

# **Evans County Board of Education**

## **Personnel Handbook**

**2021-2022**

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# I. INTRODUCTION

## **FOREWORD**

The purpose of this handbook is to set forth on a limited basis policies and rules of the Evans County Board of Education. Changing circumstances may require revision of policies or rules and the Board of Education and the administrative staff reserves the right to modify, delete, or improve the policies or procedures at any time without notice.

A copy of the Georgia Education Policy Reference Manual for Local School Districts, which contains a comprehensive explanation of Georgia School Laws, State Board of Education Policies, and Evans County Board of Education Policies, is available in the Superintendent's office. A copy of the Evans County Board of Education Policy Manual is in each media center, principal's office, and on our website.

### **NON-DISCRIMINATION: TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES ACT, AND EQUITY IN SPORTS ACT**

The Evans County Board of Education does not discriminate on the basis of race, color, national origin, gender, marital status, age, native language, religion, creed, or handicap/disability in educational programs and activities, admissions to facilities, or in employment practices. The Evans County Board of Education has appointed the Superintendent of Schools as Title VI, VII, IX, and ADEA Coordinator. The Director of Special Education has been appointed as the Section 504, and Americans with Disabilities Act Coordinator. The Superintendent of Schools and the Director of Special Education may be contacted at 613 West Main Street, Claxton, Georgia 30417; telephone, (912)739-3544. The sports equity coordinator for this school system is the Athletic Director, Mark Stroud, Claxton High School, 102 North Clark Street, Claxton, Georgia 30417, telephone 912-739-3993.

Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator. Any employee, student, or parent can submit a complaint regarding equal opportunity to the Superintendent. If the employee is dissatisfied with the disposition of the matter by the Superintendent, s/he can then have the complaint referred to the Board of Education. For details regarding the grievance procedure related to equal opportunity, refer to the Board Policy Manual, Administrative Regulation, JAA-R/GAA-R.

## BOARD OF EDUCATION

The Evans County Board of Education is a political subdivision of the state and the agency through which the county acts in school matters. Acting upon authority granted by Georgia School Laws, it is charged with the responsibility of the administration and the operation of the same.

The Evans County Board of Education is composed of seven members, including one member elected from each militia district, and a chairman elected at-large. The county school superintendent, under the law, serves as secretary-treasurer and administrative officer of the Board. A quorum of four members is necessary for any decision requiring board action.

The Evans County Board of Education holds its regular monthly meetings in the office of the county school superintendent, on the second Monday evening of each month at 6:00 p.m. (**see BOE meeting dates on website**). Special meetings may be called by the chairman or superintendent when necessary for transaction of urgent business.

The Evans County Board of Education sets the tax rate for the operation of schools, adopts the school budget, makes all school policies, approves the school calendar, elects all personnel, and adopts any other regulation for the operation of the public schools.

The Evans County Board of Education supports a continuous exchange of communications between the schools, the system and the community. Members of the community, in addition to serving on various advisory boards within the school, are encouraged to visit schools and to make recommendations for the improvement of school programs.

## SYSTEM FRAMEWORK & 2019-2024 STRATEGIC PLAN

### **Our VISION:**

Preparing ALL students for success in college and career opportunities to become citizens who contribute positively to society.

### **Our MISSION:**

To ensure a commitment that ALL students have the opportunity and support to achieve the high levels of learning and character development required for successful college and career endeavors through partnerships with students, parents, staff, and the community.

### **College and Career Readiness:**

Having the necessary skills, knowledge, and soft skills to be successful in a four-year university, two-year college, technical college, military service, and/or career.

**Our Collective Commitments:** In order to fulfill our fundamental purpose and become the district described in our vision, each member of the staff commits to the following:

- I will be a positive, contributing member of my collaborative team.
- I will teach the essential learnings of our agreed-upon curriculum, unit by unit.
- I will monitor each student's learning on an ongoing basis through classroom and team-developed formative assessments.
- I will use evidence of student learning to inform and improve my practice and to better meet the needs of individual students.
- I will work with my colleagues to achieve our SMART goals.
- I will seek out the most promising practices to support student learning.
- I will adopt a "whatever it takes" mentality towards student achievement.
- I will keep students and parents informed of the progress in a timely manner.
- I will conduct my assigned tasks with excellence, whether academic, athletic, fine arts, or extracurricular.
- I will serve our stakeholders with kindness, compassion, and patience.

**As a result of these commitments, our governance protocols will ensure high levels of learning for all students.**

- The interdependent, collaborative team (PLC) is the fundamental structure of the district guided by four questions:
  1. What do we want our students to learn?
  2. How do we know if they have learned it?
  3. What do we do when they have not learned it?
  4. What do we do when they have already learned it?
- The district supports the continuous learning and ongoing professional development of its educators.
- The district has a strong partnership with parents and provides parents with the information they need to monitor and support the learning of their children.
- Schools are characterized by a collaborative, continuous improvement culture in which all staff take collective responsibility for helping all students learn at high levels.
- The staff will constantly seek out the most promising practices that support student learning and utilize assessments to differentiate instruction.

- Classrooms will be student-centered, welcoming, nurturing and engaging environments that provide a variety of rigorous real world learning experiences, utilizing multiple modalities, embedded with 21<sup>st</sup> century skills.
- Students are provided a guaranteed and viable curriculum, unit by unit, that is standards-based, organized by prioritized learning targets, and rigorous.
- The learning of each student is monitored on an ongoing basis through a variety of daily formative assessment in the classroom and team-developed common formative assessment for each unit.
- Schools have RtI systems in place to ensure that evidence of student learning is used to:
  - Provide additional time and support for students who are struggling in a way that is timely, diagnostic, and directive.
  - Enrich and extend the learning for students who have demonstrated they are highly proficient.
  - Inform individual educators regarding their strengths and weaknesses in helping students learn at high levels.
  - Alert a collaborative team to areas of concern in student learning that warrant the attention of the entire team.

### **Our District Goals:**

We will monitor the following indicators to mark our progress.

1. Increase the percentage of graduates to be equal to or exceeding the district graduation goal, with 100% of graduates prepared to be successful in post-secondary learning and/or employment.
  - a. Ensure implementation of a guaranteed and viable curriculum (GVC)
  - b. Strengthen RtI supports and interventions
  - c. Implement a comprehensive and fully aligned K-12 guidance plan
2. Close 5% of the gap between the CCRPI baseline score and 100 annually
  - a. Establish highly functioning PLCs
  - b. Establish SIP action steps to ensure 100% of students are meeting typical or high growth
  - c. Establish a standards-based measuring and monitoring system for student achievement
3. Increase our stakeholder engagement
  - a. Optimize human resources
  - b. Improve parent communications
  - c. Improve school climate ratings and support services
4. Optimize our resources
  - a. Maximize flexibility and support within a balanced budget
  - b. Provide safe and functional facilities which support instruction
  - c. Improve operational efficiencies

### **MOTTO:**

**We are Evans County Schools: We expect excellence...no exceptions, no excuses!**

## FLOW OF COMMUNICATION

The Evans County Board of Education meets monthly.

Following each board meeting, the system administrative team meets for updates of information from the Board and/or Superintendent. Principals and central office administrators give updates on issues of common concern.

School Governance Teams meet six times per year.

School administrators meet with their faculties and/or provide written updates as necessary - at least monthly - to update faculties on School Board actions and School Council meetings.

The Superintendent mails and emails information updates to Board members between board meetings as needed.

The Superintendent mails and emails information updates to businesses and community leaders as needed.

All staff members are encouraged to provide input on issues of concern to their immediate supervisor. Staff members are also encouraged to assist in publishing news about our schools in *The Claxton Enterprise*. Please refer to the News Releases section of this handbook for details.

# **II. OPPORTUNITIES**

## PROFESSIONAL LEARNING

To provide opportunities for all personnel to continue to develop knowledge and skills throughout their careers, the Evans County School System addresses the professional learning needs of its personnel in the Consolidated Application that is submitted to the State Department of Education each year. The purpose of professional learning activities is to enhance the skills and knowledge of all school system personnel and school board members that directly relate to improving student achievement. All professional learning activities must relate to the district and/or school improvement plan(s). All personnel are encouraged to make suggestions and recommendations regarding staff development activities to their school leadership team. There are many forms of professional learning in which staff members are encouraged to participate: college/university courses, online courses, workshops, and faculty study groups are some examples.

## PARTICIPATION IN PROFESSIONAL LEARNING

For professional learning activities for which the employee will request reimbursement of expenses or which will require the employee to be absent from his/her regular assignment, the employee must complete a Leave Request

Upon receipt of the approved Leave Request, it is the responsibility of the employee to make all arrangements necessary to attend a professional learning program including registering for the program, making lodging arrangements, etc.

When two or more employees are attending the same program, it is necessary for each employee to pay for his or her own expenses and submit an expense statement for reimbursement. Employees must avoid paying for another employee's portion of the expenses and requesting reimbursement. Usually it is preferable for the employee to pay in advance the registration fee for any workshop or conference and submit an employee expense statement for reimbursement. Occasionally when a group is registering for a program, it may be more expedient for a purchase order to be used for the registration cost. For individuals attending staff development programs, purchase orders will be issued for registration fees **only** when the fee is greater than \$100 and at the request of a school or system-level administrator. The purchase order must be approved before the individual can register for the activity. The purchase order number must be provided as part of the registration information. Please submit the completed registration form, along with the copy of the approved purchase order, to the Accounts Payable Clerk for payment purposes. If the registration fee must be paid before the professional learning activity, then the completed registration form and approved purchase order must be sent to the Accounts Payable Clerk at least two weeks before the activity.

## REIMBURSEMENT OF EXPENSES FOR PROFESSIONAL LEARNING

An individual may be reimbursed for certain expenses incurred while participating in certain professional learning activities. These expenses include mileage, meals, and registration fees for conferences and workshops. In order to be reimbursed for expenses incurred while participating in professional learning activities, employees must have an approved Request to Participate in Professional Learning form. These forms must be approved prior to participation in the activity. Failure to have expenses approved in advance may result in non-reimbursement of expenses. Upon completion of the activity, an Employee Expense Statement, found on the Evans County Schools website under the Employees tab, must be completed and submitted to the school-level professional learning coordinator or the system-level professional learning coordinator (for system-level employees) within 45 days of the professional learning activity. All documentation, including an activity agenda, of expenses must be attached to the Employee Expense Statement (see guidelines). The program director for the program expending the funds for the professional learning activity will approve expenses on an activity-by-activity basis considering the program budget and the Guidelines for Expenditures for Professional Learning Purposes. The Employee Expense Statement must be completed following the Local Guidelines for Expenditures for Staff or Professional Learning and the State of Georgia Travel Regulation Guidelines. As the Employee Expense Statement is updated periodically, it is important to download the statement from the system website for each activity.

### **System Professional Learning Director: Kristy Vandenberg**

It will be the responsibility of the employee to be as conservative as possible when traveling for Board of Education business or professional learning. All expenses for which reimbursement is requested will be reviewed carefully to ensure they are allowable within the State of Georgia Travel Regulations and justifiable for the specific trip. If you have any questions or concerns about expenses that may be an allowable reimbursement, please contact the Chief Financial Officer before the expense is incurred.

