

APPLING COUNTY SCHOOL SYSTEM PERSONNEL HANDBOOK



2022-2023

Dr. Scarlett M. Copeland, Superintendent of Schools

Rev. 07/01/2022

Appling County School System Personnel Handbook

DR. SCARLETT M. COPELAND, SUPERINTENDENT OF SCHOOLS

TABLE OF CONTENTS	
TOPIC	PAGE NUMBER
A	7
ACCIDENTS AND EMERGENCIES	7
ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS	7
ADJUSTMENT FOR NEW CERTIFICATE	7
ADVANCEMENT ON THE SALARY SCHEDULE	7
ALCOHOL AND DRUG-FREE WORK FORCE	8
AMERICANS WITH DISABILITIES ACT	8
APPLICATIONS	9
APPLYING FOR CERTIFICATES	9
ASSIGNMENTS AND TRANSFERS	10
ASSIGNMENT OF STUDENT TEACHER TO SUPERVISING TEACHER	10
ATTENDANCE	11
B	12
BACKGROUND CHECKS	12
BENEFIT INFORMATION	12
BEREAVEMENT LEAVE	13

BOARD OF EDUCATION MEETINGS PROCEDURES	13
BUDGET/ALLOTMENTS	13
C	14
CAFETERIA BENEFIT/FLEX PLAN	14
CASHING OF CHECKS	14
CERTIFICATE TYPES	14
CERTIFICATED CONTRACTS	15
CERTIFICATION FEES	15
CERTIFICATION GUIDELINES	16
CERTIFICATION RENEWAL	16
CERTIFIED WORK SCHEDULE	17
CHANGES IN NAMES, DEPENDENTS, AND BENEFICIARIES	17
CHILD ABUSE AND NEGLECT	17
CIVIL RIGHTS COMPLIANCE	18
CODE OF ETHICS FOR EDUCATORS	18
CONFIDENTIAL NATURE OF WORK	23
CONFLICT OF INTEREST/ DUAL PAY	23
COPYRIGHT	23
D	23
DIRECT DEPOSIT	23
DRESS CODE	24
DUTIES OF A PARAPROFESSIONAL	25
DUTIES AND RESPONSIBILITIES OF A TEACHER	25
E	25
EMPLOYEES WITH COMMUNICABLE DISEASES	25

EQUAL EMPLOYMENT OPPORTUNITY	25
EVALUATION TYPES	25
EXTENDED LEAVE OF ABSENCE	26
F	26
FAMILY MEDICAL LEAVE	26
FIELD TRIPS	26
FINGERPRINT AND CRIMINAL RECORD CHECKS PRIOR TO EMPLOYMENT	27
G	28
GEORGIA LAWS	28
GEORGIA LAW (O.C.G.A. 20-2-1184) – REPORTING STUDENTS COMMITTING PROHIBITED ACTS	28
GEORGIA LAW (O.C.G.A. 20-2-671) – INFORMING TEACHERS OF STUDENT ADJUDICATION	28
H	28
HANDLING OF SCHOOL FINANCES	28
HOLIDAY AND WORK SCHEDULE 12-MONTH BUS SHOP, CLERICAL, MAINTENANCE, AND TECHNOLOGY/ANNUAL LEAVE/HOLIDAYS	29
HOSPITAL/HOMEBOUND PROCEDURES	30
I	31
INTERNET/E-MAIL USE AND PRIVACY	31
J	32
JURY AND WITNESS LEAVE	32
L	32
LEAVE WITHOUT PAY	32
LODGING	32

LUNCHROOM MEALS	32
M	32
MAINTENANCE REQUESTS	32
MEALS	32
MILITARY LEAVE	32
MONEY COLLECTED	33
N	33
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY	33
NON-RENEWAL OF CONTRACT (LESS THAN 3 YEARS OF SERVICE)	33
NON-RENEWAL OF CONTRACT OR DEMOTION (3 OR MORE YEARS OF SERVICE)	33
O	34
OVERTIME	34
P	35
PAYMENT OF SUBSTITUTE TEACHERS	35
PAYROLL	35
PERSONAL AND PROFESSIONAL LEAVE AND ABSENCES	35
PERSONNEL RECORDS	35
PRIVATE TUTORING	36
PROCEDURES	36
PROFESSIONAL LEARNING	36
PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM	36
PURCHASE ORDERS (ORDERING GOODS AND SERVICES)	37
R	37
RELEASE OF INFORMATION FROM SCHOOL RECORD	37

RELIGIOUS HOLIDAYS OBSERVANCE	37
RESIGNATION	37
RIGHTS AND RESPONSIBILITIES OF TEACHERS REGARDING STUDENT DISCIPLINE – GA CODES	38
S	39
SALARY DEDUCTIONS	39
SALARY INFORMATION AND PERSONNEL RECORDS	39
SCHOOL ADMISSION ASSIGNMENT TO SCHOOLS	39
SCHOOL ADMISSIONS – NON-RESIDENT ATTENDANCE	39
SCHOOL OWNED VEHICLES	39
SCHOOL PROPERTY MANAGEMENT	39
SEXUAL HARASSMENT	40
SICK LEAVE	40
SOCIAL MEDIA	41
SOCIAL SECURITY NUMBER	41
SOLICITING FUNDS	41
STAFF COMPLAINTS AND GRIEVANCES	41
STAFF CONFLICT OF INTEREST	41
STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT	41
SUBSTITUTE TEACHER	43
T	43
TERMINATION OF CONTRACT	43
TEXTBOOK INVENTORY	46
TOBACCO USE	46

TRANSFER PROCEDURES	47
TRANSPORTATION REIMBURSEMENT	47
TRAVEL APPROVAL	48
TRAVEL REGULATIONS/REIMBURSEMENT	48
U	48
USE OF SYSTEM FACILITIES BY OUTSIDE GROUPS	48
W	48
WORKERS' COMPENSATION INSURANCE	48

A

ACCIDENTS AND EMERGENCIES

All employees are responsible for maintaining a safe working environment, and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete the Employee's Report of Injury and Statement of the Injured forms with their supervisor. All Appling County School System Schools have access to emergency services and resources. If the injury necessitates medical attention, the employee should select a doctor from the "Panel of Physicians" and notify the school office. In case of an emergency, the employee may seek medical treatment from an emergency facility until the immediate emergency is over. However, a doctor from the "Panel of Physicians" must provide any additional medical treatment. The "Panel of Physicians" and a "Bill of Rights for the Injured Worker" are posted at each facility of the Appling County School District.

Forms are available on the school district website under the Human Resources Department. Forms are also available on the Q drive under System-School Procedures-Human Resources.

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

- Refer to policy GARH

ADJUSTMENT FOR NEW CERTIFICATE

The salary schedules for a certified employee are based on the highest, valid certificate on file in the Human Resources Department. State funds necessary to finance salaries are based on valid, in-field teaching certificates. In order to receive salary consideration during a given school year, a certificate must be on file in the Human Resources Department no later than the 20th of each month. Any salary adjustment earned will be paid retroactively to the validity date printed on the certificate or the date of employment, whichever is most recent, but will not be paid retroactively into the previous fiscal year. The Board of Education may further review the salary schedule based on local funding and budget requirements. Any revisions to the salary schedule will be further communicated at the local level.

ADVANCEMENT ON THE SALARY SCHEDULE

The contract salary of a 190-day teacher holding a valid, professional, in-field certificate will be advanced to the next consecutive step on the salary schedule unless: (1) the maximum progression step for the position has been reached; (2) services were contracted for fewer than 120 days in the previous academic year; (3) certification requirements have not been met; (4) insufficient funds are budgeted for salary advancement.

Effective July 1, 1991, the following advancements on the salary schedule are to be implemented once an individual receives a renewable, professional certificate:

1. Educators with a renewable professional certificate and less than one year of creditable experience will be placed on Step E of the salary schedule.

2. Educators with a renewable professional certificate; one, two, or three years of creditable experience; and a satisfactory annual evaluation in the past school year in a Georgia public school system will be placed on Step 1 of the salary schedule.
3. Educators who held a Georgia renewable, professional certificate issued prior to July 1, 1980, and who were not employed in Georgia schools since 1980, may be placed on Step 1 of the salary schedule if they have one, two, or three years of creditable experience in Georgia (prior to 1980). If they have more than three years of creditable experience, they should be placed on the step corresponding to the creditable years of experience.
4. Educators who held a Georgia renewable, professional certificate issued after July 1, 1980, who were not employed in Georgia the past year and who have one, two, or three years of creditable experience, will be placed on Step 1 of the salary schedule. If they have more than three (3) years of creditable experience, they should be placed on the step corresponding to the creditable years of experience.
5. Educators with one, two, or three years of experience without a satisfactory annual evaluation will remain on Step E.
6. The Board of Education may further review the salary schedule based on local funding and budget requirements. Any revisions to the salary schedule will be further communicated at the local level.

ALCOHOL AND DRUG-FREE WORK FORCE

The Appling County Board of Education is concerned with the well-being of all employees of the school system. The Board recognizes that an alcohol and drug-free workplace encourages employee productivity and promotes the accomplishment of the Board's missions and goals. In accordance with the Georgia's Drug-Free Public Work Force Act of 1990, the Board of Education hereby declares that the unlawful manufacture, distribution, sale, and possession of alcohol, controlled substances or other dangerous drugs are prohibited in the workplace for all school system employees. Specific details are set forth in Board Policy GAMA and GAMA-E (1). Policy GAMA and GAMA-E (1) and their accompanying regulations also contain information about the drug and alcohol-testing program for employees who are engaged in safety-sensitive functions (Employees engaged in safety-sensitive functions include, but are not limited to, mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers and administrators.).

AMERICANS WITH DISABILITIES ACT

Title I of the Americans with Disabilities Act of 1990, prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. An individual with a disability is a person who:

- has a physical or mental impairment that substantially limits one or more major life activities,
- has a record of such an impairment; or
- is regarded as having such impairment

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, or genetic information in its employment practices, student programs and dealings with the public. It is

the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. Specific details are set forth in Board Policy GAAA.

