

BALDWIN COUNTY SCHOOLS



EMPLOYEE HANDBOOK

Last revised:
July 20, 2026

A Message from Dr. Kristina Brooks, Superintendent of Baldwin County Schools

Welcome to the Baldwin County School District, where we believe in the transformative power of public education to positively impact lives, families, and communities.

As Superintendent, it is my privilege to serve a district grounded in excellence, equity, and opportunity. Every day, I am inspired by the passion of our educators, the resilience of our students, and the strength of our partnerships across Baldwin County. Together, we are preparing our children not just to succeed in school but to thrive in life.

Our mission is clear: to prepare ALL students to graduate college- and career-ready. But more than a mission, this is our purpose.

At Baldwin County Schools, we believe in cultivating brave hearts, bold minds, and resilient spirits in every student. Our mission is centered on preparing each learner for success—whether their journey leads to employment, military enlistment, or enrollment in a technical college, university, or other postsecondary pathway. My commitment as Superintendent is to ensure that every graduate leaves our district equipped with the knowledge, skills, and confidence to lead, serve, and thrive.

We remain strategically focused on three key priorities:

- **Teaching and Learning:** We invest in rigorous, future-ready instruction—anchored in innovation, relevance, and real-world application. From our College & Career Academy and STEAM initiatives to early literacy and student leadership opportunities, we are called to design classrooms that reflect the world our students are entering.
- **Community and Family Engagement:** Education is a shared responsibility, and our partnerships with parents, local businesses, higher education, and nonprofits ensure that all students have an encouraging adult. These collaborations provide mentorship, social-emotional health services, career exposure, and extended learning that wrap around our children with care and opportunity.
- **Organizational Culture and Leadership:** We believe that great schools begin with great people. This is why we continue to build a district culture that supports, grows, and empowers educators and staff, recognizing that a strong team is essential to student success.

What makes Baldwin County truly special is our community's spirit. While we are a small, tight-knit district, we embrace a global mindset and celebrate the diversity within our schools. We serve students with a wide range of backgrounds and experiences, and we are committed to honoring their stories while expanding their possibilities.

Our schools are places of joy, challenge, and purpose. From award-winning fine arts and athletics to dual enrollment, career pathways, and Navy-certified JROTC programming, our students are shining examples of what is possible when high expectations meet high support.

Being a member of the Baldwin team is a reminder that you possess a deep sense of service and a steadfast belief that every child deserves a champion. You are one of the many reasons that we Believe in Baldwin!

Let's have a successful year engaging and believing in the potential of all.

Dr. Kristina Brooks
Superintendent of Schools
Baldwin County School District

BALDWIN COUNTY BOARD OF EDUCATION

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www.baldwincountyschoolsga.org



BOARD OF EDUCATION MEMBERS

Dr. Gloria Wicker, Chair
Mr. John Jackson, Vice Chair
Mr. Dylan Amerson
Ms. Shannon D. Hill
Mr. Wes Cummings



Dr. Kristina Brooks, Superintendent

Vision Statement

Our vision is to help every student reach their full potential, equipping them with the skills and confidence they need to be future-ready and create new opportunities for success across Baldwin County and beyond.

Mission Statement

The mission of BCSD is to graduate future-ready leaders and highly skilled professionals who serve as the heartbeat of our local and global community.



State of the School: 5 Year Strategic Plan

BALDWIN COUNTY SCHOOL DISTRICT - OUR STORY & PROMISE

Welcome to our roadmap for the next five years. This strategic plan outlines our commitment to fostering an exceptional educational ecosystem where families are active partners, environments are safe, staff are empowered, and every student achieves successful outcomes. Here is how we are building our future together.

SUCCESSFUL STUDENT OUTCOMES



- **High-Quality Assessments:** Designing rigorous common unit tests before a unit begins to clearly map and measure student mastery.
- **Collaborative Teams:** Using weekly teacher planning sessions to look closely at student performance data and tailor classroom instruction to individual needs.
- **Real-World Literacy:** Helping students build logical problem-solving and analytical skills, including reading charts, graphs, and tracking trends.
- **Writing Across Subjects:** Integrating practical, career-focused writing activities into all content areas alongside top-tier instructional materials.

CLIMATE & CULTURE



- **Psychological Safety:** Moving to proactive, tiered behavioral instruction (PBIS) and structured progressive discipline.
- **Explicit Skills:** Teaching routine school safety, self-regulation, and behavioral lessons across all classrooms.
- **Student Support Services:** Deploying a newly centralized, standardized counseling and mental health department by Fall 2027.
- **Active Involvement:** Surveying barrier gaps and intentionally expanding extracurricular and club enrollment.
- **Academic Growth:** Conducting beginning-of-year data reviews to create custom intervention plans for qualified students.