## LOCAL GUIDELINES FOR EXPENDITURES FOR PROFESSIONAL LEARNING PURPOSES

The following guidelines govern the rate of expenditure of funds for staff or professional learning purposes regardless of the program funds being expended.

1. Instructors for Professional Learning Training
  - a. Individuals not employed by the Evans County Board of Education - honorarium or consultant fee charged by the individual.
  - b. Individuals employed by the Evans County Board of Education - \$150 per Professional Learning course (8 hour course) or \$15 per hour of instruction for other courses or training.
  
2. Registration Fees for Workshops or Conferences  
Employees and board members are reimbursed for the total cost of registration fees for a pre-

approved workshop or conference.

3. Expenses for Employee Travel for Professional Learning Purposes can be found in the State of Georgia Travel Regulation Guidelines below.

#### 4. Stipends

Stipends may be awarded to system certified personnel and paraprofessionals for having completed professional learning activities, excluding school council training, occurring at any time during the fiscal year outside of an employee's normal contract/work hours. Stipends may be awarded only if (1) there is evidence that the competencies gained during the professional learning activity are aligned with an individual plan, or school or district improvement plan and (2) there is evidence that the competencies gained have been implemented/demonstrated in the classroom/work setting. School-level professional learning committees will have the primary responsibility of identifying courses each year for which stipends may be awarded. The system professional learning coordinator must approve all courses for which stipends may be awarded prior to the course beginning. Stipend payments can be made only after documentation of completion of the formal educational activity is submitted to the school-level professional learning coordinator and forwarded to the system level professional learning coordinator. Stipend payments will be made in a regular payroll check and are subject to state, federal, and Medicare taxes.

Stipends are paid at the rate of \$100 per 8 hours of instruction, \$167 per semester hour, or \$10 per hour of formal training.

### STATE OF GEORGIA TRAVEL REGULATION GUIDELINES

Details of allowable travel cost can be found on the Evans County Web site under the Employees tab. The State of Georgia travel guidelines will be followed by all employees travelling for work purposes unless specified differently in the sections listed below:

- a. Meals are reimbursed at the state rate of reimbursement; receipts are not required. **If meals are provided as part of the professional learning agenda or by the hotel, reimbursement will not be provided for that meal.**
- b. Mileage is reimbursed at the state rate of reimbursement. The mileage reimbursement rate is updated periodically on the Employee Expense Statement.
- c. **Hotel costs are reimbursed at reasonable costs; the total cost per night, including taxes and fees, may be at conference rate or not to exceed \$150.00 for regular non-high cost areas and \$180.00 for high cost areas.** Any cost incurred above this established cost, that is not pre-approved, will be the responsibility of the employee. A Leave Request / Professional Learning Activity Request form must also be submitted prior to participation in any Professional Learning Activity. This form is submitted along with a Leave Form (if appropriate) prior to attending any activity for which request for reimbursement will be made. **Employees must submit a Certificate of Exemption of Local Hotel/Motel Excise Tax**

**(printable copy on website) to the hotel upon check-in.** If the hotel does not honor the Hotel/Motel Excise Tax Certificate, then the employee needs to document on the expense statement that the hotel would not honor the certificate of Exemption. In this case, the employee may be reimbursed for the local hotel/motel excise tax. If the hotel cost per night exceeds the \$150.00 for regular non-high cost areas and \$180.00 for high cost areas, then you must get pre-approval from the Superintendent to be reimbursed at the excessive rate.

**d. Miscellaneous Expenses**

Employees and board members will be reimbursed for parking fees (receipt must be submitted with Employee Expense Statement), tipping, etc. at reasonable costs. Internet access fees are not reimbursable. Valet and baggage concierge fees are usually not reimbursable.

**e. Expense Reimbursement Timing**

Employees should submit all expenses for reimbursement on an Employee Expense statement located on the Evans County Schools website under the Employees tab. Failure to submit Employee Expense Statements to the Chief Financial Officer within 45 days of the travel being performed will result in the employee not being reimbursed for travel expenses.

**f. Receipt Requirements**

Receipts are required for all expenses, except for meal per diem amounts and must be attached to the Employee Expense Statement.

**g. Agenda Requirements**

The meeting/conference agenda must be attached to the Employee Expense Statement. If you do not submit an agenda, then you may not be reimbursed for expenses.

**h. Adequate Lodging Documentation**

When the employee books lodging through a website such as priceline.com or hotels.com, the employee must obtain a receipt from the hotel as proof that the employee stayed. The emailed/printed confirmation of your reservation is not adequate documentation to support reimbursement. You must submit proof from the hotel that you actually lodged at the hotel. If you cannot stay at the hotel, then you will be responsible for the lodging costs and will not be reimbursed by the school system.

**i. Vehicle Rental**

If you are unable to drive your personal vehicle and find it necessary to rent a vehicle, please contact the Chief Financial Officer for pre-approval. You will not get reimbursed for both the vehicle rental and the mileage reimbursement.

## ANNUAL PERSONNEL PERFORMANCE EVALUATION

The Quality Basic Education (QBE) Act requires that all personnel employed by local systems have their performance evaluated annually by appropriately trained evaluators. To comply with that portion of the QBE Act, personnel in the Evans County School System will have their performance evaluated annually using the instruments and processes described in their assigned job description.

## TEACHER OF THE YEAR

Each spring, Elementary, Middle, and High Schools select a school level Teacher of the Year to begin serving the following July and throughout the next school year. Classroom teachers in grades Pre-K through 12 who spend the majority of their time teaching students in a classroom setting are eligible to be nominated for this honor. A system-level Teacher of the Year is selected by an outside committee.

Teachers of the year are recognized by the following activities:

### School Level Teacher of the Year

1. Recognition at August meeting of Board of Education.
2. Recognition in the local newspaper.
3. Opportunity to accompany superintendent as his/her guest to a Rotary meeting.
4. Use of a "Reserved TOTY" (with teacher's name indicated on sign) parking space at the school for the next school year during which they are serving.
5. Release from one duty for entire year (morning bus duty, etc.) for the next school year for which they are serving.
6. Recognition at the beginning of the year breakfast.

Schools may provide additional recognition for their teacher.

### System Level Teacher of the Year

1. Recognition at August meeting of Board of Education.
2. Recognition in the local newspaper.
3. One-half day professional leave to work on system level application to be submitted to the state.
4. Professional leave to attend the Georgia Teacher of the Year conference.
5. Recognition at the beginning of the year breakfast.
6. Monetary award from school district

## **II. COMPENSATION**

## PAYROLL PERIODS

The payroll periods indicated are for the purpose of awarding earned sick leave and determining substitute staff and hourly wage pay. Monthly salary for nine-, ten-, and eleven-month employees is determined by dividing the annual salary for 2021-2022 by 12. The 12 monthly payments are made from September 2021 through August 2022 or August 2021 through July 2022. Exceptions to this include:

1. Bus drivers' 2021-2022 annual salary is paid from July 2021 through June 2022 by state law.

<b>PAYROLL PERIODS 9,10,11 &amp; 12 MONTH EMPLOYEES (Weekly timesheet approvals due by Monday at noon)</b>	<b>RECONCILED AND APPROVED LEAVE FORMS DUE BY NOON ON FOLLOWING DATE</b>	<b>PAYROLL CHECKS ISSUED</b>
June 1-30- June 30, 2021	Tuesday, July 6, 2021	Friday-July 30, 2021
July 1-July 31, 2021	Tuesday, August 2, 2021	Friday- August 27, 2021
August 1- August 31, 2021	Tuesday, September 7, 2021	Friday-September 24, 2021
September 1-30-, 2021	Tuesday, October 5, 2021	Tuesday- October 22, 2021
October 1-31, 2021	Tuesday, November 2, 2021	Friday, November 19, 2021
November 1-30, 2021	Tuesday December 7, 2021	Friday, December 17, 2021
December 1-31, 2021	Tuesday, January 4, 2022	Friday, January 21, 2022
January 1-31, 2022	Tuesday, February 1, 2021	Friday, February 25, 2022
February 1-28, 2022	Tuesday, March 1, 2022	Friday, March 25, 2022
March 1-30, 2022	Tuesday, April 5, 2022	Friday, April 22, 2022
April 1-30, 2022	Tuesday, May 3, 2022	Friday, May 27, 2022
May 1-31, 2022	Tuesday, June 2, 2022	Friday, June 24, 2022
June 1-30, 2022	Tuesday, July 5, 2022	Friday, July 29, 2022

## PAYROLL DIRECT DEPOSIT

In order to participate in the direct deposit system for payroll, an application form must be completed and returned to the Payroll Clerk at the Central Office. Direct deposit of your payroll check will begin the month in which you apply for this benefit. Application forms are available at the Central Office.

**If at any time your bank account changes, it is essential that you obtain and complete an application form giving your new bank account. Indicate on the form that the information is a change so the form can be processed immediately. Applications forms for changes must be done immediately after the change is made. Central office personnel need time to initiate necessary changes with the bank so that your payroll checks will be deposited in the correct account.**

## **SALARIES**

Salaries of certificated personnel will be determined by the type of Georgia certificate held and the number of years of experience approved by the Human Resources Officer. Salaries for Charter Teachers will be determined by degree and years of experience in assigned field as approved by the Human Resources Officer. Salaries for classified personnel will be those salary schedules approved by the Board of Education. Advancement on salary schedules is contingent on satisfactory evaluation.

## **EXTENDED DAY/YEAR COMPENSATION**

**Extended day** shall be defined as additional time available (a maximum of one period/segment per day with additional salary) for teachers to work/teach:

1. beyond the regular eight-hour day to provide instruction to students; or
2. an additional period/segment during the regular eight-hour day with one (1) hour of planning made up beyond the eight-hour day.

Compensation for extended day work will be made at a daily rate that is calculated by dividing the state salary schedule by 190 days to determine a daily rate and then dividing the daily rate by eight (8) hours. The hourly rate will be multiplied by the number of hours worked beyond the 8-hour day.

**Extended year** shall be defined as the additional time available for teachers to work/teach beyond the approved calendar.

Compensation for extended year work will be made at a daily rate that is calculated by dividing the state salary schedule by 190 days. The daily rate will be multiplied by the total number of days worked beyond the 190-day year.

## **COMPLIANCE WITH FAIR LABOR STANDARDS ACT**

### **ADMINISTRATIVE PROCEDURES**

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees who are covered by the act and are not exempt from specific provisions. Evans County School System employees who are nonexempt from overtime and minimum wage requirements include most non-certified staff

members. All certificated positions and some non-certificated positions are exempt from overtime requirements. (See charts on the following two pages for specific information.)

All nonexempt employees (except bus drivers) will be compensated for any time worked beyond their assigned work week by being awarded compensatory (comp) time. Bus drivers by virtue of their job responsibility will be compensated by overtime wages. Compensatory time and overtime wages are earned at straight time up to 40 hours per week. Compensatory time will be earned at time and a half over 40 hours per week. A work week begins at 12:00 AM on Monday morning and ends at 12:00 AM the next Monday morning. **Any work done beyond the regular work day or work week must be approved in advance by the employee's supervisor.** Record of comp time earned and used each payroll period will be kept for each nonexempt employee in the *Time and Attendance* electronic record. Since any comp time earned will be taken from the employee's work schedule at another time, supervisors are encouraged to approve comp time only in situations of absolute necessity. It is the responsibility of each supervisor to monitor the time worked by each nonexempt employee to ensure that any time worked beyond the assigned work week is appropriately compensated. Record-keeping of comp time earned/taken is the responsibility of the employee's immediate supervisor or designated personnel. As with all employee records, it is essential these records be maintained accurately. In order to comply fully with the recordkeeping requirements of this federal law, school attendance and timesheets must be approved weekly for employees. Comp time should be exhausted before sick leave is used and should be used in the same fiscal year as earned.