APPLICATIONS

All job vacancies are posted to the Appling County Board of Education website at www.appling.k12.ga.us. Go to the 'Human Resources Department' and scroll down to view employment information. Links are included on the page to 'View Open Positions', search for job openings, or fill out a job application. This system requires you to create a username and password for your application process. The following positions are considered classified:

- Bus Drivers
- Maintenance Worker
- Mechanic
- Paraprofessional
- Secretary
- School Nurse
- School Nutrition Workers
- School Resource Deputies
- Technology Specialists

By submitting your application electronically, your signature is implied and it is understood that any misstatement or omission of any information requested may be reason for non-employment or discharge from employment.

Administrators will contact those individuals selected for interviews. The accuracy and completeness with which all forms are filled out will be factors in the consideration of your application. All new employees must be fingerprinted at the time they are recommended for employment. The fingerprinting costs must be paid for by the employee.

As an Equal Opportunity Employer, The Appling County Board of Education does not discriminate in the educational employment policies under which it operates and will honor all appropriate laws relating to discrimination.

APPLYING FOR CERTIFICATES

The Board of Education Human Resources Department will be glad to assist you with any questions relative to the certification process. Certification forms and applications can be submitted online through the MyPSC Georgia Professional Standards Commission website located at <https://mypsc.gapsc.org>. All educators employed by a public school system MUST renew their certificate(s) through the employing school system.

Effectively July 1, 2021, the certification process through the Georgia Professional Standards Commission will be electronic. If you are employed by a Georgia school system, Human Resources may submit your applications materials electronically. Georgia colleges or universities may submit some documents such as

the Approved Program Completion Form. Applications may also be submitted through your MyPSC account. Supporting documentation may also be scanned, uploaded, and submitted through your MyPSC account or by the Human Resources Department. Official transcripts may be submitted directly by the college or university in a secure electronic form to mail@gapsc.com or may be submitted electronically by an employing Georgia school system. Official college transcripts cannot be uploaded through a MyPSC account.

If you are required to renew your certification, information regarding certification renewal will be sent to you preceding your June 30 renewal date.

ASSIGNMENTS AND TRANSFERS

The Superintendent has the authority to transfer personnel from one school to another when beneficial to the total system. The Principal has the authority to transfer a teacher from one grade level or department to another if he/she believes that it will benefit the school.

Lateral transfers within a school do not necessarily require an application or interview. These transfers are at the discretion of the Principal. Positions filled through transfer or lateral reassignment within a school that result in a new vacancy are subject to review of professionally-qualified status by the Human Resources Director, and subject to review by the Superintendent.

Lateral transfers within the system do not necessarily require an application or interview. Positions filled through transfer or lateral reassignment within the school system are at the discretion of both the sending and receiving Principals. These transfers are subject to review of professionally-qualified status by the Human Resources Director, are at the discretion of the Superintendent, and are subject to approval by the Board of Education.

ASSIGNMENT OF STUDENT TEACHER TO SUPERVISING TEACHER

Student teachers have three (3) major assignments:

1. Plan cooperatively with their supervising teachers, and have the plans in written form:
 - a. Learning goals (What do I want/need to learn?)
 - b. Learning experience to achieve these goals (What can I do to learn what I planned to learn?)
 - c. Evaluation procedures (How can I know to what extent I have learned what I planned to learn?)
2. Prepare written lesson plans. Your supervising teacher should approve and initial each plan. Do not attempt to teach without an approved plan.
3. Record significant observations and experiences in a daily log.

The supervising teacher is a very important person in the student teaching program as he/she guides the student teacher in moving from theory to practice, from the role of a student to that of a teacher. The supervising teacher should engage the student teacher in jointly planning and evaluating the learning experiences of the children. He/She has the responsibility to:

1. Provide a school program adapted to the needs of pupils.
2. Provide a good learning experience for the student teacher.

3. Guide the student teacher in taking increased classroom responsibilities as his/her ability and skills develop.
4. Guide the student teacher in planning, teaching, and evaluation.
5. Provide the student teacher with opportunities for using varied strategies and media.
6. Help the student teacher during the period of responsible teaching to:
 - a. Accept the responsibility for working with individuals and groups.
 - b. Prepare and execute a complete unit of work.
 - c. Prepare and follow long and short-range plans as they apply from day to day.
 - d. Plan strategies for differentiating instruction.
 - e. Formulate, administer, and interpret tests.
 - f. Participate in teacher-pupil and teacher-pupil-parent conferences.
 - g. Encourage the student teacher to maintain high standards of professional and personal conduct.
 - h. Participate in programs for the preparation of supervising teachers.
 - i. Keep abreast of current literature about student teaching and other laboratory experience.
 - j. Give continuous appraisal through encouragement as well as constructive criticism.
 - k. Help with the evaluating process at the end of the student teaching period.
 - l. Guide the student teacher in carrying out college policies and keeping the college informed of the student teacher's progress.
 - m. Provide assistance to student teacher in making the transition to first-year teaching.

The Appling County School District partners with colleges and universities in the preparation of pre-teacher field experiences. Requirements for these partnerships including the responsibilities of the college/university, school system, student candidates, and supervising teachers are outlined in the Memorandum of Understanding with the specific college or university. Our focus is to engage in the collaboration of connecting the right student with the right mentor teacher to ensure a positive field experience. It is our goal that all individuals have equal access to meaningful learning opportunities throughout their experiences in Appling County Schools.

Placements are based upon availability and are not guaranteed. Further requirements are posted on the Appling County Board of Education website at www.appling.k12.ga.us. Go to the Human Resources tab and click on the 'Student Candidate Field Experience' link for further instructions.

ATTENDANCE

Attendance and punctuality are performance expectations for all employees. In the event that absence is necessary, employees are responsible for contacting their supervisor prior to the start of the workday. The specific call-in protocol for each school or department will be discussed and provided in writing to all employees. Employees are expected to call-in for each day of absence unless they are otherwise notified by their supervisor, or unless they are placed on an approved leave of absence. Employees who are excessively absent may be subject to disciplinary action up to and including the recommendation to terminate employment. Absences for reasons that are not approved by the Appling County Board of Education may be considered job abandonment. Employee absences without approval for three or more days may be considered voluntary resignations. Policy/Rule reference: GARH.

B

BACKGROUND CHECKS

All new employees must pass a criminal background check as required by Georgia State Law. State law also requires employees to sign a consent form authorizing the District to conduct periodic criminal and/or driver's history record checks for the duration of employment.

- Refer to O.C.G.A. § 20-2-211.1
- Refer to Policy/Rule: GAK

BENEFIT INFORMATION

COMMUNITY HEALTH BENEFIT PLAN INSURANCE

You are eligible to become a member of the Health Plan if you fall into one of these categories:

- A public-school teacher who is employed in a professionally certificated capacity, provided that he or she works half time or more (but not less than 18 hours a week) and is not considered a temporary employee or an emergency employee.
- A service employee of a local school system who is employed in a non-certificated position, who participates in the Teachers Retirement System or its local equivalent, and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 20 hours a week).
- An employee who participates in the Public School Employees Retirement System as defined in this handbook and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 15 hours per week).

The Board of Education pays a flat monthly amount per employee for all staff for its share of State Health Benefit Plan Insurance coverage. The employee is responsible for paying the premium according to the type of coverage selected.

New employees must apply for coverage within 30 days of beginning employment. If you join the health plan during the first 15-day enrollment opportunity, your coverage will go into effect on the first day of the calendar month after you complete one full month of service. If you are not employed and actively at work on the first scheduled workday of that month, your benefits cannot begin on the first day of the next month. You must wait till the first day of the following month. You must go online for enrollment of health coverage at mySHBPga.adp.com and use registration code SHBP-GA.

For current employees open enrollment is mid-October to mid-November with coverage and change in coverage becoming effective January 1. The first deduction will be made from the December check.

The Georgia Department of Community Health (DCH) and its State Health Benefit Plan Division serve as the state's administrator of health insurance coverage for state employees, teachers, school system employees and retirees who continued coverage, and covered dependents. SHBP members can manage many aspects of their health care personal information on the SHBP 24/7 Enrollment Portal: www.mySHBPga.adp.com or by phone at 800-610-1863.

- Premiums are deducted monthly. Note: If applicable, a Tobacco Surcharge may apply.
- For information regarding our additional health and insurance benefits please log on to <https://shbp.georgia.gov>. Flexible Benefits (i.e., for dental, vision, etc.) are not administered by SHBP.
- The Board of Education offers other optional insurance plans for eligible employees. Dental and Vision Insurance is available. Premiums are deducted monthly.
- Other insurance programs and annuities are available for voluntary payroll deduction. For more information, contact the Benefits Department at 912-367-8600.
- Life and Accidental Death & Dismemberment Insurance: The Appling County Board of Education provides Board Paid Basic Life insurance coverage in the amount of \$5,000 to all permanent full-time employees. Employees may purchase additional life insurance coverage in increments of \$10,000 to a maximum of \$150,000. The combination of the board paid basic and optional additional life coverage is a maximum of \$155,000. Employees may elect dependent coverage in the amount of \$5,000. Employees who purchase additional life insurance coverage in increments of \$10,000 or more, may elect dependent coverage up to \$10,000, per eligible dependent. These benefits reduce at the age of 70.
- New employees are eligible for coverage within thirty days of beginning employment. An open enrollment period is held each spring.
- Sick Leave Bank
 - Refer to policy GBRIB (1)
 - Employees are eligible after one (1) full year of employment. If you elect to enroll, you will contribute one (1) day of leave each year as needed from your accrued sick leave. You must elect to join the sick leave bank during its open enrollment period each year in September. You will be a member until you decline membership.

BEREAVEMENT LEAVE

Georgia law allows school district employees to use accrued, unused Sick Leave as Bereavement Leave to receive pay for up to five days away from work due to the death of an immediate family member or a relative living at the same address. Immediate family is defined as parents, wife, husband, children, sister, brother, grandparents, grandchildren, spouse's parents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, aunt, uncle, niece and nephew, and other relatives living in the home with the employee.

- Refer to policy GARH and GARH-R(1)

BOARD OF EDUCATION MEETINGS PROCEDURES

- Refer to Policy BCAC, BCBD, and BCBI

BUDGETS/ALLOTMENTS

- Refer to policy DCK

Administrators who are assigned a budget or an allotment have a responsibility to stay within that budget or allotment.

