALA. CODE §16-1-27 (1975)]



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

6.25.1 Prohibition – No student shall engage in or be subject to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

6.25.2 Definitions –

- a. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts 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 set forth in Section 6.25.2(b) below. To constitute harassment, a pattern of behavior may do any of the following:
 1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- c. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- d. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- e. The term “student” as used in this policy means a student who is enrolled in the Escambia County School System.

VII. Instructional Program

Educator Code of Ethics - Standard 1: Professional Conduct

Educator Code of Ethics - Standard 2: Trustworthiness

Educator Code of Ethics - Standard 4: Teacher/Student Relationship

Educator Code of Ethics - Standard 8: Maintenance of Confidentiality



7.1 Curriculum

The Superintendent will coordinate the design and development of a comprehensive curriculum plan in accordance with state law and any requirements of the State Department of Education for approval by the Board.

7.2 Textbooks

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent. The local textbook committee will be appointed by the Board and will consist of central office staff, local school representatives, and parents who will serve a term of one year. Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

[Reference: ALA. CODE §16-36-62 (1975)]

7.3 Academic Standards

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

7.3.1 General Grade Scale –

Grades for academic course work will be awarded according to the following scale:

<u>Letter Grade</u>	<u>Numerical Grade (100 pt. scale)</u>	<u>Grade Point Average Points</u> <i>(4 point scale)</i>
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0

***Grading Requirements – Teachers will record in the grade book a minimum of one grade each week (9 per quarter) with at least 4 of these being major grades.**

7.3.2 Special Education Grading Standards – Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

7.3.3 Report Cards – Report cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis.

7.3.4 Promotion – Students are promoted from grade to grade on the basis of academic credit earned during the school year, in summer school programs, or in such other



academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials. a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

7.4 Testing

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

Discipline - Employees

Educator Code of Ethics - Standard 1: Professional Conduct

It is our desire that all employees are treated consistently and fairly should disciplinary action be considered. As such, our objective is to create a workable disciplinary procedure for all employees. This in turn will allow all employees to have an expectation of the results of their actions. This should help create an atmosphere of trust in supporting our educational mission.

The School Board needs the highest quality employees who are willing to devote themselves to the education and welfare of the students. The Board is committed to attract and retain employees who are capable, interested, and motivated to accomplish the desired goals of the school system.

The Board does not believe that it should employ or retain employees who feel they are forced or pressured to do acceptable work, or who are incapable of satisfactory job performance. It is with these goals in mind that this disciplinary process is utilized.

Progressive Discipline

In general, the Escambia County School System uses a system of progressive discipline, which provides a tool to help insure consistent and fair treatment of employees who exhibit behavior or performance problems. In general, it works because the employee gets warned and a chance to change the offending behavior or performance.

The progressive discipline program may consist of:

1. Verbal warning(s);
2. Written warning(s);
3. Final warning;
4. Suspension;
5. Termination.



PROGRESSIVE DISCIPLINE PROCESS

The following process may be followed in disciplinary actions for all employees. This applies to tenured and non-tenured teachers and probationary and non-probationary support personnel.

1) Verbal warning:

- a. For minor infractions, there may be multiple verbal warnings.
- b. For serious infractions, there may be possibly only one verbal warning.
- c. For major infractions, there may be no verbal warning; it may be an immediate written warning and/or referral to Human Resources for review for a possible conference.
- d. For willful misconduct, there may be no verbal warning or written warning, there should be an immediate referral to Human Resources for review for possible adverse action, which may include suspension or termination.

2) Written warning:

- a. For minor infractions, there may be several written warnings.
- b. For serious infractions, there may be possibly only one written warning and/or referral to Human Resources for review for a possible conference.
- c. For major infractions, there may be a referral to Human Resources for review for a written warning or a final written warning.
- d. For willful misconduct, there will be no written warning; there should be an immediate referral to Human Resources for review for possible adverse action, which may include suspension or termination.

3) Final warning:

- a. For minor, serious and major infractions, there will be a referral to Human Resources for review for a written final warning and possible conference.
- b. For willful misconduct, there should be an immediate referral to Human Resources for review for possible adverse action, which may include suspension or termination.

4) Suspension:

- a. For minor, serious, major or willful infractions there is a referral to Human Resources for review for possible adverse action, which may include suspension or termination.

5) Termination:

- a. In all instances where there is a recommendation for termination, there is a referral to Human Resources for review for possible adverse action, which may include possible termination.