## LEAVE POLICIES AND PROCEDURES

The work done by the employees of the Evans County Board of Education is important to the future of the community, state, and nation. There is no more honorable or important work than that of educating the young people in a community, the leaders of tomorrow. Every employee, regardless of the job role in which he/she is engaged, is important in the operation of the school system and therefore important in the education of the young people of this community. Therefore, it is essential that all employees in the Evans County School System report to work on a regular basis. It is equally essential that all employees report to work at their scheduled time and remain at work until the scheduled time for their departure. While at work, employees should perform those duties and responsibilities for which they were hired and refrain from engaging in personal business.

Recognizing that there are times when it is in the best interest of the employee and perhaps the system as well for him or her to be absent from work due to personal illness, family illness or death, personal business that cannot be completed during non-work

times, and other reasons which may necessitate an employee being away from work, the Evans County Board of Education has adopted very generous leave policies. A summary of those policies and the procedures for implementing them follows. Because the leave policies of this Board are so generous, it is essential that employees not take advantage of the policies nor ask that exceptions be made to the policies. Abuse of leave policies may result in termination of employment.

Staff members should refrain from using personal and professional leave during a school year in which they must use a number of sick leave days. Overuse of leave opportunities will be reflected in the annual performance evaluation for all employees. An employee who has used all of his/her earned leave shall have his/her salary reduced by one day of his/her annual salary for each additional day of absence.

Eligible employees out of work for 8 days or longer, either intermittent or consecutive, must apply for Family and Medical Leave Act (FMLA) by contacting the Human Resources Officer. The Office of Human Resources monitors employee attendance. Excessive absences not covered by FMLA may result in an attendance/performance issue and corrective action.

For the purpose of absences for medical and related reason, members of immediate family are defined as spouse, children, grandchildren, father, mother, brother, sister, grandparents, in-law equivalents of the above, other relatives living in the household, or any dependents as shown in the employees most recent tax return.

Reference: Evans County Board of Education Policy: GARH

## SICK LEAVE

Sick leave is designed to cover absences that result from illnesses that make it impossible for employees to come to work, or for absences necessitated by illness in the employee's immediate family.

Each benefits-eligible employee of the Board shall be granted one and one-quarter (1.25) days for each completed month of service, with the exception of lunchroom employees and custodians. Lunchroom employees, custodians, and daycare workers earn one (1) day for each completed month of service. Sick leave will be earned for any month in which the employee works at least ½ of the scheduled days to be worked. Employees working less than 100% will earn leave at the appropriate pro-rated percentage.

### **Use of Sick Leave**

Employees should notify their supervisor (following procedures found in the personnel handbook) of impending leave with as much notice as possible. It is expected that sick leave by appointment will be requested 72 hours in advance and that an appointment which could be accomplished in half a day would be limited to half a day. Approval for emergency sick leave is requested after the absence upon the employee's return to work.

A doctor's note should be provided for sick leave used prior to and after a holiday. Failure to provide a doctor's note in this case may result in a pay deduction.

For any absence in which sick leave is used, the Superintendent shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member. If the Superintendent disagrees with a physician's statement of disability or ability, the Superintendent may appoint a physician of the same medical specialization as the employee's physician for the purpose of receiving independent medical judgment.

School personnel shall not be charged sick leave for the first seven (7) work days of absence due to an injury caused by a physical assault while the individual was engaged in the performance of his/her duties. Reference: GA Code 20-2-850

If an employee should use more sick leave days than earned and/or accumulated, the pay for days missed in excess of earned or accumulated days will be deducted during the pay period affected.

#### **Accumulation of Sick Leave**

Sick leave may be accumulated to a maximum of 45 days and may be carried over from one fiscal year to the next.

Sick leave beyond this maximum may be accumulated for retirement purposes for those employees who are members of the Teacher Retirement System (TRS) and are subject to TRS rules and regulations.

Up to 45 days of accumulated sick leave is transferrable from one system to another for all positions with the exception of lunchroom employees and custodians. Sick leave is not transferable for lunchroom employees or custodians.

### **MATERNITY/PATERNITY LEAVE**

An employee may use a maximum of six (6) consecutive calendar weeks of accumulated sick leave as maternity leave after the birth of a child, unless a doctor certifies a medical reason why the leave should be longer. If an employee is absent prior to the birth of the child (bed rest, etc.), the absences prior to the birth are considered sick leave and do not count toward the six (6) consecutive calendar weeks of maternity leave. The employee should notify their supervisor as soon as possible of the expected leave. The employee is responsible for providing a doctor's note to her supervisor for the time she is out on leave. For eligible employees, maternity leave may be covered under the provisions of the Family Medical Leave Act (FMLA). Please refer to policy GBRIG.

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

LEGAL REF: Family and Medical Leave Act, Public law 103-3

Employees of the Evans County Board of Education who have been employed for 12 months or more and who worked at least 1250 hours during that time are entitled to 60 days of unpaid leave per year in connection with:

- (1) the birth and first year care of a child;
- (2) the adoption or foster parent placement of a child;
- (3) the illness of an employee's spouse, child, or parent with respect to a serious health condition, defined as one that requires in-patient care in a hospital, hospice or residential medical care facility, or which requires continuing treatment by a health care provider;
- (4) the employee's own illness.

In the instance of birth, adoption and foster placement, the entitlement for child-care ends after (1) the child reaches the age of 1 year, or (2) 12 months after the adoption or placement.

Employees may apply for FMLA after three (3) consecutive absences. **Employees must apply for FMLA upon their eighth (8<sup>th</sup>) consecutive or intermittent absence.** The 8- day rule applies to time off due to a Workers Compensation injury.

The FMLA year is calculated as the 12-month period measured forward from the date of your first FMLA leave usage or a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

### AMOUNT OF LEAVE AVAILABLE

In cases where both spouses are employed by the Evans County Board of Education, the combined amount of leave for child birth, adoption, or to care for a sick parent is limited to 60 days.

The unpaid medical and family leave provided under this policy includes and extends up to 60 days the period of sick and/or personal leave provided under other policies of the Evans County Board of Education. However, an employee is not eligible for unpaid leave under this policy until any paid leave provided to the employee under other Board policies has been taken.

An employee can apply and be approved for FMLA due to multiple reasons; however, the combination for all reasons cannot exceed 60 FMLA days per FMLA year.

### NOTIFICATION OF ANTICIPATED LEAVE

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Human Resources Officer at least 30

days' notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment - including intermittent and reduced hour leave - so as not to disrupt unduly the operation of the school district, subject to approval of the employee's or family member's health care provider.

#### BENEFITS:

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period. FMLA provides that if the employee returns to work prior to or on the first scheduled day following the 60<sup>th</sup> day approved FMLA day, the employee will be reinstated to an equivalent position with equivalent pay, benefits, and conditions of employment. FMLA also provides attendance protection for the approved FMLA leave. The FMLA attendance, job and benefit protection is exhausted with the 60 FMLA day maximum.

If an employee fails to return to work after the leave period has expired, the Board of Education may recover the health benefits premium expenditure extended to the employee during the leave period.

#### REQUIRED CERTIFICATION

The Board of Education requires that a request for leave be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee.

The certification shall include (1) the date that the condition commenced, (2) the duration, (3) the necessity for the employee's leave, and (4) the employee's inability to perform his/her job functions. The Board of Education reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion. A third such opinion, should it be necessary, shall be binding.

If FMLA leave was due to an employee's serious health condition, written certification by his/her health care provider stating that the employee is able to resume work must be submitted to the Human Resources Officer prior to the employee returning to work.

#### SPECIAL PROVISIONS

If an employee begins leave under this policy within three weeks before the end of the academic term and the duration of the leave is greater than five working days, the Board of Education may require the employee to continue to take leave until the end of the term.

The Board of Education may require an employee on leave under the provisions of this policy to report periodically to his/her supervisor on the status and intention of said employee to return to work.

There are no return rights under FMLA if an employee's leave extends beyond the FMLA entitlement. Employees unable to return to work prior to or on the first scheduled day immediately following the 60<sup>th</sup> approved FMLA day should submit a resignation letter to the Human Resources Officer. If no resignation letter is received, the employee will be terminated at the next regularly scheduled Board of Education meeting.

Certified employees who are unable to return to work prior to or on the first scheduled work day following the 60<sup>th</sup> FMLA day may or may not be recommended for contract for the next school year.

The Human Resources Officer shall make, keep, and preserve records showing compliance with the Family and Medical Leave Act and in accordance with the Fair Labor Standards Act of 1938 and federal regulations.

## **SICK LEAVE BANK**

The Evans County Board of Education authorizes the establishment of a sick leave bank for the purpose of providing sick leave days to contributors after their own accumulated sick leave has been exhausted. The sick leave bank shall be established from employees' voluntary contribution of accumulated sick leave. Reference: Evans County Board of Education Policy: GBRIB (1).

The sick leave bank will be administered by a Sick Leave Bank Committee consisting of seven members on a two-year staggered term rotation. The Superintendent will appoint the committee from members of the sick leave bank. The committee will consist of a school-based administrator, a member of the central office staff, a secondary teacher, a middle school teacher, an elementary school teacher, and two representatives from the non-certified staff. The personnel director and payroll clerk will be ex-officio members of the committee. In the event one or more of the aforementioned positions is not represented in the sick leave bank membership, the position(s) will be filled from the general membership of the sick leave bank.

The Board of Education in no way obligates itself or assumes responsibility should the Sick Leave Bank find itself inadequate to respond to the needs of its membership. The decisions of the Sick Leave Bank Committee in approval or denial of requests for withdrawal of days from the bank are final and not subject to appeal under Board Policy GAE.

### **SICK LEAVE BANK ADMINISTRATIVE PROCEDURES**

#### ADMINISTRATION OF THE SICK LEAVE BANK

The Sick Leave Bank Committee appointed by the Superintendent shall have the responsibility of receiving, verifying, and approving or denying requests for Sick Leave Bank withdrawals.

The Committee shall elect a chairperson, a vice-chairperson, and a secretary.

The Committee shall render a decision on each application for withdrawal of days within ten working days of its receipt. The decision must reflect a majority of the entire committee, that is, a least four votes. A consensus decision may be reached via email/signed paper form or

face-to-face meeting.

The committee shall use the following criteria in administering the bank and in rendering its decisions:

- Medical evidence of serious illness
- Exhaustion of sick leave and vacation leave
- History of use of sick leave

The committee chairperson shall prepare an annual report to be presented to the Superintendent and the board in the July board meeting. The report shall consist of the number of applications for withdrawals from the bank, the nature of each request, and the decision of the committee. The report will also provide a beginning and ending fiscal year balance and disbursement of days.