FAMILY & COMMUNITY ENGAGEMENT



- **Unified Connections:** Streamlining engagement via a single districtwide calendar and offering flexible face-to-face and livestreamed meeting options.
- **Two-Way Trust:** Instituting a firm "48-Hour Rule" staff response expectation and launching a district Parent Advisory Council.
- **Proactive Attendance:** Utilizing multi-disciplinary Support Teams and milestone incentives to reduce chronic absenteeism.
- **Deep Partnerships:** Growing community, mentor, and business partnerships by 25% with formalized school outreach plans.
- **Parent Capacity:** Equipping home co-educators with academic workshops and take-home learning toolkits.

HIGH-QUALITY WORKFORCE



- **Hiring Pipeline:** Partnering with Georgia College & State University (GCSU) to strengthen our local education pipeline, matching university candidates with our mentor teachers to prepare them for future district hiring.
- **Teacher Leadership:** Launching a Teacher Collaborative Council to bring educator voices directly into our instructional planning and professional growth strategies.
- **Instructional Clarity:** Providing standardized power standards, clear learning progressions, and core curriculum resources across all schools.
- **Ongoing Support:** Ensuring every teacher receives constructive, regular feedback and meaningful professional coaching to support their classroom success.

OPERATIONAL EFFICIENCY



- **Smooth Operations:** Standardizing everyday tasks like onboarding and payroll while ensuring central office departments resolve staff requests quickly and efficiently.
- **Financial Stewardship:** Creating a Bookkeeper Training Cohort under the CFO to align school accounting and ensure 100% fiscal policy compliance.
- **Comprehensive Safety Audits:** Implementing intensive, facility-specific security audits by July 2027 and activating campus safety teams to update dynamic response plans annually.

PARENT & COMMUNITY QUICK WALKTHROUGH CHECKLIST

When you walk through any Baldwin County school, look for these visible signs of our strategic plan in action:

Engagement & Trust

- Family calendars are easy to find online or in print.
- Front office interactions are warm, welcoming, and professional.

Environment & Culture

- Positive behavior guidelines are clearly posted.
- Student and staff attendance milestones are publicly celebrated.

Workforce & Support

- Shared core district learning standards are actively taught.
- GCSU education students are learning alongside mentor teachers.

Rigorous Learning

- Students are actively participating in deep learning discussions.
- Practical writing and real-world problem solving are evident in student work.