GOOD AND JUST CAUSE REASONS FOR TERMINATION

Supervisors have the responsibility to recommend removal from employment any person that cannot do his/her job. It reduces the efficiency of our operations and creates low morale and low performance for other employees if certain people are allowed to get away with not doing their job properly.



The following causes for cancellation of the contract for a certified or classified employee are contained in the **Students First Act**.

1. Incompetency.
2. Insubordination.
3. Neglect of duty.
4. Immorality.
5. Failure to perform duties in a satisfactory manner.
6. Justifiable decrease in the number of positions.
7. Other good and just cause.

The following prohibitions for termination for a certified or classified employee are contained in the **Students First Act**.

1. Actions may not be taken for political reasons.
2. Actions may not be taken for personal reasons.

The following list gives some other reasons that may be **good and just cause** for terminating an employee. This is not a comprehensive list as there are other good and just causes for termination that are not listed.

1. Repeated and continued neglect or incompetence in the performance of duties.
2. Excessive absences or tardiness.
3. Repeated failure to comply with official directives or established Board policy.
4. Repeated failure to correct deficiencies pointed out in written formal evaluations or communications.
5. Dishonorable conduct during the school day towards students, employees, parents or the general public, including extreme disrespect, rudeness and the use of abusive and/or foul language.
6. Conviction of any felony or other crime involving moral turpitude.
7. Conducting personal business during school hours when it results in neglect of duties.
8. Repeated failure to follow established campus rules and guidelines approved by the principal/supervisor and the campus-level planning and decision-making committee.
9. Sexual harassment of employees, students, parents, or volunteers.
10. Removing school system property, records, or confidential information from school premises without proper authority.
11. Failure to maintain the appropriate credentials or certification required for the position to which the employee is assigned.
12. Possessing firearms, weapons, explosives, etc., on system property
13. Physical or verbal assault of any employee, volunteer or Board member of the school system, a student, a parent/legal guardian of a student or the general public during the work day or as a result of the employee's employment with the school system.
14. Consuming, possessing, or delivering to another during the school day, or while attending a school- sponsored student function, either of the following; An alcoholic beverage or a controlled substance except in compliance with a written prescription for medication for that person issued by a licensed doctor of medicine or dentistry.
15. Being under the influence of an alcoholic beverage or a controlled substance during the school day while on duty or while attending a school-sponsored student function except in compliance with a written prescription for medication issued by a licensed doctor of medicine or dentistry.



16. Intoxication by alcohol or impairment by drugs.
17. Falsification of records or other documents related to the school system's activities.
18. Intentionally or knowingly misrepresenting facts to a supervisor or other school system official in the conduct of school system business.
19. Any attempt to encourage or coerce a child to withhold information from the child's parent.
20. Failure to report to work or abandonment of one's job. Any employee who has been absent from work for more than ten (10) consecutive days and who has not obtained an approved leave or otherwise accounted for the absences may be considered to have abandoned his/her job. The employee may be recommended for termination.
21. Failure to report to duty after all school system leave has been exhausted.
22. Reduction in force as a result of a budgetary shortfall or financial emergency.
23. Disability, not otherwise protected by law that impairs performance, even with reasonable accommodation, of the essential functions of the job.
24. Reasons specified in individual employment contracts reflecting special conditions of employment.
25. Any other conduct which fails to meet the accepted standards of conduct for the school system, which the magnitude or consequences warrant discharge.

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.

2013 Code of Alabama

Title 16 – Education.

Chapter 24C – STUDENTS FIRST ACT.

Section 16-24C-7 Transfers and reassignments

Universal Citation AL Code § 16-24C-7 (2013)

Section 16-24C-7

Transfers and reassignments.

- (a) Except as otherwise specified, employees may be transferred or reassigned at any time as the needs of the employer require to any position for which they are qualified by skill, training, or experience upon the recommendation of the chief of the chief executive officer and the approval of the governing board. REFER TO THE SCHOOL BOARD POLICY MANUAL
- (b) A chief executive officer may reassign a teacher to any grade, position, or work location within the same school, campus, instructional facility, or to any teaching position or work location as the needs of the employer require. For a tenured teacher, written notice of the reassignment must be issued to the teacher no later than the twentieth calendar day after the first day of classes for students, and the teacher may not be involuntarily reassigned under this subsection more than one time in a school year, excluding summer term. The reassignment may only be to another position for which the teacher holds appropriate



- certification, and the reassignment may not entail a loss of or reduction in compensation.
- (c) Tenured teachers may be transferred within an agency or system to any grade or position outside of the school, campus, or instructional facility to which the teacher is assigned subject to the following terms and conditions: The transfer must be to another position for which the employee holds appropriate certification and the transfer must be without loss of or reduction in compensation. Written notice of the proposed transfer must be issued to the teacher by the chief executive officer no later than the twentieth calendar after the first day of classes for students, and the teacher may not be involuntarily transferred under this subsection more than one time in a school year, excluding summer term. In the notice of proposed transfer, and prior to a final decision of the governing board, the teacher must be afforded an opportunity to meet with the governing board to demonstrate why the proposed transfer should not be approved.