C

CAFETERIA BENEFIT/FLEX PLAN

The Appling County Cafeteria Plan is a program sanctioned by law and defined under IRS Code Section 125 that enables employees to pay for certain eligible payroll deducted benefits with non-taxable dollars instead of after-tax wages. By purchasing benefits through the cafeteria plan approach, an employee's taxes will go down and the take-home pay will go up.

Employee benefits eligible to be obtained on a pre-tax basis through the salary reduction cafeteria plan include the following:

- State Health Benefit Plan – open enrollment is mid-October to mid-November or within thirty days after employment begins.
- Dental, life and cancer insurance – open enrollment is during Spring or within thirty days after employment begins.

CASHING OF CHECKS

Please cash travel reimbursement checks promptly so that system bookkeeping will be current.

CERTIFICATE TYPES

Presently, the State issues certification according to **category, title, type, field and level**. Georgia Professional Standards Commission adopted a tiered certification system on July 1, 2014. Some certificates, such as Non-Renewable Certificates, Permits, and International Exchange Certificates fall outside of tiered certification. However, most Georgia educator certificates issued on or after July 1, 2014, fall into one of the following tiers:

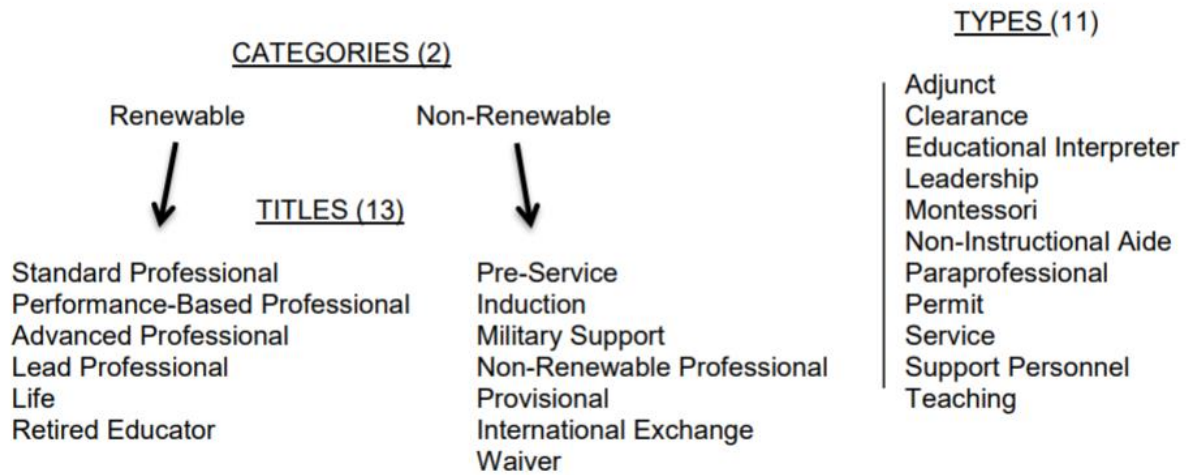
1. Pre-Service
2. Provisional
3. Induction
4. Professional
5. Advanced and Lead Professional

Certification fields are organized into the following categories:

- Teaching (T)
- Service (S)
- Leadership (L)

Georgia also offers certification endorsements. Endorsements can only be added to an existing certificate.

The Georgia Professional Standards Commission (GaPSC) has authorized the issuance of certificates under the following classification system:



<http://www.gapsc.com/rules/current/certification/505-2-.02.pdf>

Authority O.C.G.A. 20-2-200

CERTIFICATED CONTRACTS

Georgia’s Fair Dismissal Law (O.C.G.A. 20-2-940 et seq.), affecting Board of Education employees, sets forth procedures to be followed when a teacher or other employee having a contract is to be terminated or suspended; when proposing not to renew the contract of a teacher or other employee who has been employed less than three years; and when proposing not to renew the contract of a teacher or other employee who has been employed for more than three successive school years by the same local Board of Education.

Refer to—Georgia Code 20-2-211 Annual contract; disqualifying acts; job descriptions

Appling County School System follows the Georgia Code 20-2-211 annual performance evaluations for all certified staff. Certified staff not listed as teachers or school administrators will have a locally adopted annual summary of performance evaluation. Non-Certified staff will have a locally adopted annual summary of performance evaluation.

CERTIFICATION FEES

A \$20 processing fee is required by the Georgia Professional Standards Commission for some certification transactions. Processing fees will be paid by the employee. The following transactions require a \$20 fee.

- Applicants who are not employed by a Georgia school system for the following:
 - Issuance of a Pre-Service certificate
 - Issuance of initial certification due to completion of a Georgia educator preparation program
 - Name change requests
- Applicants who are employed by a Georgia school system for the following:
 - Issuance of Non-Renewable Professional certification
 - Issuance of 3-Year Induction certification

- Issuance of Waiver certification
- Deletion of a certification field
- Obtaining a notarized copy of certificate

All other transactions such as renewal, adding a new renewable field, adding an endorsement, or upgrading to a higher degree do not require a fee if you are employed by a public school system.

If a standard fee applies to your selected transaction, it must be paid online through your MyPSC account.

CERTIFICATION GUIDELINES

Under Georgia law, the Professional Standards Commission is vested with the plenary power to establish necessary requirements and to issue certificates required of professional personnel employed in the State's public schools. Further, the law states that no school personnel are to be employed in the public schools of Georgia unless they hold a certificate issued by the State Board certifying as to their qualifications and classification in accordance with the current Board regulations (O.C.G.A. 20-2-200).

Administratively, the Office of Teacher Certification of the Professional Standards Commission performs the regulatory function of administering the policies, procedures, and requirements established by the Georgia Board of Education. This unit of the State of Georgia has the mission of classifying and evaluating credentials, and issuing certificates according to established Board policies to all persons professionally employed by the public school systems of the State.

Appling County School District is a strategic waivers school system as defined in state law and, as such, may waive certain laws and State Board rules as authorized by O.C.G.A. 20-2-84, and described in the contract with the State Board Of Education. The flexibility component of the contract may include the waiver or variance of certification requirements in Code Section 20-2-200 as identified by the local school system and approved by the state board. In compliance with the requirements of the Every Students Succeeds Act, the district will continue to seek professionally qualified staff for professional positions. Decisions to exercise a waiver of certification requirements will be made on a case-by-case basis and approved by the Superintendent. A waiver or variance of certification requirements may be considered in the following conditions: (1) a decrease in funding for the school district from any source due to unforeseen shortfalls, (2) inability to recruit candidates with the preferred certificate status, or (3) unforeseen changes in class size requirements, expenditure controls, salary schedule requirements or other provisions identified by the local school system.

CERTIFICATION RENEWAL

Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified and licensed personnel must obtain a *repeat* criminal record check through the GCIC at the time of certificate or license renewal. The repeat records check will occur on a five-year cycle in conjunction with certificate renewal. Certified and licensed personnel include administrators, teachers, paraprofessionals and other GaPSC certified support personnel. Human Resources will provide instructions to employees who are required to complete a *repeat* criminal records check.

In answering the questions on the application for renewal of your certificate, please be very careful to think back through your past for any incident that might have occurred years ago when you were in high school or college. Many times you are told that an arrest or a plea of nolo contendere or first offender will be closed from the record. In most cases, that is not the case. It is always better to check “yes” if you have any doubt that an incident may be on the record at the Georgia or Federal Bureau of Investigation. Otherwise, a “no” response on any of the questions implies that you are trying to misrepresent yourself in lying about the given arrest, plea, or conviction.

If the criminal report indicates some form of arrest, the school system, by law, is required to report the information to the Professional Standards Commission. It is always better to report information up front and attach a statement to the application for renewal.

Specific details are set forth in Board Policy GAK(1) and System-School Procedure HR15 Criminal Background Checks.

CERTIFIED WORK SCHEDULE

Staff contracted for the academic year will have a work schedule based on the official school calendar as adopted by the Board or as amended by the Board due to inclement weather or any other emergency condition.

The length of the school day for professional staff will be a minimum of eight hours and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum work schedules. Those schedules will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act.

A work day must be scheduled by the Principal for teachers for each day of the adopted calendar. Teachers who receive an extended supplement, work beyond the regular classroom teacher’s schedule as specified on the calendar.

CHANGES IN NAMES, DEPENDENTS, AND BENEFICIARIES

Reporting name or address changes, changes in dependents or beneficiaries to retirement programs and insurance programs are the responsibility of the employee. All payroll changes must be submitted in writing to the payroll department. No changes will be accepted by phone.

CHILD ABUSE AND NEGLECT

Under Georgia State Law (O.C.G.A 19-15-1) a child is considered to be abused or neglected if the child is under the age of 18 and has had a physical injury or injuries inflicted, other than by accidental means, by a parent or caretaker OR has been neglected or exploited by a parent or caretaker OR has been sexually abused or exploited.

All school employees and volunteers in the school system are mandated by law (O.C.G.A 19-7-5) to report all cases of abuse and neglect. Any Appling County School employee or volunteer who suspects abuse or

neglect or who is told by the child of abuse MUST notify the principal or counselor immediately. The principal and/or counselor will immediately, but in no case later than 24 hours from the time there is a reasonable cause to believe a child has been abused, report the suspected abuse to the Department of Family and Children Services. The Georgia Child Protective Services Mandated Reporter Form must be completed and reported to DFCS by phone (1-855-422-4453). If the report cannot be made by phone in a timely manner, the CPS Mandated Reporter Form should be e-mailed or faxed to the email address/phone number listed on the Form. The CPS Mandated Reported Form should be signed and dated by the principal and sent to the –student services coordinator along with the delivery verification from DFCS. The student services coordinator must notify the superintendent of all referrals. According to the law, any person or agency that reports a case of child abuse in good faith cannot be prosecuted.