CENTRAL OFFICE STAFF DIRECTORY

Superintendent

Dr. Kristina Brooks

kristina.brooks@baldwin.k12.ga.us

Safety and Security

Corey Goble, Director

corey.goble@baldwin.k12.ga.us

Deputy Superintendent

Dr. Rodney Tyson

rodney.tyson@baldwin.k12.ga.us

School and Community Relations

Eric Jones, Director

eric.jones@baldwin.k12.ga.us

Curriculum & Instruction

Erica Ingram, Chief Academic Officer

erica.ingram@baldwin.k12.ga.us

School Nutrition

Aketi Mayweather, Director

aketi.mayweather@baldwin.k12.ga.us

Human Resources

Anitra Douglas, Chief Human Resource Officer

anitra.douglas@baldwin.k12.ga.us

School Operations and Technology

Brian Daniel, Chief Operations Officer

brian.daniel@baldwin.k12.ga.us

Finance & Procurement

Katrina London, Chief Financial Officer

katrina.london@baldwin.k12.ga.us

Student Services & Federal Programs

Tara Burney, Executive Director

tara.burney@baldwin.k12.ga.us

Programs for Exceptional Children

Emily Mosley, Director

emily.mosley@baldwin.k12.ga.us

Transportation

Sheba Nelson, Director

sheba.nelson@baldwin.k12.ga.us

Maintenance and Facilities

Jerry Clark, Assistant Director

jerry.clark@baldwin.k12.ga.us

SCHOOL LEADERSHIP DIRECTORY

Baldwin High School
Markeeta Clayton, Principal

<https://www.baldwincountyschoolsga.org/baldwin-high>

Oak Hill Middle School
Manzie Broxton, Principal

<https://www.baldwincountyschoolsga.org/oak-hill-middle>

Georgia College Early College
Dr. Runee Sallad, Director

<http://www.gcsu.edu/earlycollege>

Lakeview Academy
Corian “Cory” Roberson, Principal

<https://www.baldwincountyschoolsga.org/lakeviewacademy>

Midway Hills Elementary
Terri Carty, Principal

<https://www.baldwincountyschoolsga.org/midwayhillsacademy>

Lakeview Primary School
Dr. Tracy Clark, Principal

<https://www.baldwincountyschoolsga.org/lakeviewprimary>

The Early Learning Center
Nicole Madison-Stephens, Director

<https://www.baldwincountyschoolsga.org/early-learning-center>

Baldwin Success Academy
Dr. Ashley Broxton, Director

GCSU Montessori Academy
Michelle Grove, Director

<https://www.gcsu.edu/montessori>

Foothills Charter

<http://www.foothillscharter.org/>

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Baldwin County School District does not discriminate on the basis of race, color, national origin, religion, age, disability or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations. Any employee, applicant for employment or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined in policy GAAA.

BALDWIN COUNTY SCHOOL DISTRICT POLICIES & PROCEDURES

GENERAL INFORMATION

This handbook is intended to assist all employees of the Baldwin County School System. Please note, however, that some sections apply solely to certified employees and some sections apply solely to classified employees.

Employees Covered: This handbook is provided as a reference document for the Baldwin County School District's (hereinafter referred to as "District") employees.

Disclaimer: The contents of this Handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The district reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language that appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract shall control.

This Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. Copies of Board Policies and Procedures are available on the Baldwin County School System eBOARD webpage using the link below:

[Baldwin County School District Policies](#)

It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Georgia, and the policies of the Baldwin County Board of Education.

This Employment Handbook is subservient to and does not supersede the provisions set forth in District policies.

Educator Ethics	
Baldwin County School District Employee Ethics:	BCSD Policy Educator COE
Georgia Professional Standards Educator Code of Ethics:	Code of Ethics for Educators

Certification	
Baldwin County School District Employee Certification:	BCSD Policy GBA
Georgia Professional Standards Commission Educator Certification:	GAPSC Educator Certification
Educator Individual Certification:	MyGAPSC

Hiring Processes & Dress Code	
Baldwin County School District Recruitment:	BCSD Policy GBC
Baldwin County School District Hiring:	BCSD Policy GBD
Criminal Background Checks on Personnel:	BCSD Policy GAK(1)
Employee Dress Code:	BCSD Dress Code

Employee Leave Policies and School Closings	
Baldwin County Leave and Absences:	BCSD Policy GARH
Baldwin County School District Family Medical Leave:	BCSD Policy GBRIG
Requesting Leave:	FRONTLINE
Emergency School Closings:	BCSD Policy AFC
Sick Leave Donation Bank	BCSD Sick Leave Donation Bank GRIB(1)-R(1)

Employee Complaints, Grievances and Harassment	
Baldwin County School District Complaints & Grievance Procedures:	BCSD Policy GAE
Baldwin County School District Sexual Harassment of Employees:	BCSD Policy GAEB
Baldwin County School District Harassment:	BCSD Policy GAEB

Annual Evaluations & Professional Learning	
Baldwin County School District Annual Evaluation Policy:	BCSD Policy GBI
Baldwin County School District Professional Learning Policy:	BCSD Policy GAD

Employee Pay and Work Schedules	
Personnel Compensation and Contracts:	BCSD Policy GBA
Baldwin County School District Local Teaching Supplements:	BCSD Local Teaching Supplement
Employee Workload:	BCSD Professional Workload GBRC
Salary Deductions:	BCSD Salary Deductions GAL
Guide to Financial Accounting & Internal Controls, Travel Process, Purchasing Procedures, Current Payroll Schedule, Time & Mileage Log, Hotel Exempt Form, State Sales Tax Exemption form, Extra Hours Time Sheet, Travel Expense form, etc.	
BCSD Finance Department	

CELLULAR PHONE USE

Employees shall not use cellular phones during instructional time. Exceptions to this will be in an emergency situation or with permission by the building administrator. Phones shall not be visible to students during the instructional period.

PROFESSIONAL LEARNING

Professional Learning Days have been designated during the school year. Employees must enter a request into Frontline to ensure adequate coverage for PL days that require a substitute teacher.

ATTENDANCE

All staff members are expected to be at work and on-time regularly. It is understood that situations may arise, and employees are expected to use the Frontline system to report leave and contact their reporting school in the event of tardiness or emergency absence. Excessive absences or tardies will result in disciplinary consequences.