The payroll clerk shall maintain all records of the Sick Leave Bank. The committee shall complete the bottom portion of the Sick Leave Bank Withdrawal form and return the form to the payroll clerk as disposition is made on each request for withdrawal.

#### MEMBERSHIP AND DONATION OF DAYS TO THE SICK LEAVE BANK

Any person entitled to sick leave in the Evans County School System may become a member of the sick leave bank by donating one day of his/her accumulated sick leave to establish membership during the open enrollment from **August 1 - August 31 and January 1-31**. Membership requests will be accepted only during the open enrollment period. **New employees are eligible for membership in the second year of employment. The second year of employment is defined as the second contract signed by a certificated employee and twelve calendar months plus one day for the classified employee (waived for SY21-22).** The donation of one day of accumulated sick leave to establish membership must be deposited in writing on the Sick Leave Bank Donation Form

(attached). Members will be reassessed one day per year, to be added to the sick leave bank on September 1 of each year or more often if necessary, not to exceed two days per year, to sustain the Sick Leave Bank balance. In the event a member does not have a day of sick leave to contribute to the bank, one day will be contributed as that day is earned. Donations of sick leave to the Sick Leave Bank are not refundable and not transferable. After the initial enrollment period, no pre-existing conditions will be eligible for bank withdrawal for a period of one year from the date of bank enrollment.

of withdrawal of membership is received by the Committee within the enrollment period of a subsequent year. Membership will end at the date employment with the Evans County School System ends.

## PROCEDURES FOR APPLICATION FOR SICK LEAVE BANK WITHDRAWALS

A member of the Sick Leave Bank shall be eligible to make application for withdrawals to the Bank provided that: He/she has been absent due to illness, including but not limited to, injury, surgery, or temporary disability, at least ten (10) consecutive school days immediately prior to the day he/she is requesting Sick Leave Bank days are to begin. A disability due to pregnancy, childbirth or related medical condition is included; normal pregnancies and childbirth are not included. Elective surgery may not necessarily be included. The Sick Leave Bank will commence after all sick and personal leave have been exhausted.

### OR

He/she has an immediate family member who is suffering from an illness, injury, has had surgery, or has a temporary disability that requires the presence of a caregiver for at least ten (10) school days prior to the day Sick Leave Bank days are to begin. A disability due to pregnancy, childbirth or related medical condition is included; normal pregnancies and childbirth are not included. Elective surgery may not necessarily be included. Immediate family is defined as spouse, child, mother, father or relative who is living in the immediate household of the employee.

### AND

He/she has exhausted his/her own accumulated leave. Sick leave bank days must be applied for within 10 days of the time all other leave has been used.

Sick Leave Bank days must be used only for personal illness, temporary disability, and/or the illness of an immediate family member (as defined by these procedures).

In the event that a member is physically or mentally unable to make a request to the Sick Leave Bank Committee, a family member or agent may file the request on the member's behalf.

All requests to withdraw days from the Sick Leave Bank shall be filed to the Payroll Clerk in the Evans County Board of Education. The Sick Leave Bank Committee will review each request by an employee up to two times.

The Sick Leave Bank Withdrawal Form shall be accompanied by a physician's statement verifying illness and attesting to the individual's incapacity to perform assigned duties or in the case of a family member's illness, attesting to the family member's illness and the family member's need for custodial care.

review by a physician approved by the Committee.

Leave grants from the Bank shall be in units of up to 20 days. Applicants may submit requests for extensions of leave before prior grant expires. The maximum number of days any members may receive in any school year (July 1 - June 30) is sixty (60). A maximum lifetime withdrawal from the Sick Leave Bank will be 120 days to ensure sufficient available leave for all participating employees.

All leave granted to, but not used by a member, will be returned to the sick Leave Bank.

Sick leave granted to a member by the Committee does not have to be repaid to the Bank except as all members are uniformly assessed.

Any worker's compensation or disability insurance payments to an individual will be deducted from the gross salary of any employee to whom Sick Leave Bank benefits are granted (no profit can be made from illness or disability). Information on disability benefits must be provided to the payroll clerk at the time of application to the Sick Leave Bank so that disability benefits may be coordinated with Sick Leave Bank benefits.

Substance abuse will be considered as an illness provided ongoing intensive treatment is occurring.

Each member shall sign an Authorization Form stating that he/she is aware of the provisions of the Sick Leave Bank and that he/she relieves the Committee and the Evans County School System from any liability as a result of actions taken by the Committee.

Any fraudulent or misinformation on the Sick Leave Withdrawal Form will render application to the Sick Leave Bank null and void.

Additions and revisions to the current Sick Leave Bank administrative procedures will be made by the Committee with the approval of the Superintendent as the need arises.

## **PERSONAL LEAVE**

Personal leave is defined as accumulated sick leave for which employees may be absent from work without providing an explanation or reason. Personal leave does not accumulate separately from sick leave. Personal leave days are deducted from accumulated sick leave and differ from sick leave only in regards to disclosure. Personal leave days are not cumulative from year to year.

Three (3) days of accumulated sick leave may be utilized during each school year for personal reasons provided prior approval of the absence is given by the Superintendent or his/her designee and provided that the presence of the employee requesting the absence is not essential for effective school operation. Employees are

not required to disclose the purpose for which such absence is sought. Personal leave should be used for absences caused by unplanned or extenuating circumstances such as car trouble, accompanying one's child on a field trip, required college coursework, and personal business.

Employees are encouraged to use personal leave for the purpose for which it is intended: Taking care of personal business which reasonably cannot be taken care of outside the work day/year. Personal leave will be granted contingent upon the availability of a substitute and at the discretion of the employee's supervisor.

Personal leave should be requested 72 hours (3 school days) in advance of the date of the requested leave except in the case of extreme emergencies.

Personal leave shall not be taken preceding or following a school holiday or vacation period, during preplanning, post planning, or in-service days, on the first or last day of school, or during

state testing dates. Personal leave requested for the days detailed here will be granted only in the case of unrecoverable life events (i.e. a college graduation). Exception requests should be directed to immediate supervisors.

### BEREAVEMENT LEAVE

Bereavement leave may be used for absence due to death in the employee's immediate family. "Immediate family" is defined above. Bereavement leave must be used within seven (7) days of the death. Up to two (2) days of bereavement leave may be taken with no charge against the employee's accumulated sick leave. If bereavement leave is in excess of two days, the employee may use accumulated sick days or request to take unpaid leave subject to the approval of his/her supervisor. A bereavement leave documentation form is available in the school office and should be completed by the employee requesting leave.

### PROFESSIONAL LEAVE

Professional leave must be approved by the principal and superintendent at least one week in advance and is restricted to those activities that are beneficial to the system and/or promote professional growth for the employee. Professional leave is granted at the discretion of the school principal and superintendent.

Professional leave that does not directly affect student achievement or other student activities may be denied for an employee who has had a number of absences during the school year in which the professional leave is requested. **Professional leave for non-professional learning purposes** should be requested within Time Clock Plus Professional Leave (School Business) with an explanation and documentation. Examples of professional leave are: serving on an AdvancED Visiting Team, supervising students at activities and competitions away from school, attending AdvancED or PAGE Conferences, serving on State or regional level committees or advisory groups. Professional leave granted for AdvancED review teams will be limited to two days per person per year, unless approved by Superintendent; professional leave granted for educator's professional organization meetings or conferences (PAGE, GAE) will be limited to one day per person per year.

**Professional Learning Leave may be taken for participating in staff and professional development activities.** In the belief that no one can do a job better than the person employed to do it and to prevent abuse of professional leave, each individual will be allowed only two days of elected professional leave for staff or professional development purposes during each school year. Any exceptions must be approved by the Superintendent. The two-day limit does not apply for days taken by an individual to attend a staff or professional development activity at the request of a principal or central level administrator. Professional Learning Leave for staff should be requested within Absence Management.

Evaluating the implementation of what is learned in the professional learning activity will be coordinated by the Assistant Superintendent of Academic Services and may require the employee to provide implementation data, which may include the submission of lesson/unit plans, student achievement data analysis, completion of surveys, and participation

observations.

Professional leave will not be deducted from sick leave.

### VACATION LEAVE

230-day employees, as defined by job description, earn vacation leave at a rate of ten (10) days per year, calculated at a rate of .833 day per month. Vacation days must be earned before they are taken. Employees may accrue a maximum of fifteen (15) vacation days. Any days over fifteen will be forfeited on July 1 of each year. When an employee separates employment with the Evans County School System, a maximum of 15 vacation days may be paid out.

### RELIGIOUS LEAVE

Leave for observance of religious holidays may be granted to school personnel as part of their allowable personal leave. Request for such leave must be approved 72 hours (3 school days) in advance by the Principal and Superintendent.

### MILITARY LEAVE

All full-time employees shall be entitled to take military leave for "ordered military duty," with full employment and reinstatement rights as provided by law. An employee shall be paid regular salary for a period or periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 days in any one federal fiscal year. In the event the Governor declares an emergency and orders an employee to active duty as a member of the Georgia National Guard, such employee shall be paid regular salary while performing such duty for a period not exceed 30 days in any one federal fiscal year. A request for military leave must be submitted to the employee's supervisor and the Human Resources department, along with a copy of the official military orders.

### JUDICIAL PROCEEDINGS LEAVE

There shall be no loss of an employee's job-related pay or employment benefits because of absence on the part of the employee for the purpose of attending a judicial proceeding in response to jury duty. Other lawfully issued court orders, processes, or subpoenas must be in response to **school-related or non-personal matters**. Any pay received for jury duty shall be

retained by the employee. The employee shall provide a copy of the summons, court order, process, or subpoena to their supervisor.

School personnel who are subpoenaed to appear in a court of law for the purpose of testifying concerning students should be aware that it is the policy of the Evans County Board of Education to protect the confidentiality of all records except as required by law. Subpoenaed personnel are allowed to disclose only directory information provided the superintendent has not been notified in writing of a parent's objection to the release of such information. Directory information consists of a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

No information pertaining to any non-directory information concerning students will be produced for court proceedings without a court order. Subpoenaed personnel, when asked to provide non-directory information, should advise the judge of this policy. If the judge orders the requested information to be released, school personnel would then do so under court order.

### TARDIES/EARLY DEPARTURES

Tardiness to school should be rare and only in extreme emergencies. Late Arrival and Early departure from school which exceeds two (2) hours will constitute a quarter, half, or a full day of sick or personal leave. **Leave less than two (2) hours should be arranged with the school secretary.** Five (5) tardy/early arrival/departures from school, less than 2 hours each, constitute 1 day of sick or personal leave. Employees are encouraged to take tardy/early arrival/departures from school only when other arrangements cannot be made. Each time an employee is away from his/her job responsibilities other employees have to assume those duties, making it harder on everyone.

### REPORTING PERSONNEL LEAVE

1. Any employee requesting Professional Learning Leave must create a Professional leave request in TimeClock Plus. The request must be approved by your supervisor before the leave is taken.
2. Doctor notes should be given to the school secretary within three (3) days of the absence or return to work.

# III. BENEFITS

The purpose of this section of the handbook is to provide basic information about benefits that are available. More detailed information and application forms on each specific benefit are available from the payroll clerk or an agent with the benefit provider. Questions regarding workers' compensation should be directed to the Human Resources Officer.