CIVIL RIGHTS COMPLIANCE

- Refer to policy GAAA
- <https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4002&revid=cwbCYfKVYQ845zWcToxndg==&ptid=amIgtZiB9plushNjl6WXhfiOQ==&secid=ruE8yj8gaZHBkLjNHWmKZw==&PG=6&IRP=0>

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, or genetic information in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. No person shall, on the basis of sex, age, marital status, race, religion, national origin, native language, creed or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment practice under the direction of the Appling County Board of Education. Any person who thinks he or she has been discriminated against with regard to any of the areas mentioned above may follow the complaint procedure set forth in policy GAAA.

CODE OF ETHICS FOR EDUCATORS

- <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

Effective January 1, 2022

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions.

- (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.
- (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued

by authority of the Georgia Professional Standards Commission.

(c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

(e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

(g) “Revocation” is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall become effective upon receipt by the Georgia Professional Standards Commission.

(h) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

(i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.

(j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(2) Standards.

(a) Standard 1: Legal Compliance - An educator shall 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; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. 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; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any act of cruelty to children or any act of child endangerment;
3. Committing any sexual act with a student or soliciting such from a student;
4. Engaging in or permitting harassment of or misconduct toward a student;

5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. Being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. Being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. Information submitted to federal, state, local school districts and other governmental agencies;
3. Information regarding the evaluation of students and/or personnel;
4. Reasons for absences or leaves;
5. Information submitted in the course of an official inquiry/investigation; and
6. Information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds;
2. Failing to account for funds collected from students or parents;
3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. Co-mingling public or school-related funds with personal funds or checking accounts; and
5. Using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

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

(h) Standard 8: Required Reports - An educator shall file with the Georgia Professional Standards Commission reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. Failure to report to the Georgia Professional Standards Commission all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. Failure to make a required report of an alleged or proven violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. Failure to make a required report of any alleged or proven violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and
2. Compromising the integrity of the assessment.

(4) Reporting.

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action.

(a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the educator:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6- 28.1 and §19-11-9.3);
4. Notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. Suspension or revocation of any professional license or certificate;
6. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16- 13-111); and
7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of

Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district. Authority O.C.G.A. § 20-2-200

CONFIDENTIAL NATURE OF WORK

Student and employee files, records, documentation and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

CONFLICT OF INTEREST/ DUAL PAY

All employees are expected to adhere to the highest ethical standards of conduct at all times. While the Appling County School District recognizes the right of employees to engage in private activities outside of their employment with the school district, business dealings that create a conflict with the interest of the Appling County School District are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member. Policy/Rule reference: GAG

Employees who are paid for outside work they do during regular work hours must forfeit one of the salaries. Employees can be paid for outside work they do while on vacation leave, jury duty, or personal days, or for services performed outside of the regular workday.

The Board of Education does not prohibit employees of Appling County Schools from holding positions outside of normal working hours as long as the position does not interfere with his/her assigned duties.

- Refer to The Code of Ethics for Educators
- <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

COPYRIGHT

Guidelines for the limited legal copying and/or duplicating that can be done on copyrighted materials are available in the Media Center.

D

DIRECT DEPOSIT

- Refer to Appling County Board of Education website—DIRECT DEPOSIT

The Appling County Board of Education requires all employees to have their payroll checks direct-deposited into their personal checking or savings account. To enroll, a direct deposit form must be submitted to the Payroll Department no later than the 15th of each month. You must have your payroll check direct deposited into your checking or savings account each month. As of September 24, 2012 direct deposit became mandatory.

DRESS CODE

We, the Appling County School District, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a staff member, your appearance is a reflection of the ACS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code. If you have questions about what this means for you, talk with your building administration. And, thank you for all that you do for our district every day.

Our dress code is generally based on what is commonly described as “business casual.” All clothing should be clean and neat.

There may be other instances for which exceptions to dress code would be warranted, such as field trips or field days. However, any changes of the staff dress code require administrative approval and should only be made because the occasion necessitates a change in attire. For example, a trip to the Capitol would not warrant an exception to the dress code. In fact, it would be expected that when our staff is seen on field trips (such as to the Capitol) that their attire would clearly distinguish them and reflect our spirit of excellence. The same would be true for staff members attending conferences, trainings, or workshops. However, a fieldtrip to the pumpkin farm or other event may warrant exceptions to the staff dress code.

Teach PE? PE teachers may wear attire appropriate for effective PE instruction. However, their clothing should still reflect our spirit of excellence and distinguish them from students. In addition, staff members in medical, school nutrition and other specialized areas may wear job-appropriate attire.

GENTLEMEN

- Clothing shall be crisp, neat and shall look appropriate for a chance meeting with an administrator. Men should wear dress pants, slacks, or khaki pants. Shirts should have collars and sleeves. Shirts designed to be tucked shall be tucked-in. Ties are optional but encouraged.

LADIES

- Ladies should wear dress pants, slacks, khaki pants, or mid-calf length trousers. Ladies may also wear dresses or skirts of appropriate length and coverage. Blouses or shirts should provide appropriate coverage.

FRIDAYS

- Not every Friday is automatically “Dress Down Day”. Principals or building administrators may choose to offer Fridays (or other days) to dress down or relax standards in attire. These days may be offered at the discretion of the building principal or building administrator. Exceptions may be made for School Spirit Days, Field Days, Field Trips or other Special Events.

SHOES

- Shoes should be worn that provide comfort and safety. Shoes should be neat and clean. We suggest slip resistant shoes **to avoid falls**.

Our staff should project a professional image that supports the learning environment. For that reason, care must be taken to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.

The Principal/Building Administrator's judgement will prevail.

DUTIES OF A PARAPROFESSIONAL

- Provided upon employment or upon request.

DUTIES AND RESPONSIBILITIES OF TEACHER

- Each position has a valid job description maintained by Human Resources. Job descriptions should be updated and maintained on a regular basis. Job descriptions are provided upon employment or upon request. Employees should see their supervisor regarding their job descriptions.

E

EMPLOYEES WITH COMMUNICABLE DISEASES

Employees who have or are suspected of having any communicable disease may be required to take any and all recommended precautions to ensure the health and safety of students and other employees. The Board of Education, the Appling County Health Department, the Georgia Department of Public Health, and/or the Georgia Department of Human Resources may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infection disease during such period until they are found free of the infectious agent or disease. Policy/Rule reference: GANA

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training, and discipline. The Appling County School District does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice. Further, the Appling County School District does not tolerate retaliation against employees for any legally-protected status or for engaging in legally-protected conduct. The District will consider requests for accommodation on the basis of religion, and will provide reasonable accommodation on the basis of ADA (Americans with Disabilities Act) qualified disability if it can do so without undue hardship or safety threat. Also see Policy/Rule: GAAA.

EVALUATIONS TYPES

Refer to—Georgia Code 20-2-210 Annual performance evaluations.

Appling County School System follows the Georgia Code 20-2-210 annual performance evaluations for all certified staff. Certified staff not listed as teachers or school administrators will have a locally adopted annual summary of performance evaluation. Non-Certified staff will have a locally adopted annual summary of performance evaluation.

EXTENDED LEAVE OF ABSENCE

Employees who deliver a baby during the first twelve months of employment will be allowed to take a leave of absence for the period of disability after delivery (normally six to eight weeks) under an approved Extended Leave of Absence.

An employee not eligible to take leave under the Family and Medical Leave Act may be eligible for an approved Extended Leave of Absence. Extended Leave is defined as six or more consecutive days of absence for illness of an employee or member of an employee's immediate family, including adopted and foster children, with certification by a physician. The employee shall receive pay for the leave days earned as of the last day of work before the long term leave period begins. All personnel staffing considerations related to leaves must be coordinated and approved by Human Resources per the school system procedure for extended leaves.

- Refer to System- School Procedure under Human Resources on the Q drive.

F

FAMILY MEDICAL LEAVE

Leave under the Family and Medical Leave Act

Employees are eligible for a leave of absence under the FMLA once they have worked for the district for twelve months and a total of 1250 work hours. Leave under the FMLA can be approved for up to 12 weeks in a rolling 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Military Caregiver Leave- An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Absences covered by Workers' Compensation are considered to be FMLA leaves of absence.

- Refer to System- School Procedure under Human Resources on the Q drive.
HR12-The Family and Medical Leave Act (FMLA) Process
- Refer to policy GBRIG

FIELD TRIPS

- Refer to System- School Procedure under Transportation on the Q drive.

Trans01-System-School Procedure- Field Trips and Excursions

Field trips which correlate with instructional objectives are allowed, and the students are counted present. School day field trips require approval by the Principal. Objectives for the trip must correlate with units taught at each grade level. Care in scheduling grade level field trips should be a priority to avoid a student's going more than once to the same destination on school time and to avoid abusing the privilege of viewing local business/industry by numerous school groups' requesting visits. See the Principal for the approved K-8 and 9-12 field trip destinations.

Written approval from every parent is required. The teacher should have approval for the trip from the administration before mentioning the field trip to students or their parents.

Teachers are strongly discouraged from transporting students in teacher-owned cars because the liability is too great and a teacher's own insurance would not be adequate.

FINGERPRINT AND CRIMINAL RECORD CHECKS PRIOR TO EMPLOYMENT

In order to be employed by the Appling County Board of Education, any applicant must first submit to a fingerprint and criminal records check which will be conducted by our local Sheriff's Department. Such fingerprinting and criminal record check shall be required even though the applicant may already have undergone fingerprinting and criminal record checks by another school system in Georgia or elsewhere.

- **Prior to Provisional Hiring**
All required documentation shall be forwarded to, reviewed and processed by the Human Resources Department before any offer of employment can be extended, whether contracted labor, substitute status, or regular employment status with the Appling County Board of Education.
- **Continued Employment of Personnel**
All certificated employees shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission.
- **All other personnel whose employment is continued, shall have a criminal record check made according to a schedule determined by the Superintendent and approved by the Board, but at a minimum such criminal record checks shall be made at least every five years.**
- **Refer to System- School Procedure under Human Resources on the Q drive.**
HR15-Criminal Background Checks

Fees

- Any fees for fingerprinting or any other expense associated with any criminal background check shall be paid by the applicant. Fingerprinting fees and other expenses associated with any criminal background check for existing employees shall also be paid by the individuals.
- **Use and Handling of Criminal Record Information**
Criminal record check information shall be used by the Appling County Board of Education, its officials and employees only for the purpose of determining whether to grant regular employment and in any administrative or judicial proceeding calling such employment in question. Such

information shall be stored, restricted and disposed of in such manner as may be required by federal or state regulations.