EMPLOYEE IDENTIFICATION AND BUILDING ACCESS CARDS

All employees of the Baldwin County School District are issued employee identification badges with their photo and position identified on the badge. Identification badges should be worn and visible during work hours and when employees are on BCSD campuses. Full time employees of the district are given an identification badge and a building access card to allow entry into his/her building. Employees are responsible for securing their identification badge and building access cards. If the building access card is lost, stolen or damaged, the employee must report the incident to his/her building administrator and to the technology director as soon as possible. One (1) replacement card will be issued to the employee at no cost. Any additional replacement cards will be at the expense of the employee. The cost to replace cards is \$10.

CHILD ABUSE REPORTING POLICY

All incidents of child abuse must be reported to the building Principal; if the Principal is not available, then to the Assistant Principal. Educators are mandated reporters under federal law and must make required reports promptly.

PROFESSIONAL DRESS CODE

All employees of the Baldwin County School District are expected to dress appropriately and adhere to the BCSD Dress Code Guidelines. Repeated violations or failure to comply may ultimately result in disciplinary action.

CRIMINAL BACKGROUND CHECK

Effective July 1, 2000, all personnel, non-certificated as well as certificated, employed by the Board shall be fingerprinted and have a criminal record check. It is the policy of the Board that subsequent criminal record checks of non-certificated personnel continued in employment in the school district shall occur every 5th year of employment.

REDUCTION IN FORCE

Under certain circumstances, the Baldwin County Board of Education may implement a reduction in force. Examples include:

- A decrease in student enrollment in the School District, which would necessitate a decrease in personnel or a discontinuation of programs;
- A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of programs or services provided by the School District;
- A loss of funds due to a reduction in state funds, reduction in local funds or other funds that make necessary a reduction in spending;
- A lack of funding for programs, personnel, or services provided by the School District;
- Any reasonable reorganization plan to achieve a more efficient school district.

If the Board acts at the recommendation of the Superintendent to terminate an employee under contract or to downgrade an employee's position, the Superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee. Reference: Policy GBKA

REASSIGNMENT

The Superintendent is authorized by the Board to reassign at his/her discretion any employee to a location other than the one previously assigned. The right to reassign and transfer personnel to other positions should be for the betterment of the school system when such conditions as the following exist:

- Increases or decreases in enrollment in various grades
- Opening of new buildings or closing of old ones
- Changes in the organization of the school system
- Addition or elimination of an educational service
- Vacancies
- Personnel adjustments
- Compliance with federal court orders and new state or federal requirements

ANNUAL COMPLIANCE MODULES

Baldwin County School District utilizes modules available on the Compliance Director website to provide state-mandated training for our employees. Employees are required to complete this training annually. Employees will receive an email with directions on how to access the website and complete the required compliance modules required for their specific position.

WORKERS COMPENSATION

Employees may be entitled to Workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the injury immediately, but no later than 24-hours after the accident, to the employer, the employer's representative or the employee's immediate supervisor. Failure to do so may result in the loss of benefits. The injured employee may select a medical care provider from the list posted by the Board of Education Panel of Physicians. Only those providers listed are authorized to provide medical care for a work-related injury. The Panel of Physicians is posted in visible locations at all schools and in all facilities maintained by the Baldwin County Board of Education. For the most current panel please contact your school administrator.

INSURANCE AND BENEFITS

Baldwin County School District offers a comprehensive benefits package to full-time employees. New employees have 30 days to select their benefits options. All employees can make changes to benefits plans during the annual Open Enrollment period, held each fall. Please click the link below for more information on benefits that are available to employees.

[**BALDWIN COUNTY SCHOOLS BENEFITS**](#)

SOCIAL MEDIA GUIDELINES FOR DISTRICT EMPLOYEES

The Baldwin County School District recognizes that many of our staff, students, parents, and community members are active social media users. As a school district, we incorporate social media as part of our communication strategy.

The purpose of these guidelines is to help you participate online in a respectful, relevant way that protects your reputation and the reputation of the Baldwin County School District, and that respects the relationship among employees, students, parents, and community members. These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place for the Baldwin County School District.

We encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, anti-harassment, anti-bullying and copyright/fair

use outside of working hours. Even when off duty, all employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. We ask that you carefully consider the public forum you are participating in, and employees are expected to act in a way that properly represents both a professional reputation and the Baldwin County School District.

Express your ideas and opinions in a respectful, professional manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity, or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information. Ensure your post reflects the standards of an employee regarding language, attire, and activities.

Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside the classroom do not become acceptable merely because they are made online.