## **CAFETERIA PLAN**

Insurance benefits are a very important part of the opportunities available to you as an employee with the school system. Benefits such as State Health Benefit Plan insurance, along with disability, dental, cancer and life insurance offered by Campus Benefits make up a well-rounded portfolio of voluntary benefits to meet the needs of each employee and his/her family.

As an added bonus, most benefits within the system qualify for Section 125 pre-tax status otherwise known as the Cafeteria Plan. This means that all dollars spent for qualified pre-tax benefits do not count as taxable income. Within the Cafeteria Plan, you may also elect to have pre-tax dollars set aside for paying for day care or out-of-pocket medical expenses.

The Campus Benefits Company administers the Cafeteria Plan for the system. An agent of the company will meet with each new employee to discuss its benefits and options.

The benefit coverage year is January through December, which will coincide with health insurance coverage dates.

## **STATE HEALTH BENEFIT INSURANCE**

All employees in the following categories are eligible to become members of the State Health Benefit Plan.

All full-time employees (at least 24 hours per week on a continuing basis and employment must be expected to last at least nine months).

All teachers employed in professionally certificated capacity, provided he or she works half time or more (but not less than 18 hours a week) and is not considered a temporary employee, emergency employee, or retired employee.

A service employee who is employed in a non-certificated position; who is eligible to participate in the Teachers Retirement System or its local equivalent; and who works at least 24 hours a week.

An employee who is eligible to participate in the Public School Employees Retirement System and who works at least 24 hours a week.

Enrollment in the health plan is strictly optional. All employees must register on the State Health website to enroll or make changes to State Health insurance. If an employee joins the health plan during that first opportunity, his/her coverage will go into effect on the first day of the calendar month after he/she completes one full calendar month of service (provided he/she is at work on the first scheduled workday of that calendar month). If an employee fails to join the

health plan upon employment, he or she will have to wait for one of the following opportunities to enroll:

During an open enrollment period. These are specified 30-day periods that occur once a year, between Oct. 10 and Nov. 10; they are announced in advance each year. Coverage requested during open enrollment goes into effect on January 1.

When an employee (or family) loses his/her group health insurance coverage due to job termination, resignation, layoff, or cancellation of coverage. In this event a request for coverage must be filed within 31 days after the loss of coverage occurred. Coverage will go into effect on the first day of the month after the payroll deductions begin.

Once an employee joins the health plan, he/she is basically locked in for the duration of that Plan Year (through December 31). It is necessary to wait until the next open enrollment period or until a qualifying event triggers the opportunity to reduce or discontinue your coverage. Qualifying life events are: marriage, acquisition of a dependent, divorce, child loses eligibility, child becomes disabled, only dependent dies, loss of eligibility by leaving job or changing to part time, approved leave of absence without pay. Any changes in life events should be promptly reported to the payroll clerk so that any changes in insurance can be initiated. There is a 31-day time period in which an employee has to make changes as a result of a life event. An employee has a choice of several options of coverage under the Health Plan: These options are fully explained in the State Health Benefit Plan Health Plan Decision Guide. This document is available at <http://dch.georgia.gov>. This guide should be studied carefully prior to making decisions regarding options.

### **DISABILITY INSURANCE**

One America provides disability insurance to employees. Disability insurance provides a weekly benefit to an employee who may be out of work for a short or long term disability. The maximum benefit is 66.67% of monthly earnings, not to exceed \$7500 per month after an elected elimination period.

### **LIFE INSURANCE**

Optional term life and accidental death and dismemberment insurance are available to all employees and dependents (spouse and children) through One America and administered by Campus Benefits to provide benefits to Evans County Schools' employees.

### **CRITICAL ILLNESS / WHOLE LIFE AND ACCIDENT INSURANCE**

Critical illness, whole life, and accident insurance plans are available through Unum Insurance. Employees will have the option to enroll in these insurance benefits upon employment and again each year during Open Enrollment in the fall.

## DENTAL AND VISION INSURANCE

Group dental and vision plans are administered through Campus Benefits. An employee may enroll if he/she is a regular employee scheduled to work at least 20 hours per week and/or are eligible for the State Health Benefit Plan. In order to participate, new employees must enroll within the first 31 days of employment.

Upon employment, an employee may enroll for coverage to be effective the first day of the month following completion of one full calendar month of service, subject to the conditions of the plan and provided you are actively at work. If you are not then actively at work, your benefits will become effective on the date of your return to active work.

An employee's spouse and children under 26 years of age are eligible for dependent insurance. In order to participate, eligible dependents must enroll within the first 31 days of becoming eligible.

There are several plans from which an employee can choose. Once enrolled, an employee cannot stop or change his/her election until the next annual enrollment period, unless he/she experiences a change in family status. Such changes include, but are not limited to, birth, marriage, divorce, death of spouse or child or termination of employment. In addition, if an employee originally elects not to participate and his/her family status changes during the year, he/she can elect to participate within 31 days of the change.

If an employee does not enroll when first eligible, he/she can enroll at the next annual enrollment, but he/she will be a late entrant. As a late entrant, the employee and dependents will receive limited coverage.

## ANNUITIES

Tax sheltered annuities are available with the following insurance companies for payroll deduction:

The Horace Mann Companies  
Melissa Coleman  
Heights Center, Suite 3D  
Statesboro, GA 30458  
912-764-9276  
[melissa.coleman@horacemann.com](mailto:melissa.coleman@horacemann.com)

New York Life  
Kevin, Odell, Agent  
5 N. Newton St.  
Claxton, GA 30417  
912-739-4812  
American Fidelity  
3633 Wheeler Rd., Suite 275  
Augusta, GA 30909  
912-536-4077

The Variable Annuity Life Insurance Company  
(VALIC)  
Dan Silva, Agent  
125 Plantation Centre Drive, Suite 200  
Macon, GA 31210  
478-405-5005 Toll free 1-800-892-5558 ext. 88518  
[cary.beck@valic.com](mailto:cary.beck@valic.com)

ValuTeacher  
Ken Love, Agent  
P. O. Box 429  
Thomaston, GA 30286  
888-277-8311 / 706-975-6589 cell  
[jklove@alltel.net](mailto:jklove@alltel.net)

## CREDIT UNION

All employees of the Evans County Board of Education and any persons related to them by blood, adoption, or marriage are eligible to join the CORE Credit Union. The CORE Credit Union is a non-profit financial organization. Each member of the credit union owns one share and is entitled to vote for the credit union's board of directors at the annual meeting in March.

To join the credit union, an employee simply opens a Share (savings) account with a minimum \$30 deposit and completes a membership card. Once a member, an individual is always a member. Even if a member changes jobs, moves or retires, he/she will remain a member as long as a minimum \$25 balance is maintained in his/her savings account.

Some of the services and benefits available through the credit union are:

Competitive Dividend Rates on Savings

Share Drafts (Checking Accounts)

Christmas Club & Vacation Accounts which earn interest

Certificates of Deposit

Individual Retirement Accounts

Traveler's Checks and Cashier's Checks

Payroll Deductions for Savings and Loans

Checkbook Balancing (nominal fee)

Wire Transfers

Withdrawals, deposits and loans by mail

Notary service

Direct Deposit to Checking Accounts from Payrolls, Social Security, Retirement, VA

Military Reserve, etc.

NADA "Blue Book" information. National Auto Research "Black Book" to assist in purchasing automobiles

ATM Cards

ATM/Visa Check Cards

Automated Services - COREY

Secured Loans

Auto Loans Mortgages

Personal Loans

Loans at a very competitive rate

Discount tickets to some of the major theme parks: Six Flags, Disney World, White Water, Sea World, Opryland, Lake Lanier

Questions about the credit union should be addressed to:

CORE Credit Union

PO Box 1987

43 North Main Street

Statesboro, GA 30458

912-764-9846

## TEACHERS RETIREMENT SYSTEM (TRS) OF GEORGIA

All employees who are employed one-half time or more in covered positions of the state's public school systems, regional libraries, county libraries, and regional educational service agencies are required to be members of the Teachers Retirement System of Georgia (TRS) as a condition of employment. Covered positions include teachers, administrators, supervisors, clerks, teacher aides, secretaries, paraprofessionals, public school nurses, and employees of the Agriculture Extension Service. School lunchroom, maintenance, warehouse and transportation managers and supervisors are also eligible for membership. Public school personnel who are not eligible for membership in TRS are maintenance and custodial employees, school bus drivers, and cafeteria workers. Temporary or emergency employees are also ineligible for membership. Substitute teachers are considered temporary employees and are not eligible for membership in TRS.

For the purpose of employer/employee contributions, retired employees working in 49% positions are not covered under TRS.

For FY22, all members will contribute 6.00% of their salary to TRS by payroll deduction. The Board of Education will contribute 19.81% of a member's salary to TRS. The Board's contribution helps fund TRS for current and future retirement benefits and is not part of any individual member's account.

Employees should refer to the Teachers Retirement System (TRS) of Georgia for information on retirement eligibility and benefits at [www.trsga.com](http://www.trsga.com) or 1-800-352-0650.

## PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (PSERS) OF GEORGIA

Employees of public school systems who are not eligible for membership in the Teachers Retirement System (TRS) must establish membership in the PSERS as a condition of employment. (This does not include substitute employees who work less than 60% of the time during a monthly period.) Specifically, this includes all school bus drivers, food service employees, maintenance or custodial personnel. Certain managers are eligible for TRS membership. No employee can be a member of both PSERS and TRS at the same time.

Members who joined prior to FY 13 contribute \$4 per month during the school year-September through May. Members joining in FY14 or after will contribute \$10 per month during the school year-September through May.

Retirement benefits are calculated as follows: Creditable Service (years and months) X the Current Benefit Rate (\$14.50) = the Monthly Benefit.

Normal monthly retirement benefits can begin at age 65 with 10 years of creditable service. Early monthly retirement benefits can begin at age 60 with 10 years of creditable service. Retirement before age 65 results in a reduction of ½ of 1% for each month under age 65.

## WORKERS' COMPENSATION

When any injury or accident occurs on-the-job, an employee must promptly notify his/her immediate supervisor and complete an Accident Report. It is important that the supervisor or principal be notified **immediately**. The immediate supervisor will be responsible for submitting the report to the Human Resources Officer within 24 hours of the incident.

If it is determined by the employee and his/her immediate supervisor that the employee needs professional medical care or treatment, he/she **MUST SELECT ONE OF THE PHYSICIANS OR MEDICAL FACILITIES POSTED ON THE PANEL OF PHYSICIANS AT EACH WORKSITE**. If one of the physicians or the hospital on the panel of physicians refers an employee to another physician, workers' compensation will cover the charges.

Failure to seek treatment for job-related injuries from the Panel of Physicians may jeopardize payment of medical bills under Workers' Compensation Law, and the employee may be personally liable for payment of unauthorized medical treatment.

**Employees are required to submit to a drug screening for any work related accident resulting in an injury requiring medical attention.**

Where job descriptions allow, employees injured on the job may return to work on light or restricted duty as prescribed by a physician.

If assistance is needed with workers' compensation, the employee should contact the Human Resources Officer at the Central Office.

In the event a workers' compensation absence extends beyond 7 days, employee should contact the Human Resources Officer to apply for Family Medical Leave Act (FMLA).