G

GEORGIA LAWS

GEORGIA LAW (O.C.G.A. 20-2-1184) - REPORTING STUDENTS COMMITTING PROHIBITED ACTS

- Refer to Policy JCDA and JCDAE

Any teacher, or other person employed at a school, that has reasonable cause to believe that a student at that school has committed certain acts upon school property or at any school functions, shall immediately report the act and the name of the student to the Principal or Principal's designee.

The acts that must be reported are:

1. carrying weapons on school property, at school functions, or within school safety zones;
2. possession of a pistol or revolver by a person under 18 years of age;
3. carrying deadly weapons at public gatherings;
4. aggravated assault if a firearm is involved;
5. aggravated battery,
6. sexual offenses; or
7. possession and other activities regarding marijuana and controlled substances.

The law requires the Principal, who has reasonable cause to believe the report is valid, to make an oral report immediately to the Superintendent, law enforcement, and district attorney. The law further states that any person participating in the making of a report or any other proceeding resulting thereof is immune from civil or criminal liability if the report was made in good faith.

GEORGIA LAW (O.C.G.A. 20-2-671) - INFORMING TEACHERS OF STUDENT ADJUDICATION

A school administrator, who learns from court authorities or another school system that a student has committed a designated felony act, shall so inform all teachers to whom the student is assigned that they may review the information in the student's file received from the courts or other schools. Such information shall be kept confidential.

H

HANDLING OF SCHOOL FINANCES

- Refer to policy DK

HOLIDAY & WORK SCHEDULE FOR 12-MONTH BUS SHOP, CLERICAL, MAINTENANCE, AND TECHNOLOGY (ALL NON-CERTIFIED EMPLOYEES)

Annual Leave/Holidays

Bus Shop, Clerical, Maintenance, and Technology

Months	Days	Non-Certified Annual Leave (1-10 years)	Non-Certified Annual Leave (11+ years)
10 months	200 days	5	10
10.5 months	210 days	5	10
11 months	220 days	5	10
11.5 months	230 days	7.5	12.5
12 months	240 days	10	15

Holiday Schedule – Same as schedule on school calendar. Juneteenth and July 4th shall count as a holiday for all 12 month personnel.

Memorial Day shall count as a holiday for all 12 month personnel if occurring after school calendar.

Leave and Work Hours

Annual Leave – Upon completing 12 months of employment, Annual Leave is accumulated by each classified employee based on the years of service and number of days working. A request for annual leave must be approved by the principal/supervisor and submitted, three school days in advance, to the Superintendent for consideration. Annual leave may not be approved when it will cause the system/school undue hardship to complete duties/responsibilities assigned to the staff member. Annual Leave balances may not roll-over from one school calendar year to the next.

Re-employment – Each employee is employed under an annual contract to be considered for re-employment each year. School principals will initiate recommendations for those employed in each respective school and supervisors will initiate recommendations to the Superintendent for central office personnel.

Sick Leave and Personal Leave – School administrative assistants are entitled to the same leave benefits given to teacher, principals, and other employees of the Board of Education. When it is necessary for a school administrative assistant to be absent for any cause, she/he should notify the principal or supervisor who will report the absence to the Board of Education in the same manner as teacher absences are reported. The Superintendent may grant an exception to this requirement in limited circumstances where the employee provides documentation that the employee’s absence is necessary due to an event (such as child’s or spouse’s graduation or military deployment), scheduled on a date over which the employee has no control. Full daily salary will be deducted for each daily absence for unauthorized leave. Sick Leave and Personal Leave balances may roll-over from one school calendar year to the next up to a maximum of 45 days. Sick Leave and Personal Leave balances may accumulate up to a maximum of 60 days.

Work Hours – School administrative assistants are expected to report for duty at least fifteen (15) minutes before the opening of school and to remain on duty at least thirty (30) minutes after the close of school each day. Although school administrative assistants are employed by the Board of Education, each administrative assistant is directly responsible to the principal of the school to which she/he is assigned. School administrative assistants are entitled to a daily lunch period of at least thirty (30) minutes. Central Office administrative assistants will work seven and one half (7 ½) hours per day including the lunch hour (one hour). ½ day will consist of 3.5 hours worked. School administrative assistants will work seven and one half (7 ½) per day including their lunch period.

As long as it is not abused, a person may, by special request, be away from their work for funerals, doctor appointments or for personal business that cannot be done other than during work hours for not more than 1 ½ hours. If more time that this is used, then you will be docked. If you leave for the above reason, you must sign the time sheet with an explanation of your absence. Lunch hours must be observed and cannot be used towards leaving early during the work day. Office work carried home for completion will not substitute for job time.

The Payroll administrative assistant will be responsible for all sick, personal, and annual leave requests and forms of clerical personnel of the central office.

HOSPITAL/HOMEBOUND PROCEDURE

Hospital/Homebound (HHB) services are designed to provide continuity of educational services for students who are able to participate in educational instruction but who are medically unable to attend school for a minimum of ten consecutive days; or five consecutive days if enrolled at the High School, or intermittent periods of time throughout the school year. HHB services are not intended to supplant regular school services and are by design temporary.

Eligibility:

1. The student must be enrolled in the Appling County School System prior to request for HHB services;
2. The student must have a medical and/or psychiatric condition that is documented by a Board Certified licensed physician or psychiatrist stating that the student is medically unable to attend school for a minimum of ten (10) consecutive school days or intermittent periods of time throughout the school year; or five (5) consecutive school days if they are enrolled at the High School or intermittent periods of time throughout the school year. Intermittent HHB services will be provided after the student has been absent three (3) consecutive school days on each occurrence.
3. The student cannot be absent due to expulsion, suspension, or uncomplicated cases of pregnancy;
4. The student cannot be employed in any capacity or regularly participating in extracurricular activities.

Procedure:

1. The parent/guardian should contact the school HHB designee to discuss Hospital/Homebound services and to obtain the HHB application.

2. The HHB designee will review and determine eligibility for service. Within five school days of receiving the completed application, the HHB designee will notify the parent /guardian to schedule a meeting to discuss the Educational Services Plan (ESP) for regular education students or an IEP amendment for students with disabilities. If the student is found ineligible the HHB designee will notify the parent/guardian within five school days to schedule a meeting to discuss school-based support for the student and/or possible referral for a 504 plan.
3. If a request is made for services for a time period that has or will exceed nine weeks a referral to the student services coordinator will be made and the 504 coordinator will be contacted for possible 504 eligibility.
4. The HHB designee will assign the HHB teacher and the teacher will contact the parent/guardian to arrange home visits.

Scheduling/Attendance:

1. The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent/guardian.
2. The parent/guardian must be present at the student's home during the entire instructional period. If an adult is not present or leaves the home at any time during the scheduled session, the session will be cancelled.
3. A student will be counted present for the entire week when he/she has received instruction by the HHB teacher for a minimum of three (3) hours per week.
4. A student will be counted absent for the week when the HHB teacher's visit is cancelled by the parent/guardian. The session can be rescheduled, and the student will be counted present.
5. If the student is unable to receive HHB instruction during the school week due to their medical condition, the school may schedule a make-up session. Once the session is completed, the student is counted present. Make-up sessions must have documentation that identifies the date of the absence and the date of the make-up session.

HHB Teacher:

1. The principal of each school will choose one or more teachers who agree to serve as HHB teachers after regular school hours.
2. The HHB teacher must spend a minimum of 3 hours per week with the student who is receiving HHB services.
3. The HHB teacher must maintain a log of services to the student, a time card, and a mileage chart. Mileage begins from the school to the student's house and back to the school.
4. The HHB teacher is paid an hourly rate based on the teacher's regular salary.

I

INTERNET/E-MAIL USE AND PRIVACY

- Refer to policy IFBG Internet Acceptable use.

J

JURY AND WITNESS LEAVE

- Refer to policy GARH

L

LEAVE WITHOUT PAY

If the employee is absent for any reason not listed as an approved absence in the policy manual their pay will be docked based on number of days absent.

EXAMPLE:

Employed 180 days - 1/180th annual salary per day absent

Employed 190 days - 1/190th annual salary per day absent

Employed 200 days - 1/200th annual salary per day absent

Time missed during a pay period will be docked in that pay period with no exceptions.

LODGING

- Refer to State of Georgia – SAO Statewide Travel Regulations

LUNCHROOM MEALS

All school personnel and other adult visitors must pay the full cost of their meals if they eat in the lunchroom. The cost is \$2.90 for all adult breakfast meals and \$3.75 for all adult lunch meals.

M

MAINTENANCE REQUESTS

Maintenance requests are not to be made to workers. All staff members should submit requests using Eduphoria helpdesk platform. Emergency requests may be called in to the Central Office.

MEALS

- Refer to the State of Georgia -State Accounting Office Statewide Travel Policy
- In-State refer to Section Four: Meals and Incidental Travel Expenses 4.1-4.9
- Out-of-State refer to Section Four: Meals and Incidental Travel Expenses 4.1

MILITARY LEAVE

- Refer to policy GARH

MONEY COLLECTED

Each employee, from time to time, will have in his/her possession funds belonging to the children or school. Employees should not leave such money in a desk drawer or in any place where theft or loss may occur. These funds are the employee’s responsibility. It is important that money collected be recorded on a money collections form and all money related policies and procedures are followed. These procedures are put in place for the employee’s protection, as well as for good business practice. State law requires principals to keep detailed records of all monies collected and spent in the schools. Employees are required to deliver to the principal (or school designee) all funds collected at the end of each day; in turn, the employee should receive a receipt. Funds collected outside of standard office hours should be secured in a location at the school or on board of education property and should not be taken home.

- Refer to The Code of Ethics for Educators
- <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

N

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

All employees have a right to be treated with respect and dignity, and to work in a professional environment that is free of bias, prejudice and harassment. The Appling County School District prohibits harassment, discrimination, or differential treatment of any employee, and encourages employees who believe they have been discriminated against to promptly report such behavior to the principal of the school or to the appropriate coordinator designated in policy GAAA/JAA.