APPENDIX

- School Information, School Board, Board of Education Contacts

- Guidelines & Procedures for Time and Attendance – Exempt (Certified) Employees

- Guidelines & Procedures for Time and Attendance – Non-Exempt (Support & Substitute) Employees



Escambia County Schools

School Information

<u>School</u>	<u>Grades</u>	<u>Address</u>	<u>Phone</u>
Escambia County High School	9 – 12	1215 South Presley Atmore, Al 36502	251-368-9181
Escambia County Middle School	4 – 8	PO Drawer 1236 1565 Hwy 21 Atmore, Al 36502	251-368-9105
Flomaton Elementary School	K – 6	1634 Popular Street Flomaton, Al 36441	251-296-3991
Flomaton High School	7 – 12	21200 Highway 31 Flomaton, Al 36441	251-296-2627
Huxford Elementary	K – 6	637 Huxford Road Huxford, Al 36543	251-294-5475
Pollard McCall School	K – 8	3975 Old Highway 31 Brewton, Al 36426	251-867-4070
Rachel Patterson Elementary	K – 32	1102 West Craig Street Atmore, Al 36502	251-368-4860
WS Neal Elementary School	K – 4	701 Williamson Street East Brewton, Al 36426	251-867-7674
WS Neal High School	9 – 12	801 Andrew Jackson Street East Brewton 36426	251-867-4225
WS Neal Middle School	5 – 8	703 Williamson Street East Brewton 36426	251-867-5035
ECS Star/Alternative School		21280 Highway 31 Flomaton, Al 36441	251-296-4113
ECS Career Readiness Center		2824 Pea Ridge Road Brewton, Al 36426	251-867-7829
Turtle Point Science Center		20959 Highway 31 Flomaton, Al 36441	251-296-3401

School Board

<u>District</u>	<u>Board Member</u>	<u>Email</u>
1	Kevin Hoomes	district1@escambiak12.net
2	Danny Benjamin	district2@escambiak12.net
3	Mike Edwards	district3@escambiak12.net
4	Cindy Jackson	district4@escambiak12.net
5	Willie Grissett	district5@escambiak12.net
6	David Nolan	district6@escambiak12.net
7	Coleman Wallace, Sr.	district7@escambiak12.net

Board of Education

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>
Superintendent	John Knott	john.knott@escoschools.net	251-867-6251
Asst. Superintendent	Beth Drew	beth.drew@escoschools.net	251-368-8979
Human Resources	Sandra Reid	sandra.reid@escoschools.net	251-867-6251
Transportation and Safety	Forrest Jones	forrest.jones@escoschools.net	251-867-6251
Director of Career Readiness	David Lanier	david.lanier@escoschools.net	251-867-7829
Technology Department	Jamie Burkett	jamie.burkett@escoschools.net	251-867-9010
Turtle Point Science Center Director	Jackie Word	jackie.word@escoschools.net	251-296-3401
Elementary Curriculum Supervisor	TBA	TBA	251-368-8979
Secondary Curriculum/Alternative Supervisor	Amy Cabaniss	amy.cabaniss@escoschools.net	251-368-8979
Federal Programs/Assessment	Sarah Watkins	sarah.watkins@escoschools.net	251-368-8979
Office of Special Education	Suzanne Barnett	suzanne.barnett@escoschools.net	251-296-0633
Attendance/At-Risk	TBA	TBA	251-368-8979
School Improvement	Valarie Smith	valarie.smith@escoschools.net	251-368-8979
Instructional Tech Resource Teacher	Connie Reeves	connie.reeves@escoschools.net	251-368-8979



**ESCAMBIA COUNTY BOARD OF EDUCATION
GUIDELINES & PROCEDURES FOR TIME AND ATTENDANCE
EXEMPT (CERTIFIED) EMPLOYEES**

SUMMARY

Exempt (Certified) employees should record his/her daily attendance via the electronic time and attendance system (TES).