# **V. PERSONNEL POLICIES AND PROCEDURES**

## CODE OF ETHICS FOR EDUCATORS

### Introduction

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

### Definitions

**"Certificate"** refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

**"Educator"** is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the 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.

**"Student"** is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17.

**"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 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.

**"Revocation"** is the invalidation of any certificate held by the educator.

**"Denial"** is the refusal to grant initial certification to an applicant for a certificate.

**"Suspension"** is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

**"Reprimand"** admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

**"Warning"** warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more serious action.

**"Monitoring"** is the quarterly appraisal of the educator's conduct and performance by the Professional Standards Commission through contact with the educator and his or her employer.

As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

## Standards

**Standard 1: Criminal Acts** - An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty or a plea of 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 or guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or similar sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

**Standard 2: Abuse of Students** - An educator should always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

- committing any act of child abuse, including physical and emotional
- abuse; committing any act of cruelty to children or any act of child
- endangerment; committing or soliciting any unlawful sexual act;
- engaging in harassing behavior on the basis of race, gender, sex, national origin, religion or disability;
- soliciting, encouraging, or consummating a written, verbal or physical romantic or inappropriate relationship with a student (including dating a student); and
- furnishing tobacco, alcohol or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

**Standard 3: Alcohol or Drugs** - An educator should 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:

- being on school premises or at a school-related activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
- being on school premises or at a school-related activity involving students while under the influence of, possessing, using, 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 school curriculum, i.e., Foreign Language trips, etc.).

**Standard 4: Misrepresentation or Falsification** - An educator should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:

- falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and

employment history when applying for employment and/or certification or when recommending an individual for employment, promotion, or certification;

- falsifying, misrepresenting, omitting, or erroneously reporting information regarding compliance reports submitted to federal, state, and other governmental agencies;
- falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel including improper administration of any standardized tests (changing test answers, copying or teaching identified test items, unauthorized reading of the test to students, etc.);
- falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves; and
- falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry/investigation.

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

- misusing public or school-related funds;
- failing to account for funds collected from students or parents;
- submitting fraudulent requests for reimbursement of expenses or for pay; and
- co-mingling public or school-related funds with personal funds or checking account; and
- misusing public or school related property (including the use of computers, facilities, equipment or property for non-school or non-system use) without the approval of the local board of education.

**Standard 6: Improper Remunerative Conduct** - An educator should 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:

- soliciting students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity;
- accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- tutoring students assigned to the educator for remuneration unless approved by the local board of education or superintendent; and
- coaching, instructing, promoting athletic camps, summer leagues, etc. that involve students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education or the superintendent. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

**Standard 7: Confidential Information** - An educator should comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to sharing of confidential information concerning student academic and disciplinary records,

personal confidences, health and medical information, family status and/or income, and assessment/testing results.

**Standard 8: Abandonment of Contract** - An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

- abandoning the contract for professional services without the prior release from the contract by the employer; and
- willfully refusing to perform the services required by a contract.

**Standard 9: Failure to Make a Required Report** - An educator should file 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 the failure to make a required report 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. **Failure to report includes any required report, including but not limited to, documents required by the Commission when applying for or renewing any certificate with the Commission.**

**Standard 10: Professional Conduct** - An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that seriously impairs the certificate holder's ability to function professionally in his or her employment position (**e.g., harassment of colleagues, misuse or mismanagement of tests, test materials or test items, uncontrolled anger, etc.**) or a **pattern of behavior or conduct** that is detrimental to the health, welfare, discipline, or morals of students (inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).

**Standard 11: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

- committing any act that breaches Test Security; and
- compromising the integrity of the assessment.

## Reporting

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 required reporting sooner. Educators should be aware of local policies and procedures and/or the chain of command for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

The Commission notifies local, state, and national officials, including the NASDTEC Clearinghouse, of disciplinary actions taken.

## **Disciplinary Action**

The 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 holder of a certificate:

- unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-2-. 01);
- disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-2-.01);
- 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).
- 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);
- suspension or revocation of any professional license or certificate;
- violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
- any other good and sufficient cause.

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

**Authority O.C.G.A. 20-2-200; 20-2-981 through 20-2-984.5**

**ALL employees of the Evans County School System should conduct themselves in a professional manner, in keeping with the Georgia Code of Ethics, at all times. Failure to do so may result in disciplinary action.**

## USE OF SOCIAL MEDIA BY EMPLOYEES

While the Evans County School System respects the right of employees to use social media and networking sites, it is important that any such personal use does not damage the system's reputation, its employees, its students, or their families. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The Evans County School System strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting on such sites. Educators must maintain a professional relationship with all students at all times. Employees should not include students as "friends," "followers" or any other similar terminology used by these sites. Employees should refrain from engaging students in private conversations via social media, text, or messenger. Employees should refrain from posting pictures of students on any social media.

Employees should adhere to all Evans County School System policies and procedures on harassment, student relationships, conduct, professional communication, and confidentiality when using social media. The School System may request that an employee cease activity that has a detrimental impact on the school system. Moreover, the Evans County School System reserves the right to impose disciplinary action, up to dismissal or termination, for any behavior that negatively impacts the learning environment or reputation of the school system.

## CRIMINAL BACKGROUND HISTORY CHECKS

All candidates for employment will be required to sign a form acknowledging the requirement to be fingerprinted (Georgia Law, O.C.G.A 20.2.211) and that fingerprinting services will be administered by Georgia Applicant Processing Services (GAPS)- The fee for this service will be covered by the district.

Recommendation for employment is dependent on the receipt of an acceptable criminal history record check.

Teachers, principals, and other certificated personnel will have a criminal record check completed upon any certificate renewal application to the Professional Standards Commission effective beginning with certificates expiring June 30, 2001. All other Personnel will have criminal records checks completed at the beginning of every fifth year of employment (5, 10, 15, 20, 25, etc).

## ANNUAL HEALTH EXAM FOR BUS DRIVERS

All staff members who hold Commercial Driver's License and who plan to drive a school bus for any reason are required to have an annual health exam. The Director of Transportation schedules dates with a local physician and notifies employees of the dates. These exams are paid for by the Board of Education. Employees failing to get their exams on the scheduled date(s) will be required to secure an exam at their own expense. The exams must be done within 60 days of the beginning of school.

## PROFESSIONAL CERTIFICATION

It is the responsibility of each certified employee to maintain a valid certificate issued by the Professional Standards Commission (PSC). If an employee is unable to be properly certified, the daily pay rate for the employee will be adjusted to that of a substitute teacher retroactive to the beginning date of employment for the year or to the date the certificate became invalid, whichever is more recent. Failure to maintain a valid certificate is grounds for termination.

The Standard Renewal Requirements for a Clear Renewable and a Performance Based Certificate (PB) can be found in the Professional Standards Commission Rule 505-2-.24 at [www.gapsc.com](http://www.gapsc.com). Generally, clear renewable and performance based certificates are valid from July 1, -- to June 30, -- over a five-year cycle. The renewal process can begin on November 1 of the school year in which the certificate will expire.

The following documents must be submitted to the Office of Human Resources in order for an application for certification renewal to be processed:

- Application for Certification Renewal. These forms may be obtained from the Personnel Director or downloaded from [www.gapsc.com](http://www.gapsc.com)
- College or university transcript(s) if college credit is being used to meet renewal requirements. Transcripts should be mailed to the Evans County Board of Education, Human Resources Officer.
- Authorization form for criminal background check, along with cash, check, or money order to execute service.

Documents necessary to convert a conditional certificate to a clear renewable certificate will depend on the requirements for renewal outlined in the letter issued from Professional Standards Commission with the certificate or printed on the certificate. Questions regarding converting a conditional certificate to clear renewable status should be directed to the Human Resources Officer.

For more information regarding certification, please access the Georgia Professional Standards Commission web site: [www.gapsc.com](http://www.gapsc.com).

## PARAPROFESSIONAL CERTIFICATES

Each paraprofessional is certified by the Professional Standards Commission. To be eligible for Paraprofessional Certification, a person must be employed as a paraprofessional in a Georgia School System and must hold at least a two-year degree from a vocational or technical school; the equivalent of two years college or university credit or a passing score on the state paraprofessional licensing test.

The clear renewable Paraprofessional Certificate is valid for five years, beginning date to be the date of employment and ending date to be June 30 of the fifth certificate year. To renew the certificate, a paraprofessional must be employed in a Georgia school system and have had a criminal record check made.

## PERSONNEL ASSIGNMENTS

Personnel are assigned to their positions according to needs within the Evans County School System and according to their qualifications and certification where applicable. In operating the most effective and efficient school system possible, the Superintendent may recommend to the Board the transfer or reassignment of personnel into positions that best meet the needs of the school system.

**Reference: BOE Policy GBC: Professional Personnel Recruitment**

## FACULTY MEETINGS

Wednesday afternoon is to be reserved for faculty meetings. If a need arises, a meeting may be called at any time. These regular meetings will generally not last past 4:00 PM; however, the principal reserves the right to take as much time as necessary to complete any business. Teachers must attend all faculty meetings.

**Appointments are not to be made on Wednesday afternoon. This excuse will not be accepted.**

## STAFF REDUCTION POLICY

The Evans County Board of Education recognizes that reduction-in-force may be necessary when overstaffing occurs due to the following reasons:

1. inadequate funding for programs, personnel, or services provided by the Evans County School System

2. budget reduction by action of the Evans County Board of Education
3. insufficient student enrollment to merit continuation of a program
4. decline in the number of Full Time Equivalent (FTE) students
5. changes in selection of courses by students
6. decline in needs for services rendered by a position classification
7. change in pupil-Teacher ratio
8. any reorganization plan to achieve a more efficient school system
9. legal mandates
10. judicial mandates
11. discontinuation of a program by action of the Evans County Board of Education
12. other exigencies

Before presenting the Board of Education with a plan for reduction-in-force (RIF), the Superintendent shall explore other means of addressing the overstaffing, such as attrition, transfers, and other measures. If the Superintendent believes a reduction-in-force is necessary, he/she shall assess staffing needs and determine surplus personnel position classifications as well as the date such reductions are needed. The Superintendent shall present the Board of Education with a plan for the RIF for Board approval and action.

Reduction-in-force must be accomplished by using fair, efficient, and consistent procedures while providing for the optimal welfare of the students of the school system. Factors to be considered by the Superintendent in devising the RIF plan include, first and foremost, the professional expertise, effectiveness and overall job performance of individual employees as reflected in annual evaluations as well as the Superintendent's own observations and knowledge. Only when demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the Evans County Board of Education be considered in order to make recommendations for the termination or downgrading of an employee's position.

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

## **PERSONAL FINANCIAL MANAGEMENT**

An employee of the Board of Education is responsible for the proper management of his/her personal finances. The practice of issuing checks on insufficient funds, accumulating debts that one is unable to pay, and/or neglecting to pay delinquent accounts which reflect upon the school system should be avoided and may be considered as grounds for dismissal.

## PERSONAL PROPERTY

An employee's personal items which are brought to school are the responsibility of the employee should the items become damaged, lost, or stolen.

## SEXUAL HARASSMENT

The Board of Education forbids discrimination against any employee or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by any of its employees. This policy applies to non-employee volunteers who work subject to the control of school authorities.