NON-RENEWAL OF CONTRACT (less than 3 years of service)

When the Superintendent proposes not to renew the contract of any teacher or other professional employee certified by the Georgia Board of Education who was on the payroll and under contract on the beginning day of the current school year, written notification of such intention shall be given to the teacher or other certified professional employee by no later than May 15 (unless a later date is established by the Georgia state legislature during its annual session) prior to the ensuing school year. When such notice is not given, the employment of such teacher or other certified professional employee shall be continued for the ensuing school year unless such teacher or certificated professional employee elects not to accept such employment by notifying the local governing board or executive officer on writing not later than June 1. (O.C.G.A. 20-2-211).

NON-RENEWAL OF CONTRACT OR DEMOTION (3 or more years of service)

In order to demote or fail to renew the contract of a teacher who accepts a school year contract for the fourth or subsequent consecutive school year from the same local Board of Education, the teacher must be given written notice of the intention to demote or not renew the contract of the teacher.

A teacher is deemed to have accepted a fourth consecutive school year contract if, while the teacher is serving under their third consecutive school year contract, the local board does not serve notice on the teacher by May 15 that it intends to not to renew the teacher’s contract for the ensuing school year, and the teacher does not serve notice in writing on the local board of education by June 1 of the third consecutive

school year that he or she does not accept the fourth consecutive school year contract [O.C.G.A. 20-2-942(b)(3)].

A teacher who has satisfied the conditions set forth in paragraph (1) of this subsection who is subsequently employed by another local board of education at which the teacher is subsequently employed may be demoted or the teacher's contract may not be renewed only for those reasons set forth in subsection (a) of the Code Section 20-2-940. The provisions set forth in paragraph (2) of this subsection shall likewise apply to such a teacher. [O.C.G.A. 20-2-942

A teacher is deemed to have accepted a second consecutive school year contract if, while the teacher is serving under the first school year contract, the local board does not serve notice on the teacher by May 15 that it intends to not renew the teacher's contract for the ensuing school year, and the teacher does not serve notice in writing on the local board of education by June 1 of the first school year that he or she does not accept the second consecutive school year contract (O.C.G.A. 20-2-942)

O

OVERTIME

Overtime is defined as those hours worked by a public employee who qualifies for time-and-one-half overtime pay or time-and-one half compensatory time as required by the Fair Labor Standards Act. Overtime for Appling County School District non-exempt employees refers to those hours or major fractions of hours beyond 40 hours within a work week. Overtime is defined as time worked beyond the normal 40-hour work week (Saturday through Friday). The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave, and annual leave.

Employees classified under The Fair Labor Standards Act as non-exempt are compensated at a rate of one and one-half times their hourly rate after 40 hours within a work week and/or one-and-one half hours of compensatory time off for each hour over 40 hours within a workweek. Overtime for non-exempt employees must be approved in advance by their supervisor. **No supervisor shall authorize any overtime for classified employees unless prior approval is obtained from the Superintendent or designee.**

Unauthorized (unapproved) overtime worked may subject the employee to disciplinary action. Non-exempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours. As a general rule, employees may only bank 80 hours of compensatory time during the school calendar year. Hours that exceed 80 hours should be reported to the supervisor immediately.

All classified employees who are considered "non-exempt" under the Fair Labor Standards Act (FLSA) and are legally entitled to compensation for overtime work as provided by law and in accordance with this policy shall comply with any requirements of the district for documenting time actually worked and shall be responsible for ensuring the accuracy of such records.

Employees classified under the Fair Labor Standards Act as exempt are paid a fixed rate and are not eligible for overtime pay. Policy/Rule reference: GCRD

P

PAYMENT OF SUBSTITUTE TEACHERS

The payment of substitute teachers shall be by Kelly Educational Staffing Services at a scale of pay determined by the local Board. All substitute teachers are contracted through Kelly Services. No teacher, paraprofessional or school can pay a substitute directly. For record-keeping purposes, if the school is responsible for paying for a substitute, the proper payment procedure is for the school to make a check payable to the Board of Education for reimbursement and submit the substitute funding payment form within 5 days of the staff absence.

PAYROLL

Direct Deposits will be available to all personnel no later than the last working day of the month.

PERSONAL AND PROFESSIONAL LEAVE & ABSENCES

Georgia law allows school district employees to use up to three days of accrued, unused Sick Leave each school year to receive pay during absences due to personal reasons. A maximum of five (5) days of personal leave may be accumulated by each employee at the rate of three (3) days per year. These days are to be deducted from earned sick leave days and do not accumulate beyond five days. Advance approval of Personal Leave is required except in emergency situations. Personal Leave will not be approved for critical days as designated by the district or the school at the beginning of each school year.

Personal Leave will not be granted on the day immediately preceding or following school holidays, during pre-planning or post-planning or on a teacher in-service day, except for employees who choose to keep their jury duty/court stipend and elect to use personal leave for jury duty or when subpoenaed as a witness arising out of the person's duties as a teacher or employee of the Board of Education. The Superintendent may grant an exception to this requirement in limited circumstances where the employee provides documentation that the employee's absence is necessary due to an event (such as child's or spouse's graduation or military deployment), scheduled on a date over which the employee has no control. Full daily salary will be deducted for each daily absence beyond the maximum accumulated sick leave or unauthorized leave.

- Refer to policy GARH

PERSONNEL RECORDS

Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. **It is the employee's responsibility to notify the District of any changes of personal information.** Employees must notify their Supervisor, Human Resources, and the Payroll Department in Financial Services when their name and/or home address and/or contract numbers change. Forms are available from Human Resources and on the Financial Services internet website.

PRIVATE TUTORING

No teacher may contract for financial reimbursement for private tutoring of his/her own students. Teachers may arrange to tutor students other than their own after contract hours or during the summer.

PROCEDURES

Additional system and school procedures are located on the district common drive.

PROFESSIONAL LEARNING

The Board of Education encourages continuous Professional Learning. Any recommendations by the Principal or Superintendent for further study to develop teaching competencies and skills are supported. Each employee must meet the Georgia Professional Standards Commission training requirements for certificate renewal.

PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM

Members in the Public School Employees Retirement System (PSERS) consist of all employees of public school systems who are not eligible for membership in the Teachers Retirement System of Georgia (TRS). Specifically, all school bus drivers, food service employees, and maintenance personnel are members of PSERS.

- **Teacher Retirement System of Georgia (TRS)**

All personnel in covered positions that are employed one-half time or more are required to be members of the Teacher Retirement System of Georgia as a condition of employment. Covered positions include teachers, administrators, supervisors, clerks, secretaries, paraprofessionals, and public school nurses. A flat percent of the total monthly salary is deducted for Teacher Retirement, and the Board matches this at more than triple the employee rate.

Benefits from the Teacher Retirement System are calculated as follows: a percentage, provided by law (currently 2.00%) is multiplied by the years of creditable service (not to exceed 40 years). This product is then multiplied by the average monthly salary for the highest twenty-four consecutive months of service. For further information contact the Teacher Retirement website at www.trsga.com.

NO EMPLOYEE MAY BE A MEMBER OF BOTH PSERS AND TRS AT THE SAME TIME.

All regular employees who occupy a position described above must establish membership with PSERS as a condition of employment.

- Contributions - Members contribute a small monthly premium (September through May) for each month of employment during the school year.
- Termination - Upon termination from employment with the school system prior to retirement, members may request and receive a refund of contributions previously made to the Retirement System. Application should be made through the office of the local school superintendent, where the

forms are available. All rights to any retirement benefits are waived upon receipt of the refunded contributions and interest.

- Vested Service - If at any time of termination a member has completed at least 10 years of membership service and has not attained age 60, the member may leave his/her contributions in the retirement fund, and upon attaining age 60, may apply for and begin receiving a monthly retirement allowance. If the member dies before retirement benefits begin, the named beneficiary will receive a refund of the employee's contributions and interest.
- Changing to TRS - Members of PSERS who become eligible for contributing to TRS will have thirty (30) days from their job promotion to make a decision to change to TRS. Once the employee has made that decision it cannot be changed as long as the employee is eligible for TRS.

PURCHASE ORDERS (Ordering Goods and Services)

- Refer to policy DJE

R

RELEASE OF INFORMATION FROM SCHOOL RECORD

- Refer to policy JR – Student Records

The Family Educational Rights and Privacy Act spells out specific rights and procedures concerning all records kept on students. Parents of a student must be allowed to see all information contained in his/her school

records. Employees should exercise great discretion in use of any information from permanent record folders or from standardized testing results.

RELIGIOUS HOLIDAYS OBSERVANCE

- Refer to policy GARH

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes, provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

RESIGNATION

If an employee chooses to resign before his/her contract expires or before or at the end of a school year, he/she must submit a letter of resignation to the Principal and submit copies of the letter to the Superintendent. The written resignation is important in order to keep personnel records complete for future reference. The employee should give at least 30 days notice prior to the effective date of resignation. Professional personnel shall consider a signed contract for employment as binding on the part of both the Board and the individual. If a resignation is submitted after June 30, the Board will expect an employee requesting release to fulfill the contract until such time as a qualified and satisfactory replacement has been secured. Acceptance of employee request for release from contract is pending superintendent and board approval and location of a suitable replacement. Submission of required letters and form does NOT

guarantee release from contract. Release from contract on or after July 1 for the same, current school year will result in a Release from Contract Processing Fee of \$2,000 to be paid by the employee requesting release.

RIGHTS AND RESPONSIBILITIES OF TEACHERS REGARDING STUDENT DISCIPLINE GA CODES

CLICK HERE FOR MORE INFORMATION <http://www.lexisnexis.com/hottopics/gacode/>
click OK to Close then type CODE in the Search window

Provided below are short summaries of the laws pertaining to the discipline of students and the rights and responsibilities of teachers. The number following each paragraph designates the specific section of the Official Code of Georgia where the details of the law can be found. Teachers may, in accordance with local Board policy, manage their classrooms, discipline students and refer students to the Principal or the principal's designee to maintain order in the classroom (20-2-738).