DISTRICT SOCIAL MEDIA: The purpose of social media is to present matters of stakeholder interest. Moderation of comments is permitted for items that create substantial disruption from the safe operation of school or those that are clearly off topic such as conversations between users. Posts are expected to be courteous and professional. Criticism may be offered, but posts that include specific personnel or individuals will be removed. Abusive language, threats, derogatory comments, profanity, harassment, or advertising is strictly prohibited. Confidential student or personnel matters are not allowable comments. All media contacts are handled by administration/designee.

ADDITIONAL GUIDELINES TO CONSIDER

- Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights to free speech, it remains good practice to never post anything that would embarrass you or the Baldwin County School District, or would call your professional reputation into question, including your use of language, grammar, and tone.
- Any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are “private” may be subject to discovery in legal actions.
- Ask yourself if you would want your post in the media. Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is “no,” then the content is best not shared.
- Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your professional reputation. All photographs should be posted with the assumption that they could end up in the public realm and reflect your professional image as a District employee.
- Content must not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.

- The lines between personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents, and the school community. Sometimes those connections may be direct and obvious. Other times, the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work in the Baldwin County School District.
- Your online behavior should reflect the same standards of honesty, respect and consideration you apply offline.
- Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way into the public domain.
- Use your personal email addresses on personal social sites and while engaging in off-duty social media activities or sites that are not connected with or approved by the district. Never use your district email address on personal sites. Do not access personal social media sites during the workday or on the system network.
- At no time should you claim to be speaking or issuing opinions on behalf of the Baldwin County School District.
- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.

Do not create any social media account, blog or website intended to represent the Baldwin County School District without express prior consent from the Superintendent or designee. It is important for the district to protect its brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by the district.

SPECIFIC GUIDELINES FOR SOCIAL MEDIA REGARDING EMPLOYEE - STUDENT RELATIONS

Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, such as a Facebook/Instagram/ SnapChat friend request. Use discretion and carefully consider the guidelines provided by the district before accepting any permission-based friend or follower requests received from students. It is the Baldwin County School District's recommendation that if an employee decides to accept friend or follower requests received from students, they should accept all such requests after a student has graduated and not selectively limit their interactions to what could be perceived as a few preferred individuals.

The District recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities, such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships. Any employee-student communications or relationship via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation. The Code of Ethics must guide the professional standards when engaging in social media use as

it pertains to interactions with school system stakeholders.

Employees are also responsible for immediately reporting to the District any inappropriate communication received from a student. This is as much for the employee's protection as the student's. Any content or communication generated either by you or by a student, which would be inappropriate in the classroom, should also be considered inappropriate when shared via social media.

CRITICAL NOTICE REGARDING PERSONAL DATA:

All District Equipment must be returned to the IT Department immediately upon separation of employment.

- **Automatic Deletion:** Once a device is returned, it will be immediately wiped, reformatted, and prepared for redeployment.
- **No Recovery:** Any personal data, files, photos, or credentials left on the device after your final day of employment will be permanently deleted. The District is not responsible for rescuing or recovering personal files, and the IT Department will not retrieve data post-termination.
- **Employee Responsibility:** It is the sole responsibility of the employee to remove any personal information or files prior to their separation date, in compliance with District data security policies.

THE BALDWIN COUNTY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER BCSD POLICY GAAA

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscriminatory policy:

Title VI/Title VII/ADEA/ADA and Section 504, as they relate to employment practices/Genetic Information/
Veteran Status Coordinator: **Director of Human Resources**

Section 504 (accessibility) Coordinator: **Deputy Superintendent**

Inquiries from employees or applicants for employment concerning the application of federal non-discrimination laws within the Baldwin County School District may be addressed to the persons listed above at the Baldwin County Board of Education, 110 North ABC Street, Milledgeville, Georgia 31061, and (478) 453-4176 opt 0.

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare

a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator, and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the School District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the School District.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists

a due process procedure pursuant to Policy GBK Professional Personnel Suspension-Certified Employee Suspension/Termination/Non-Renewal. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

10. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

EMPLOYEE RIGHTS AND RESPONSIBILITIES BCSD POLICY GAM

PERSONNEL RESPONSIBILITIES

The Baldwin County Board of Education believes that all employees and volunteer workers should be good role models for all youth of this community, state and nation. Therefore, the following procedures shall be adhered to when consideration is being given to a volunteer worker or an applicant for employment.

CRIMINAL RECORDS CHECK

All new employees of the school district and all volunteers participating in overnight field trips shall undergo a records check to determine whether said person has ever been convicted of a crime or has a criminal record.