### General Prohibitions

1. Unwelcome Conduct of a Sexual Nature
  - a. Conduct of a sexual nature may include verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double-entendres, and jokes.
  - b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his/her conduct, that it is unwelcome.
  - c. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome

2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment if:

- a. submission to the conduct is made either an explicit or implicit condition of employment;
- b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

### Specific Prohibitions

1. Administrators and Supervisors
  - a. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinates' failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
  - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
2. Non-administrative and Non-Supervisory Employees
  - a. It is sexual harassment for a non-administrative and non-supervisory employee to

subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

### **Reporting, Investigation, and Sanctions**

1. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance Procedure (Policy GAE).
  - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offending working environment.
  - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspensions, or termination subject to applicable procedural requirements.

### **STAFF CHARGING IN CAFETERIA**

As a courtesy, staff may charge for meals in the cafeteria. Charge balances should be paid by the end of each month. Balances not paid by the end of the month will be submitted by the Director of School Nutrition to the Payroll Clerk for collection via payroll deduction. Charging privileges will be revoked after two (2) payroll deductions and will not be reinstated.

### **DRUG-FREE WORK FORCE**

The Evans County Board of Education recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the school system's mission and goals. The Board hereby declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to public health, safety and welfare. With this in mind, the Board declares that

its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession or use of all controlled substance or any alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. A violation of this policy or a conviction related to the manufacture or distribution of drugs may result in termination of employment.

The Board hereby notifies all employees that during the course of their employment, the employee may be tested for misuse of alcohol and/or use of controlled substances. Such tests shall include but are not limited to pre-employment and/or pre-duty testing, post-accident testing, reasonable suspicion testing, random testing, controlled substance testing, and follow-up testing. Employees will be subject to the same consequences of a positive test if test is refused or altered. Additionally, bus drivers must follow the Department of Transportation (DOT) guidelines for alcohol/drug testing.

#### **A. Definitions**

**“Board”** means Evans County Board of Education.

**“Controlled Substance”** means a drug, substance, or immediate precursor in Schedules I through V of Code Sections 16-13-25 through 16-13-29 and Schedules I through V of 21 C.F.R. Part 1308, including but not limited to marijuana, cocaine, heroin, opiates, and amphetamines. The Board further includes alcoholic beverages to be included in this definition. This definition does not include substances used with a valid prescription issued by a physician, dentist, or other agent licensed to prescribe legal drugs.

**“Conviction”** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, possession or being under the influence of any controlled substance or alcohol.

**“District”** means the Evans County School District.

**“Employee”** means all individuals employed by the Board, including but not limited to administrators, bus drivers, coaches, custodians, maintenance workers, substitute workers, teachers, and technology personnel.

**“Immediate Precursor”** means a substance which the State Board of Pharmacy has found to be and by rule identified as being the principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance, the control of which is necessary to prevent, curtail, or limit manufacture.

**“Illegal Drug”** means any controlled substance as defined in O.C.G.A. § 16-13-21 and all dangerous drugs as defined in O.C.G.A. § 16-13-71.

**“Workplace”** means all school property and vehicles owned, leased, or used by the Board. The workplace also includes any employee's travel related to his or her employment.

## **B. Post Accident Testing**

In the event of any type of accident involving an employee, directly or indirectly, the employee may be tested for alcohol and controlled substance use after the accident. Employees who are subject to post accident testing shall remain readily available for such testing. Otherwise, the employee is considered to have refused to submit to testing and employment shall be terminated. Nothing in this policy shall be constructed to require the delay of necessary medical attention for injured people following an accident, or to prevent an employee from leaving the scene of an accident due to safety concerns or for a period of time necessary to obtain assistance in responding to the accident.

## **C. Reasonable Suspicion Testing**

Reasonable suspicion shall be cause for an employee to be required to undergo testing for alcohol abuse or controlled substances. Reasonable suspicion must be based on specific, contemporaneous, articulable observations by an employee's supervisor or school official, which concerns the employee's appearance, behavior, speech or body odor, or indications of chronic and withdrawal effects of alcohol and/or controlled substance abuse. Such observations must have been made by a supervisor or school official during, just preceding, or just after the period of the work day. Within 24 hours of the observed behavior, the supervisor or school official shall submit a written record detailing the observation, which led to the reasonable suspicion testing. The written document shall state specific observations and must be signed and dated by the supervisor or school official.

Employees who are notified that they are subject to a reasonable suspicion test shall proceed to the testing site immediately.

## **D. Employees Convicted of Criminal Offenses**

The Board absolutely prohibits any employee from using, possessing, selling, exchanging, conspiring to possess or distribute, or delivering controlled substances or dangerous drugs. The Board reserves the right to discipline, including but not limited to termination, any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, including marijuana.

Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for reemployment.

## **E. Continuance of Employment**

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment as long as the employee is fully compliant with the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work

activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during the employee's tenure with the school system and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board immediately after any arrest on any alcohol or drug-related criminal charge and further notify the Board immediately of any conviction of an alcohol or drug-related offense. The school system shall ensure that employees are made aware of this policy through direct and indirect dissemination.

This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent or his or her designee requesting treatment as described in this policy.

The school district shall provide such professional development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

Reference: Evans County Board of Education policy: GAMA

## **DRUG TESTING**

Each employee, may be required to participate in pre- employment drug testing and reasonable suspicion drug/alcohol testing. Additional explanation of this policy may be found on the system's website in the Evans County Board of Education policy: GAMA.<sup>1</sup>

Employees who operate vehicles owned, leased, or used by the Evans County Board of Education during the course of their employment, including but not limited to administrators, bus drives, coaches, custodian, maintenance workers, substitute workers, teachers, and technology personnel, are also subject to board policy: GCRA (1) – Drug Screening of Bus Drivers.

## TREATMENT FOR DRUG / ALCOHOL MISUSE

Treatment is available through the Pineland Mental Health Program in Reidsville, GA.

## EMPLOYEE ARREST

Employees should self-report any arrests to the Superintendent within 24 hours or as soon as possible. Failure to report may result in disciplinary action.

## USE OF TOBACCO

Use of tobacco by any person on Board of Education property during the regular school day is prohibited. **Please refer to Board Policy GAN - Employee Tobacco Use. This policy may be located on our website.**

## WEAPONS WITHIN SCHOOL SAFETY ZONES

It is unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound. Any person who violates this law shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years or both. An exception to this law is made for certain groups of people. One such group is teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle.

School safety zone means in, on, or within 1000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university or institution of postsecondary education.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edged razor, razor blade, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed

blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

### **COMMUNICABLE DISEASES - AIDS**

**Please refer to Board Policy GANA and Policy JGCC – Infectious Diseases. These policies may be located on our website.**

### **USE OF ELECTRONIC COMMUNICATION DEVICES**

The use of any electronic communication device that is not authorized by a principal or central office administrator should be used only during non-instructional time or breaks. This includes all mobile devices.

### **SUBSTITUTE TEACHERS**

As a minimum, each substitute teacher must hold a high school diploma or equivalent.

For payroll purposes, substitute teachers will be ranked as follows:

Rank 1: Valid or expired teaching certificate

Rank 2: High school diploma or higher; No teaching certificate.

Substitute teachers shall be secured by the Principal from a list of qualified substitutes that has been approved by the Superintendent and the Board of Education.

## COMPLAINTS AND GRIEVANCES

It is the policy of the Evans County Board of Education that certified 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. This includes taking a concern to one's immediate supervisor before discussing it with other personnel or board of education members. If such concern is with an immediate supervisor, the concern should be taken to the immediate supervisor of that person (refer to line of authority chart). Failure to follow these procedures will be considered unprofessional conduct and may be addressed in the employee's annual performance evaluation. Where such efforts do not succeed or where for any other reason the certified employee desires to pursue a complaint, Evans County Board of Education Policy GAE outlines the procedures of doing so.

In brief, the policy states that any certified employee who is substantially affected in his or her employment relationship by an alleged violation or misapplication of statutes, policies, rules, or regulations governing the school system has a right to pursue a complaint. For all certified personnel working in and assigned to a school, the complaint is to be presented in writing to the principal of the school. For all other certified employees, the complaint is to be presented in writing to the Superintendent. A complainant dissatisfied with the decision of the principal may appeal to the Superintendent. A complainant dissatisfied with the decision of the Superintendent may appeal to the Board of Education.

For detailed procedures that must be followed when pursuing a complaint, the certified employee should consult Evans County Board of Education Policy Manual, policy GAE.

## STAFF DRESS CODE POLICY

All employees of the Evans County Board of Education are required to dress appropriately for their job roles. As individuals working in a professional environment with children, our responsibilities include being role models and fostering school pride and belonging. We lead by example. Remember, we are treated as we are perceived, and if we wish to be treated as a professional, it is essential we dress in that manner.

The following items are examples of appropriate attire:

### **MEN**

Pants/slacks  
Oxford or polo-type shirts  
Ties (not mandatory)

### **WOMEN**

Skirts/dresses (at an appropriate length—top of the knee or below)  
Slacks (capris are allowed)

**Please do not wear the following:**

Jogging/wind suits

Sweat suits

Jeans (except on designated days – Professional attire should be worn when attending meetings)

Miniskirts/dresses

Leggings/tights (unless worn under skirt or dress of appropriate length)

Shorts (exception made for physical education teachers and bus drivers)

T-shirts for men or women (exception made on designated jeans days – school spirit t-shirt may be worn)

Any clothing with suggestive wording

Revealing garments

Flip-flops, shower shoes, bedroom shoes, high top tennis shoes, etc. (If you can wear shoes in the shower and not hurt them, please do not wear to work.)

Halter tops or dresses

Exceptions may be made by the site supervisor for special events and medical reasons when accompanied by a doctor's note.

**If there is doubt about certain attire, check with a supervisor before wearing.**

**PERSONNEL RECORDS**

It is the responsibility of each employee to report, **in writing**, any changes in name, address, telephone number, or salary withholding information to the Human Resources Officer as soon as the change occurs. Failure to report this information in a timely manner may negatively affect the employees' annual performance evaluation. The following information shall not be released on any employee except with the written consent of the employee:

- Home address
- Home telephone number
- Social security number
- Insurance information
- Medical information
- Mother's birth name
- Bank account information
- Financial data or information

The forenamed information shall not be released by any employee of the school system to any other individual, including other employees of the system (except those identified below as having access to personnel files). Written consent for release of information must specify the information to be released, to whom the information may be released, and must be signed and dated by the employee. Any written consent for release of information must be kept at the administrative level at which the consent was presented: central office or job site. The system employee who releases the requested information should sign the written consent noting the

date the information was released and how it was released (mail, fax, etc.)

System administrators have access to the personnel files of staff members they supervise. Certain central office staff members have access to personnel files as necessary in the performance of their job responsibilities. An employee may have access to his/her personnel file during regular Central Office hours of business by making an appointment with the Human Resources Officer, or in the absence of the Human Resources Officer, the Superintendent. All material in the personnel file will be made available to the employee with exception of the confidential professional references received prior to employment of the individual.

Any requested personnel records shall be produced upon receipt of appropriate court order or subpoena without consent by the employee.