PROCESS OVERVIEW

Exempt Employees (Certified):

- Exempt (certified) employees record all absences with and without pay in ½ day and whole day increments only. Employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, jury duty and professional development days.
- When an employee has exhausted all available leave, their salary shall be reduced (docked) for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE

Exempt Employees (Certified):

1. Exempt (certified) employees will use the time and attendance system by swiping their ID cards.

The employee is responsible for maintaining possession of his/her ID card. (Replacement cost for a lost card is \$5.00). An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. **Allowing anyone to use your ID card to sign you in or out is a severe violation of protocol and will result in administrative action.**

If an employee forgets to swipe in or out, he/she must notify his/her supervisor and bookkeeper and complete the Employee Attendance Correction Request Form.

2. Employees should swipe into the TES system as soon as he/she arrives for the work day.
3. Employees should swipe out when leaving for conferences and meetings that take place outside the school system and for personal reasons. The employee should swipe back in if he/she returns on the same day.
4. Employees should swipe out when leaving at the end of the work day.
5. At the end of each pay period, the school bookkeeper will print each employee's timesheet for that location and submit to employee for review. If any corrections are needed, the school bookkeeper will make such corrections and return to the employee for his/her signature.
6. Signing and returning the timesheet to the school bookkeeper is the process used to finalize the entries and validate that the entries made are complete, and are a true representation of the reported monthly hours.
7. If employee is absent, the next work day that he/she swipes in, a comment box will appear requesting a reason for the absence. Select the absence type from the drop box and continue with the swipe-in process.
8. At the end of each school/contract year or upon termination of employment, the employee must relinquish his/her ID card to the school bookkeeper.



ESCAMBIA COUNTY BOARD OF EDUCATION GUIDELINES & PROCEDURES FOR TIME AND ATTENDANCE NON-EXEMPT (SUPPORT & SUBSTITUTE) EMPLOYEES

SUMMARY

Non-Exempt (Support & Substitute) employees should record his/her daily attendance via the electronic time and attendance system (TES).

PROCESS OVERVIEW

Non-Exempt Employees (Support & Substitutes):

- Non-exempt (support & substitute) employees report time worked and all absences with and without pay including sick leave, vacation leave, holidays, military leave, and jury duty. All absences with and without pay will be recorded in ½ day and whole day increments only.
- When an employee has exhausted all available leave, their salary shall be reduced (docked) for the number of absences at the employee's daily rate of pay.

EMPLOYEE PROCEDURE

Non-Exempt (Support & Substitute) Employees:

2. Non-Exempt (support & substitute) employees will use the time and attendance system by swiping their ID cards.

The employee is responsible for maintaining possession of his/her ID card. (Replacement cost for a lost card is \$5.00). An employee should never swipe with another employee's card or allow another employee to swipe with his/her card. **Allowing anyone to use your ID card to sign you in or out is a severe violation of protocol and will result in administrative action.**

If an employee forgets to swipe in or out, he/she must notify his/her supervisor and bookkeeper and complete the Employee Attendance Correction Request Form.

3. Employees are to swipe into the TES system when they are ready to begin work. Employees should not begin work or swipe into the TES system prior to seven and one-half (7 ½) minutes before the scheduled starting time or out of the TES system seven and one-half (7 ½) minutes after the scheduled departure time (unless approved by the supervisor and superintendent).
4. The TES system will round the times in seven and one-half (7 ½) minute increments to the nearest quarter of an hour. This rounding policy simplifies payroll calculations and allows a fifteen (15) minute window of time for employees to use the card reader. **(Employees should not begin work until their scheduled starting time and should not work beyond their scheduled ending time.)**



5. The Fair Labor Standards Act requires that all employees who work five (5) hours or more in a single day will have a minimum 30-minute uninterrupted meal period. Employees should swipe out at the beginning of their lunch period and swipe in at the end of their lunch period.
6. Employees should swipe out if he/she leaves their assigned campus anytime during the work day and shall swipe in if/when he/she returns. Employees such as maintenance employees and technology technicians will not make additional out/in swipes during a work day unless leaving for personal reasons, such as lunch, doctor's appointment, etc.
7. Employees should swipe out when leaving at the end of the work day.
8. At the end of each pay period, the school bookkeeper will print each employee's timesheet for that location and submit to employee for review. If any corrections are needed, the school bookkeeper will make such corrections and return to the employee for his/her signature.
9. Signing and returning the timesheet to the school bookkeeper is the process used to finalize the entries and validate that the entries made are complete, and are a true representation of the reported monthly hours.
10. If employee is absent, the next work day that he/she swipes in, a comment box will appear requesting a reason for the absence. Select the absence type from the drop box and continue with the swipe-in process.
11. At the end of each school/contract year or upon termination of employment, the employee must relinquish his/her ID card to the school bookkeeper.