1. Teachers must be given information from school administrators on their students who have committed designated felonies, whether that information is obtained from other schools or from the courts (20-2-671). Teachers may administer corporal punishment (paddling) in accordance with their local Board policies. Teachers may not be held accountable or liable in any criminal or civil action for doing so (20-2-731).
2. Teachers may file reports with the Principal about students who exhibit behavior that repeatedly or substantially interferes with the teacher's ability to communicate with the other students. Principals must then send the reports to the parents of the designated student (20-2-737).
3. Teachers must report to the Principal in accordance with local Board policy any alleged instance of assault or battery upon any teacher or school employee, assault or battery of a student on another student, or substantial damage intentionally caused by a student to personal property belonging to teachers, other school employees, or other students (20-2-753).
4. Teachers or other person employed must report to the Principal acts committed by students at school which relate to aggravated assault with a firearm, aggravated battery, sexual offenses, carrying deadly weapons at public gatherings, carrying weapons on school property, illegal possession of a pistol or revolver by a person under 18, or possession of controlled substances. The Principal must report to the appropriate police authority (20-2-1184).
5. Teachers must remove from class any student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the other students in the class. Such removal must be accomplished in accordance with local Board policy (20-2-738).
6. Teachers may discipline students in accordance with local Board policy for verbal assault, physical assault or battery, and disrespectful conduct toward teachers, other students, and other school personnel. Students who commit any act of physical violence resulting in substantial physical injury to teachers must be suspended for at least the remainder of the semester (20-2-751, 20-2-751.6).
7. Teachers, in accordance with local Board policy, may identify students as chronic disciplinary students. Parents of chronic disciplinary students that fail to attend school/parent conferences about the child may be reported to juvenile court (20-2-766.1).
8. Teachers must discipline students with disabilities in accordance with their IEP's and in accordance with local board policy on disciplining students with disabilities. Teachers may also participate in a

student's IEP team meeting or Student Support Team to assist with developing behavior management plans.

9. Teachers may search students believed to have weapons or drugs or other prohibited items on school premises, in accordance with local board policy.
10. Teachers are immune from civil and criminal liability for actions arising out of the discipline of any student or the reporting of any student for misconduct, provided that the teacher acted in good faith without willful or wanton misconduct (20-2-1000).
11. If a suit is brought against a teacher and the teacher wins or the complaint is found to be frivolous, the person bringing the action can be required to pay the costs and attorney's fees incurred by the teacher (20-2-1000).

S

SALARY DEDUCTIONS

- Refer to Policy DJCB

SALARY INFORMATION AND PERSONNEL RECORDS

Information concerning salaries of individual employees of the Board of Education will not be released except after the employee has submitted a written release, or under stipulations set forth in the Open Records Law.

The official personnel file of each employee shall be open to inspection only by the employee, the supervising Principal, the Superintendent and other necessary Central Office personnel, and such other persons as the teacher may authorize in writing, and inspection may be made only during the regular working day.

SCHOOL ADMISSION ASSIGNMENT TO SCHOOLS

- Refer to policy JBCA-R

SCHOOL ADMISSIONS - NON-RESIDENT ATTENDANCE

- Refer to policy JBCB

SCHOOL OWNED VEHICLES

School vehicles are for official school use only and are to be driven only by authorized and trained personnel.

SCHOOL PROPERTY MANAGEMENT

No school equipment or property may be sold, exchanged or moved to another location without the permission of the appropriate department director.

Questions regarding the loaning of school/Board property of any type should be referred to the Principal,

appropriate Director or Superintendent.

School property is not to be used for private gain.

In order to keep school insurance coverage complete, all new materials or equipment should be promptly added to the school inventory by the school Media Specialist.

SEXUAL HARASSMENT

- Refer to policy GAEB and JCAC

It is the policy of the Appling County Board of Education that all employees and students are entitled to a work and learning environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is defined in Appling County Board of Education Policy GAEB/JCAC. Any person who thinks he or she has been subjected to sexual harassment may follow the complaint procedure set forth in that policy.

It is the responsibility of each employee to report to the Principal or School Counselor any complaint from a student that he/she is being harassed in any way by a fellow student or an employee.

SICK LEAVE

All eligible employees of the Appling County Board of Education will earn sick leave at a rate of 1¼ days per month worked. This sick leave may be used for personal illness or severe illness or death in the immediate family.

Immediate family is defined as parents, wife, husband, children, sister, brother, grandparents, grandchildren, spouse's parents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, aunt, uncle, niece and nephew and other relatives living in the home with the employee.

In the case of death, the number of days allowed will be limited to five.

Unused sick leave may be accumulated for up to a total of 45 days. After the third consecutive day of used sick leave, the supervisor may require the employee to present a doctor's certificate of illness.

Full daily salary will be deducted for each daily absence beyond the maximum accumulated sick leave or unauthorized leave.

- SICK LEAVE - TRANSFER BETWEEN SYSTEMS
- Newly employed teachers shall be credited with unused sick leave earned after July 1, 1978. This sick leave must be earned while employed in other Georgia public school systems, and the teachers have not been withdrawn from active service as public school teachers for the 12 months preceding employment by the Appling County School System.

SOCIAL MEDIA

We are committed to providing a quality education that promotes maximum individual achievement and social responsibility. As staff members, how we represent the school system collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, each employee's attitude and behavior, both in and out of the work environment as well as content and comments on social media, influence the community's attitude and perception of the schools and the District. As an employee of the Appling County School System, it is imperative that you represent the District in a positive manner; **you are a role model for all students**. At all times, employees' actions should reflect the District's core values. Employees who act unprofessionally or in a manner that diminishes their ability to positively lead and impact the lives of children, or their ability to be viewed as a positive role model may be subject to disciplinary action up to and including termination.

SOCIAL SECURITY NUMBER

The Appling County School District reserves the right to use an employee's social security number in employment-related practices. All employees who handle documents containing employee identification data such as social security numbers should use reasonable precaution to preclude compromise or identity theft.

SOLICITING FUNDS

Fund raising activities by employees or students on behalf of the Appling County School District or its various schools, including the selling of any article or subscription, must be approved by the school administrator and the Superintendent.

STAFF COMPLAINTS AND GRIEVANCES

- Refer to policy GAE (2)

It is the policy of the Appling County Board of Education that certificated personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible.

The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. Policy GAE (2) is available where such efforts do not succeed or where, for any other reason, the certificated employee desires to pursue the procedures set forth therein.

STAFF CONFLICT OF INTEREST

- Refer to policy GAG

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state

mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies.”

- Refer to policy JGI
- Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse of sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee, within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.
- Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 should follow the proper procedures for reporting suspected abuse cases .

Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed Below are DEFINITIONS for “sexual abuse” and “sexual misconduct”.

“Sexual Abuse” means a person’s employing, using, persuading, inducing, enticing or coercing any minor who is not that person’s spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

“Sexual Misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the Internet.
4. Spread sexual rumors (i.e., said a student was a gay or lesbian)
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or “mooned” student.
7. Touched, excessively hugged or grabbed students in a sexual manner.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student’s developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

SUBSTITUTE TEACHER

All Substitute Teachers are staffed through Kelly Educational Staffing. The following standards are still in place:

1. possession of a valid or an expired teaching certificate (or letter of eligibility for same) based on a baccalaureate degree or higher;
2. completion of a baccalaureate degree or higher;
3. completion of at least one or more years of post-secondary training beyond a high school diploma ranked in order of number of years completed;
4. possession of a high school diploma;
5. possession of a GED certificate.
(Substitute teachers in ranks 4 & 5 cannot work in any one classroom more than ten (10) consecutive days.) Ranks 2-5 above requires successful completion of substitute teacher training before a person can be placed on the substitute teacher list.
A person whose teaching certificate has been revoked is not eligible to be approved as a substitute teacher. This priority classification of available substitute teachers qualified in K-12 shall be followed in filling temporary vacancies of one to 45 days in length.
6. All substitutes are required to undergo a criminal back ground check prior to being place on the substitute list.

T

TERMINATION OF CONTRACT (Grounds for Termination, Suspension Nonrenewal, Demotion, or Reprimand)

- O.C.G.A. § 20-2-940 (2014)

THIS SECTION HAS MORE THAN ONE DOCUMENT WITH VARYING EFFECTIVE DATES.

§ 20-2-940. Grounds and procedure for terminating or suspending contract of employment

Grounds for termination or suspension. Except as otherwise provided in this subsection, the contract of employment of a teacher, administrator, or other employee having a contract for a definite term may be terminated or suspended for the following reasons:

- (1) Incompetency;
- (2) Insubordination;
- (3) Willful neglect of duties;
- (4) Immorality;
- (5) Inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the local board of education;

(6) To reduce staff due to loss of students or cancellation of programs and due to no fault or performance issue of the teacher, administrator, or other employee. In the event that a teacher, administrator, or other employee is terminated or suspended pursuant to this paragraph, the local unit of administration shall specify in writing to such teacher, administrator, or other employee that the termination or suspension is due to no fault or performance issues of such teacher, administrator, or other employee;

(7) Failure to secure and maintain necessary educational training; or

(8) Any other good and sufficient cause.

A teacher, administrator, or other employee having a contract of employment for a definite term shall not have such contract terminated or suspended for refusal to alter a grade or grade report if the request to alter a grade or grade report was made without good and sufficient cause.

(b) Notice. Before the discharge or suspension of a teacher, administrator, or other employee having a contract of employment for a definite term, written notice of the charges shall be given at least ten days before the date set for hearing and shall state:

(1) The cause or causes for his or her discharge, suspension, or demotion in sufficient detail to enable him or her fairly to show any error that may exist therein;

(2) The names of the known witnesses and a concise summary of the evidence to be used against him or her. The names of new witnesses shall be given as soon as practicable;

(3) The time and place where the hearing thereon will be held; and

(4) That the charged teacher or other person, upon request, shall be furnished with compulsory process or subpoena legally requiring the attendance of witnesses and the production of documents and other papers as provided by law.

(c) Service. All notices required by this part relating to suspension from duty shall be served either personally or by certified mail or statutory overnight delivery. All notices required by this part relating to demotion, termination, nonrenewal of contract, or reprimand shall be served by certified mail or statutory overnight delivery. Service shall be deemed to be perfected when the notice is deposited in the United States mail addressed to the last known address of the addressee with sufficient postage affixed to the envelope.