The Superintendent shall require all such new employees and volunteers to execute the appropriate forms required by law and to undergo a criminal records check to obtain the necessary criminal information from the appropriate law enforcement agency and/or the Georgia Crime Information Center (GCIC).

Any criminal record information furnished by the GCIC or any other law enforcement agency shall be placed in a separate, confidential section of the employee's permanent records folder maintained pursuant to rule GAK, and access to such information shall be limited to the Superintendent, the Director of Personnel, the School Board Attorney and any other person designated by the Superintendent.

In the course of carrying out his/her duty to investigate situations involving possible employee misconduct, the Superintendent may in his/her discretion require an employee serving in a volunteer capacity with the school district to submit to a criminal records check.

EMPLOYEE INDICTED, CHARGED OR BOUND OVER

Any employee who is arrested, charged by accusation or indicted shall report the same to his/her principal or supervisor and the Superintendent in writing, as soon as reasonably practical but in no event later than five (5) days.

If an employee is arrested, bound over to a grand jury, indicted, or accused of a felony or serious misdemeanor, the Personnel Director shall consult with the Superintendent and if needed, the Board Attorney, to determine the appropriate status of the employee while criminal charges are pending.

Normally, if the conduct resulting in the criminal charges is also an offense against the employment relationship with the school system, the appropriate disciplinary action shall be instituted and the employee suspended or discharged as appropriate.

If the conduct resulting in the criminal charges is completely unrelated to the school system and will not be likely to damage the employer-employee relationship, the employee will normally be allowed to continue working.

If the conduct resulting in criminal charges does not relate directly to the duties of the position but is of a serious and aggravated nature so as to interfere with the employer-employee relationship or embarrass the school system, the employee may be suspended pending disposition of the charges.

An employee suspended pending the disposition of criminal charges shall not be present at his/her normal work site during the period of suspension.

If a suspended employee is not available for work within 30 days of the institution of criminal charges, the position may be declared vacant and filled in the normal course of filling vacancies.

If the criminal charges are disposed of in favor of the employee, he/she shall be reinstated with back pay from the date suspended less any compensation received from any other source during the period of suspension, but subject to the paragraph above.

THE BALDWIN COUNTY SCHOOL DISTRICT IS A DRUG FREE TOBACCO FREE WORKPLACE BCSD POLICY GAMA

SECTION I - STATEMENT OF PURPOSE

The employees of the Board of Education are a valuable resource, and their health and safety are therefore a serious concern. The Board will not tolerate any drug or alcohol use.

The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism, resulting in the potential for increased cost, delay and risk in the Board's business.

Furthermore, employees have the right to work in an alcohol- and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers and their families.

The Board of Education is therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. In addition, the Board will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988.

SECTION II - AUTHORIZED USE OF PRESCRIBED MEDICINE

Employees undergoing prescribed medical treatment with any drug which may alter their behavior or physical or mental ability must report this treatment upon receipt of such prescription to their Supervisor and the Department of Personnel, which will determine whether the Board should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, prescribing doctor and dosage instructions. (Ref. O.C.G.A. § 16-13-75).

SECTION III- PROHIBITIONS

Board of Education policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
2. Unauthorized use or possession of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours; manufacture, distribution, dispensation or sale of a

controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours;

3. Unauthorized use, manufacture, distribution, or sale of alcohol at a Board workplace during working hours or while operating a Board vehicle.
4. Being under the influence of an unauthorized controlled substance or illegal drug on Board premises or Board business, in Board supplied vehicles, or during working hours; being “under the influence” of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ratio of milligrams per liter.
5. Being under the influence of alcohol at a Board workplace during working hours or while operating a Board vehicle being under the influence of alcohol is defined as a blood alcohol content of .04 or higher.
6. Use of alcohol off Board premises that adversely affects the employee’s work performance, his own or others’ safety at work, or the Board’s regard or reputation in the community;
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Board premises that adversely affects the employee’s work performance, his own or others’ safety at work, or the Board’s regard or reputation in the community;
8. Switching or adulterating any urine sample submitted for testing;
9. Refusing consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by appropriate Board officials;
10. Refusing to submit to an inspection when requested by Board officials;
11. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
12. Conviction under any criminal drug law;
13. Arrest under any criminal drug law under circumstances which adversely affect the Board’s regard or reputation in the community;
14. Failure to notify the Principal or immediate supervisor and Director of Personnel of any arrest or conviction under any criminal drug or alcohol law within five days of the arrest or conviction;
15. Failure to report to the Principal or immediate supervisor and the Director of Personnel the use of a prescribed drug which may alter the employee’s behavior or physical or mental ability upon the receipt of such prescription;
16. Failure to keep prescribed medicine in its original container;
17. Refusal to complete a Medical Questionnaire and Consent Form prior to testing;
18. Refusal to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

SECTION IV - DRUG AND ALCOHOL TESTING

Whenever the Board reasonably suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and drug testing. An employee who tests positive

for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board may randomly test law enforcement employees who carry firearms. The Board shall also randomly test bus drivers as required by federal law and regulations and may randomly test other categories of employees who occupy safety sensitive positions. An employee who tests positive for alcohol or drugs during a random test will be in violation of this policy.

Whenever the Board requires an employee in a law enforcement position or an employee in a safety sensitive position (other than an employee required to have a commercial drivers license) to undergo a physical exam, that examination will include a breath, saliva, urine and/or blood test for alcohol and drugs. An employee who tests positive for alcohol or drugs during such a physical exam will be in violation of this policy.

Whenever the Board has reasonable suspicion to believe that an employee may have contributed to an on-the-job accident involving a fatality, bodily injury, or damage to property, the Board must require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol or drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs.

Employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to the Board's Department of Personnel.

Prior to taking any action, the Board will give all employees who test positive for alcohol or drugs the opportunity to explain the test results.

The Director of Personnel will report all positive alcohol or drug tests to the Superintendent and other administration officials on a need-to-know basis.

SECTION V - INSPECTIONS

Employees may be assigned Board-owned offices, vehicles, lockers, desks, cabinets and cases for the mutual convenience of the Board and its personnel. Employees have no expectation of privacy in any such vehicles, desks, etc. nor in any personal belongings which they may place in such areas.

Whenever the Board of Education reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may search the employee, the employee's locker, desk or other Board property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Board premises, the Board may inspect the employee, the employee's locker, desk or other Board property under the control of the employee.

Inspections under this policy are limited to investigations into work related misconduct and offenses against the employment relationship. Any searches for law enforcement purposes must comply with all applicable criminal procedure standards.

SECTION VI - CONSEQUENCES FOR VIOLATION OF THIS POLICY

Violation of Section III - Prohibitions of the Board's Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first offense, at the Board's sole discretion.

In addition to any disciplinary action for a positive test for alcohol or drugs, the Board may, in its discretion, through its Human Resources Department, refer an employee for assessment, counseling, and

referral to a treatment program for alcohol or drug abuse. Employees referred by the Board as a result of a positive test for alcohol or drugs must immediately cease any alcohol or drug abuse, must submit themselves to periodic unannounced testing for a period of twenty-four months, and must comply with all other conditions of the treatment and counseling program.

SECTION VII - CONDITION OF EMPLOYMENT

Compliance with the Board's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

SECTION VIII - CONSENT

I have read the terms and conditions of the Board of Education's Alcohol and Drug Free Workplace Policy and understand that a policy violation may lead to termination of employment.

BCSD DRESS CODE

The Baldwin County School District is striving to build a district that supports individuality and a professional work environment. We have updated our dress code to ensure that all employees present themselves to all stakeholders in a manner which represents the education profession. All employees, certified and classified, should model appropriate attire for our students and are expected to project a professional image that supports the learning environment and the mission of BCSD.

Employees shall refrain from wearing clothing, face coverings, or any attire containing social, racial, or political messages, as these items are not included in the mission, objectives, and purposes of the District.

Each building Principal will be responsible for ensuring that his/her staff always exemplifies a professional appearance. At the Principal's discretion, reasonable accommodations shall be made at times for Physical Education, Grade Level/Content Specific teachers (i.e. Art, Science, Pre-Kindergarten, Kindergarten, and PEC). Principals may choose to make this determination based on submitted curriculum/lesson plans. The Principal is allowed discretion to make adaptations to the dress guidelines in the following cases: School Spirit Days, Field Days, Field Trips or other Special Events. This does not mean that every Friday is automatically "Dress Down Day" and that all guidelines will be eliminated. The Principal's judgement will prevail. If you have questions about what this means for you, talk with your building administration.

Daily attire for employees is business casual. Attire for public relations occasions should be business attire. All clothing should be clean, neat, and free of wrinkles, stains, rips and holes. The following guidelines consider the environment and the job assignment of the employee.

GENTLEMEN

Look Professional!

Gentlemen should wear dress pants, slacks, or khaki pants. Shirts should be a collared shirt or a dress shirt, have sleeves, and be tucked in and a belt should be worn.

LADIES

Look Professional!