(d) Counsel; testimony. Any teacher, administrator, or other person against whom such charges listed in subsection (a) of this Code section have been brought shall be entitled to be represented by counsel and, upon request, shall be entitled to have subpoenas or other compulsory process issued for attendance of witnesses and the production of documents and other evidence. Such subpoenas and compulsory process shall be issued in the name of the local board and shall be signed by the chairperson or vice chairperson of the local board. In all other

respects, such subpoenas and other compulsory process shall be subject to Article 2 of Chapter 13 of Title 24.

(e) Hearing.

(1) The hearing shall be conducted before the local board, or the local board may designate a tribunal to consist of not less than three nor more than five impartial persons possessing academic expertise to conduct the hearing and submit its findings and recommendations to the local board for its decision thereon.

(2) The hearing shall be reported at the local board's expense. If the matter is heard by a tribunal, the transcript shall be prepared at the expense of the local board and an original and two copies shall be filed in the office of the superintendent. If the hearing is before the local board, the transcript need not be typed unless an appeal is taken to the State Board of Education, in which event typing of the transcript shall be paid for by the appellant. In the event of an appeal to the state board, the original shall be transmitted to the state board as required by its rules.

(3) Oath or affirmation shall be administered to all witnesses by the chairperson, any member of the local board, or by the local board attorney. Such oath shall be as follows:

"You do solemnly swear (or affirm) that the evidence shall be the truth, the whole truth, and nothing but the truth. So help you God."

(4) All questions relating to admissibility of evidence or other legal matters shall be decided by the chairperson or presiding officer, subject to the right of either party to appeal to the full local board or hearing tribunal, as the case may be; provided, however, that the parties by agreement may stipulate that some disinterested member of the State Bar of Georgia shall decide all questions of evidence and other legal issues arising before the local board or tribunal. In all hearings, the burden of proof shall be on the school system, and it shall have the right to open and to conclude. Except as otherwise provided in this subsection, the same rules governing nonjury trials in the superior court shall prevail.

(f) Decision; appeals. . The local board shall render its decision at the hearing or within five days thereafter. Where the hearing is before a tribunal, the tribunal shall file its findings and recommendations with the local board within five days of the conclusion of the hearing, and the local board shall render its decision thereon within ten days after the receipt of the transcript. Appeals may be taken to the state board in accordance with Code Section 20-2-1160, as now or hereafter amended, and the rules and regulations of the state board governing appeals.

(g) Superintendent's power to relieve from duty temporarily. The superintendent of a local school system may temporarily relieve from duty any teacher, principal, or other employee having a contract for a definite term for any reason specified in subsection (a) of this Code section, pending hearing by the local board in those cases where the charges are of such seriousness or other circumstances exist which indicate that such teacher or employee could not be permitted to continue to perform his or her duties pending hearing without danger of disruption or other serious harm to the school, its mission, pupils, or personnel. In any such case, the superintendent shall notify the teacher or employee in writing of such action, which notice shall state the grounds thereof and shall otherwise comply with the requirements of the notice set forth in subsection (b) of this Code section. Such action by the superintendent shall not extend for a period in excess of ten working days, and during such period, it shall be the duty of the local board to conduct a hearing on the charges in the same manner provided for in subsections (e) and (f) of this Code section, except that notice of the time and

place of hearing shall be given at least three days prior to the hearing. During the period that the teacher or other employee is relieved from duty prior to the decision of the local board, the teacher or employee shall be paid all sums to which he or she is otherwise entitled. If the hearing is delayed after the ten-day period as set out in this subsection at the request of the teacher or employee, then the teacher or employee shall not be paid beyond the ten-day period unless he or she is reinstated by the local board, in which case he or she shall receive all compensation to which he or she is otherwise entitled.

HISTORY: Ga. L. 1975, p. 360, § 1; Ga. L. 1986, p. 300, § 1; Ga. L. 1987, p. 3, § 20; Ga. L. 1994, p. 527, § 1; Ga. L. 1996, p. 6, § 20; Ga. L. 1998, p. 750, § 2; Ga. L. 2000, p. 1589, § 3; Ga. L. 2011, p. 99, § 36/HB 24; Ga. L. 2012, p. 890, § 1/SB 153.

TEXTBOOK INVENTORY

All system-adopted textbooks must be listed on an inventory maintained by the teacher. Teachers must account for all textbooks assigned to them. A list must be maintained to include the number of the book assigned to each student and documentation of the return of the book or payment for the lost book. The cost of a lost textbook is the replacement/full cost of the book. Schools will submit money collected for lost textbooks to the school textbook coordinator at the end of the school year. Lost textbooks must be paid for before the final report card is issued to the student.

TOBACCO USE

- Refer to policy GAN

The Appling County School System recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to state and federal law.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by The School District.
- On any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by The School District; or
- At any school-sponsored or school-related event on-campus or off-campus.
- In addition, employees may not use tobacco or nicotine products at any time (24-hours a day) when on duty for the school district directly instructing or supervising students. Direct supervision shall

include includes coaching, band directing, acting as a sponsor or advisor of a school club or other similar school organization, and carrying out similar instructional roles.

Tobacco Products and Tobacco Use

For the purpose of this policy, **tobacco products are defined to include** cigarettes, candy cigarettes, cigars, pipes, dip, chew, snuff, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigarillos, bidis, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, any items containing or reasonably resembling tobacco or tobacco products, and any other smokeless tobacco product or nicotine delivery devices, such as e-cigarettes.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

Employees shall not store or possess any prohibited products or paraphernalia as defined above on their person or in their belongings in such a manner that such products are visible to students.

The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

For the purpose of this policy, school grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when The School District has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

The Superintendent shall establish procedures to administer this policy. All employees, visitors, and students shall be made aware of this policy and its requirements. Employees who violate this policy may be subject to disciplinary action.

TRANSFER PROCEDURES

- Lateral transfers within a school do not necessarily require an application or interview, at the discretion of the Principal and subject to review by the Superintendent. Lateral transfers within the system do not necessarily require an application or interview, at the discretion of the Superintendent and subject to approval by the Board of Education.
- Transfers that are not lateral ones require application and interview, the same as any candidate not currently employed by the Board of Education.

TRANSPORTATION REIMBURSEMENT

- Refer to Statewide Travel Regulations—Reimbursement Procedures

TRAVEL APPROVAL

- Refer to the Appling County Board of Education system guidelines posted on the district website.

TRAVEL REGULATIONS/REIMBURSEMENT

- Refer to Statewide Travel Regulations – Authority
- Refer to Appling County Board of Education system guidelines posted on the district website

U

USE OF SYSTEM FACILITIES BY OUTSIDE GROUPS

School facilities may be used on occasion by outside groups. The Appling County Board of Education Central Office will have information on procedures to be followed for rental of the Elementary Complex.

Appling County Board of Education Central Office
Contact: Front Office
Phone: (912) 367-8600

The Appling County High School will have information on procedures to be followed for rental of the Fine Arts Center (FAC).

Appling County High School Contact: Jonathon Hickox Phone: (912) 367-8610 ext. 437

W

WORKERS' COMPENSATION INSURANCE

The Board provides workers' compensation insurance for all school employees. Benefits help pay for your medical treatment and a portion of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, **an employee must immediately report to the principal or supervisor any accidents that he/she has while working or any injury which occurred while on duty. It is the responsibility of the employee to assure the informing and processing of workers' compensation claims.**

Employees must treat with a physician listed on the District's Panel of Physicians. A traditional panel of physicians is posted in common areas e.g. break rooms, meeting areas for employees, etc. If an employee sustains an on the job injury they are required to provide immediate notification to their supervisor or member of their department administrative staff. Delay in notification can result in denial of the workers' compensation claim. A completed Supervisor's Report of Injury should be sent to Human Resources/Benefits as soon as possible and no less than within 3 days of the accident.

The Appling County Board of Education recognizes the importance of maintaining a safe and risk free working environment for our students and our staff. Each member of the staff must have responsibility for his/her own safety. Adherence to policies, regulations, safety procedures, and heightened awareness of safety

in your work area are critical to maintaining a safe and injury free work environment in our schools. In the event of an injury at the work site please follow these procedures:

- Report accidents/incidents immediately to your supervisor no matter how insignificant it may seem.
- Start by printing a copy of the “Post Injury Management Response Guide”. Use the guide to complete required forms within (3) days.
- Submit completed accident report form to BOE Central Office HR/ Benefits department as soon as possible, via email or fax. Delay in notification could result in denial of payment for any medical services rendered.
- Print a copy of the “Post Injury Employee Guidelines” and present to the injured employee. (Use to guide employee in seeking medical treatment, if necessary.)
- If the injury necessitates medical attention, the employee should select a doctor from the “Panel of Physicians” and notify the school office.
- In case of an emergency, the employee may seek medical treatment from an emergency facility until the immediate emergency is over. However, a doctor from the “Panel of Physicians” must provide any additional medical treatment.
- The “Panel of Physicians” and a “Bill of Rights for the Injured Worker” are posted at each facility of the Appling County School District.
- **For the initial visit, all employees must select one of the doctors listed on the panel of physicians.** Any other doctor’s service for the first visit will be at the employee’s expense.
- If an employee misses work as a result of a compensable injury, he/she may be entitled to receive pay for lost time. This is dictated by the benefit election form completed with the accident report.
- Refer to Guidelines for Workers’ Compensation and the Panel of Physicians located on the district website at www.appling.k12.ga.us under Quick Links on the Personnel Department homepage.

Disclaimer

This handbook has been prepared to help familiarize you with some of our administrative rules and forms and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the administrative rules and forms of the Appling County Board of Education, the actual administrative policies, rules and forms, which are far more lengthy and detailed, have been summarized to make the handbook more readable. There are additional administrative rules and forms not discussed in the handbook. In the event of a conflict between the handbook and an administrative rule or form, the administrative rules or forms shall have control. Nothing in this handbook or in the administrative rules and forms is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or forms at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, Section G- Personnel, which can be found at the District’s web site (www.appling.k12.ga.us), or contact the Human Resources Department at Appling County Board of Education, 249 Blackshear Highway, Baxley, Georgia, 31513. The telephone number for the Board of Education is 912-367-8600.