Ladies should wear dress pants, slacks, khaki pants, dresses or skirts that are knee length or longer from all angles. Blouses or shirts should provide appropriate coverage, should not be revealing or should not be "see through" and should provide appropriate coverage of the shoulders. Dresses, tops or blouses that are sleeveless or have straps should **not** reveal undergarments and should extend from the collarbone to

the end of the shoulder. Leggings may be worn with a top, dress or skirt that is knee length from all angles.

Shoes should be worn that provide comfort and safety. Slip-resistant shoes are suggested to reduce the risk of falls.

Sandals may not be casual beach type sandals (flip-flops/shower shoes). Dressy, open toe sandals may be worn. Sandals with closed heels or with a back strap are encouraged.

Athletic footwear must be neat, clean, and appropriate for the work environment.

TATTOOS, PIERCINGS & JEWELRY

Should not Distract!

Care must be taken to avoid distractions caused by tattoos, piercings and body art. Jewelry shall be professionally appropriate and not a distraction.

HATS, HEAD AND FACE COVERING, & HAIR

Look Professional!

Hats are not appropriate for work. Head covers that are required for medical reasons or religious purposes are allowed. Hair must be neat, clean and professional.

Employees wearing face covering such as face masks should have no images. Avoid signs, symbols, messages that may be a distraction to the instructional program.

When in doubt, refer to this list of attire not deemed appropriate for the workplace: Athletic or workout clothing, including yoga pants or tops.

- Skirts, or slits in skirts/dresses, tops worn over leggings that are not knee length from all angles.
- Shirts with spaghetti straps.
- See-through clothing that exposes undergarments or clothing that allows the exposure of our midriff or waist.
- Clothing with stains, tears, holes, etc.
- Clothing that is wrinkled.
- Shorts with the exception of physical education teachers in activity classes and/or as approved by the administration for field days.
- Hats should not be worn indoors.
- Leggings/tights as trousers with casual tops.
- Flip-flop shower-type shoes, beach or pool shoes. Athletic slides are not permissible.
- Clothing that causes distractions to our mission.

Professional Attire

DRESS CODES
WOMEN'S







Business - Formal
Business
Business Casual
Smart Casual
Casual



DRESS CODES
MEN'S







Business - Formal
Business
Business Casual
Smart Casual
Casual

Non-Professional Attire



Salary and Payroll Information

All employees of the BCSD are paid once a month on the last working day of each month. The school district does not allow “salary advances” or any pre-payment for work schedules.

Salaries for certificated employees are based on the State Salary Schedule for Certified Personnel plus a local teaching supplement(s) based on level of certification and years of service in Baldwin County.

Salaries for Non-certificated employees are calculated using a Local Salary Schedule according to the position.

Newly hired employees are required to submit experience verification forms verifying previous experience to Human Resources upon hire to verify previous experience and years of creditable service.

Employees are responsible for review of their monthly paycheck stubs and should contact the Finance Director immediately if there are any discrepancies or questions about a monthly pay notice. Visit the BCSD Finance Department’s web page for payroll cut off dates, important forms and to log into Employee Self-Serve. <https://www.baldwincountyschoolsga.org/finance>

As a school system employee, it's important to know whether you're contributing to Social Security. For Baldwin County Schools, Social Security taxes are being withheld from your paycheck, and you are earning credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act. To qualify for these benefits, most people need 40 credits (roughly 10 years of work).

You are also enrolled in a pension/retirement plan: either TRS, PSERS, or ERS. If you’re unsure of your status, review your paycheck or reach out to your Payroll Department for more information. You can find more information about the retirement plans here:

- TRS: <https://www.trsga.com/>
- PSERS: <https://www.ers.ga.gov/public-school-employees-retirement-system>
- ERS: <https://www.ers.ga.gov/>

Helpful Websites for State of Georgia Employee Benefits

State Health Benefit Plan https://myshbpga.adp.com/shbp/
Flex Benefits https://baldwincountyschoolsbenefits.com/
Teachers Retirement System of Georgia www.trsga.com
Public Employees Retirement System of Georgia https://www.ers.ga.gov/public-school-employees-retirement-system https://www.ers.ga.gov

The information in this handbook does not create or amend any contract of employment. Changes made in Board Policy subsequent to the distribution of this handbook take priority. All employees are expected to adhere to Board Policy. Acceptance of employment for any employee is an agreement to the approved Board Policies and the Code of Ethics.

[Baldwin County School District Policies](#)



BALDWIN COUNTY SCHOOLS

110 North ABC Street, Milledgeville, Georgia 31061
baldwincountyschoolsga.org

Equal Opportunity Employer and Service Provider