# **VI. OTHER POLICIES AND PROCEDURES**

## LESSON PLANS

Teachers are expected to complete instructional plans using the district's curriculum maps as part of the district's guaranteed and viable curriculum. Each principal will establish the lesson plan format expectations for his/her school.

## GRADING

Grades are evaluative instruments which measure students' achievements, efforts, and extent of progress in their classes. The components of a grade should be academically oriented and reflect each student's competency in the course content. Grades are not tools of discipline, nor shall they be based on the students' attitudes or personalities. It is important for teachers to provide meaningful feedback to students regarding their personality development, behavioral characteristics, level of maturity, and commitment to responsibility; however, only academic performance and level of progress should be used in determining course grades.

To make sure that students and parents are provided with sufficient and timely feedback through academic grades, each teacher should assign a minimum of 9 grades per nine week grading period. It is not necessary for one grade to be given per week. Grades should be entered into the electronic grading program in a timely manner. For each grade, the description should clearly be connected to a learning target identified within the guaranteed and viable curriculum of the course. All failing grades must have teacher commentary that provides feedback to the student and parent regarding why the student has yet to master the content that was assessed.

All of the following components shall contribute to the assessment of a student's academic performance: Classroom examinations and quizzes; homework assignments; literacy tasks or portfolios; and classroom effort and participation. Attendance will be a factor in determining a student's grade to the extent that poor attendance prevents the student from participating in class activities, completing homework assignments and projects, taking examinations and quizzes, etc. It is the responsibility of each teacher at the beginning of the semester to explain to the students, both orally and in writing, the criteria which will be used for grading in that class and to indicate the specific weight given to each of the criteria.

Please also remember that all grade books (digital and paper copies) are the property of the Evans County Board of Education. Grade books are legal documents and should be treated as such.

## **FIELD TRIPS**

The Evans County Board of Education recognizes the desirability of field trips which provide instructional experiences. Such field trips shall be carefully planned to insure beneficial learning experiences and adequate supervision of students.

Plans for the field trip will be submitted by the teacher to the principal for his/her review and approval before any field trip is made. Written requests for field trips outside the county will be made at least two weeks prior to the date of the trip. Buses and drivers will be assigned by and upon approval of the Director of Transportation. Teachers or schools should not recruit bus drivers for field trips. Staff members should not be taken from their regular work assignment to drive a bus for a field trip, unless a driver shortage necessitates. If the teacher whose class is taking the field trip is a licensed bus driver, he or she may (and probably should) drive for the trip.

The teacher is required to secure written permission from parents or guardians of each student before the student may participate in an off-campus field trip. For out-of-county trips, each teacher or club sponsor must secure parental permission for each student to participate and for school personnel to seek emergency medical attention for the student. This permission is secured on the Field Trip Permission/Medical Attention Permission form.

Any teacher or club taking students out of town on trips or meetings must secure prior approval from the superintendent's office. Extra-Curricular Activity/Field Trip/Transportation Request Forms are available in the school office.

## **OPEN HOUSE**

Open houses are held at all schools to allow parents the opportunity to meet with teachers to discuss their child's progress; therefore, all teachers and school administrative personnel are expected to attend each open house. Exceptions may be made by principals for persons enrolled in graduate school classes and who may have other extenuating circumstances. It is not expected that any one person would have to miss open house repeatedly for any reason.

A teacher who has been excused from an open house by his/her principal must give all information that a parent might request (grades, discipline record, attendance, etc.) to another teacher nearby. In addition, the teacher who will miss open house must post a note on his/her door stating which teacher/room a parent may go to receive information regarding his/her child.

## CLASSROOM TELEPHONES AND/OR INTERCOM SYSTEM

The classroom telephone/intercom is a system provided so that teachers may contact the office in situations in which teachers need immediate assistance or need to report critical incidents and so that office personnel may contact teachers with timely information or requests. Excessive and/or unnecessary use of the classroom telephone/intercom system either by teachers or office personnel interrupts instruction. The classroom telephone/intercom system is not to be used for routine matters that could be taken care of before or after school, at lunch, or at other times apart from teachers' instructional duties.

## FLOWERS, BALLOONS, GIFTS, ETC.

Business firms are not to deliver flowers, balloons, gifts, etc. **to students** at school during the school day. **Schools will not accept deliveries to students.** Deliveries may be made to schools to personnel. The item delivered will be kept in the school office until the end of the school day at which time the employee should take it home.

## PURCHASE PROCESS AND CAPITAL ASSETS PROCESS FOR GOODS AND SERVICES NOT IN THE SCHOOL FOOD PROGRAM

### **INITIATING A PURCHASE OF GOODS OR SERVICES:**

For an employee of the Evans County Board of Education to make a purchase, that individual must first type a purchase order. The purchase order process is required for the approval of payment for goods or services. Items or services purchased by the Evans County Board of Education must be necessary and incidental to the educational process of the students of the Evans County School System. The purchase order is an Excel template on the computer that can be obtained via email from a School Secretary, School Principal or Administrator, and the Chief Financial Officer. If items are being purchased, the most recent prices and shipping costs should be obtained from a vendor to be placed on the purchase order along with the correct vendor information and the correct shipping information. If a service is being purchased, then a purchase order should still be typed and submitted for approval. The purchase order must be submitted via email to the School Principal, Administrator of the federal/state program, or Accounts payable clerk, whichever is applicable. The vendor being used should be reputable, should provide quality goods or services, and should provide reasonable prices to ensure the best use of school system funds. For any goods or services being funded by state or federal programs, the state and federal grant budgets should be adhered to. Please see the sections described below for purchases of technology, maintenance and transportation. Please see the sections below that pertain to the purchase of goods that exceed \$1000 in cost and \$5000 in cost.

If the vendor on the purchase order is not an established vendor in the Board of Education accounting system, the Chief Financial Officer must obtain a W-9 from the vendor before a purchase order can be processed. For any services exceeding \$2,499, an affidavit must be obtained from the vendor before a purchase order can be approved by the Chief Financial

Officer. Please contact the Chief Financial Officer for any services that may exceed \$2,499 before getting a purchase order approved.

**INITIATING A PURCHASE OF GOODS OR SERVICES FOR TECHNOLOGY:**

If technology items such as hardware, software, peripherals, mobile devices, or technology supplies are needed, then the school system employee must contact the Technology Director to initiate the purchase order. The Technology Director should utilize the purchase order process described above.

**INITIATING A PURCHASE OF GOODS OR SERVICES FOR MAINTENANCE PURPOSES:**

The Maintenance Supervisor can make purchases without a purchase order at a vendor's place of business under two conditions: (1) the goods are purchased in person by the Maintenance personnel or Maintenance Supervisor, and (2) the goods or services being purchased are necessary to repair or to maintain the buildings and grounds of the Evans County School System. If a purchase order is not utilized, the invoice must be approved by the Maintenance Supervisor before payment is made by the Chief Financial Officer. The Maintenance Supervisor should utilize the purchase order process as described above for any goods or services that are ordered and not purchased in person.

**INITIATING A PURCHASE OF GOODS OR SERVICES FOR TRANSPORTATION PURPOSES:**

The Director of Transportation can make purchases without a purchase order if the purchase being made is for parts or services needed to repair or maintain buses. The Bus Mechanic must utilize an internal purchase order that is first approved by the Director of Transportation before a purchase can be made. The Director of Transportation must approve the invoice before payment is made by the Chief Financial Officer. Purchases of buses must be approved by the Board before a bus is ordered; the purchase order process must be utilized for bus purchases.

**ORDERS OF INDIVIDUAL GOODS OR SERVICES THAT EXCEED \$5000:**

For orders of individual goods or services that cost \$5000 or greater, three bids must be obtained from vendors. The request for bid must be put on the Georgia Procurement Registry. These vendors should be reputable, should provide quality goods or services, and should provide reasonable prices to ensure the best use of school system funds. The bid documentation should be submitted to the Chief Financial Officer for review and for filing purposes. The individual placing the order should use the vendor offering the lowest cost. The purchase order process for initiating the purchase order should be used at this point.

In addition, the Chief Financial Officer should flag the purchase order so that the item costing \$5000 or more can be added to the Capital Asset Listing. Once the invoice is obtained by the Chief Financial Officer and the goods are received, then the Chief Financial Officer can have the Administrator responsible for the purchase to complete a Capital Asset Addition Form (see accompanying form). The Chief Financial Officer will attach the Capital Asset Addition form to the invoice and update the Capital Asset Listing. The Capital Asset Addition form and invoice will then be filed in the Capital Asset notebook for appropriate filing purposes and for audit purposes. The Administrator responsible for the capital asset (see the Capital Asset Board policy) is given a green ID tag by the Chief Financial Officer; the green ID tag should be applied to the capital asset for identification during annual physical inventory purposes and during audits. The Administrator responsible for the capital asset (see the Capital Asset Board Policy)

should conduct an annual physical inventory of capital assets to ensure their agreement to the Capital Asset Listing maintained by the Chief Financial Officer.

### **ORDERS OF INDIVIDUAL GOODS OR SERVICES THAT EXCEED \$10,000:**

For orders of individual goods that cost \$10,000 or greater, the process for the order of individual goods that exceed \$5000 (as described above) should be followed. In addition, the Board should approve any purchase for goods or services costing \$10,000 or greater before a purchase is made.

### **APPROVAL OF THE PURCHASE ORDER:**

Once the purchase order is typed and submitted via email to the School Principal, School Administrator, Central Office Administrator, or Chief Financial Officer depending on which level of approval is necessary, the Administrator applies an account code to the purchase order based on the funds being used and types a signature for approval purposes. The Administrator submits the purchase order to the Accounts payable clerk via email for review, entry into the accounting system, assignment of a purchase order number, and approval. All purchase orders should be emailed to [boepurchaseorders@evanscountyschools.org](mailto:boepurchaseorders@evanscountyschools.org). The Accounts payable clerk submits the purchase order via email to the Superintendent for final approval. The Superintendent then returns the approved purchase order to the Chief Financial Officer via email for computer filing purposes and for return to the original approver. Once the Superintendent approves the purchase order, the Account Payable clerk will email the approved purchase order to the original approver.

### **PLACING THE ORDER WITH THE VENDOR:**

Once the Accounts payable clerk submits the approved purchase order back to the Original Approver of the purchase order, the Original Approver is responsible for placing the order with the vendor. The purchase order can be mailed, faxed, or emailed to the vendor. It is required for the approved purchase order number to be given to the vendor for ordering purposes. If an employee places an order with a vendor without an approved purchase order, then payment of the invoice may be the responsibility of the employee who placed the order.

### **RECEIPT AND PAYMENT OF THE ORDER:**

When the items are received at the schools, the person designated at each school as the "Receiving Report person" must mark the items received, type their receiving signature, and type the received date on the approved purchase order. When the items are received at the central office, the original approver is designated as the "Receiving Report person"; this person must mark the items received, type their receiving signature, and type the received date on the approved purchase order the purchase order has now become a Receiving Report and is emailed to the Accounts Payable Clerk. If a partial shipment has been shipped, then the items received must be marked received and the items backordered must be marked accordingly; the receiving report must be emailed to the Accounts Payable clerk for partial invoice payment. The Accounts Payable Clerk maintains a computer file of all Receiving Reports. The Receiving Report is then matched to the invoice and verified for accurate payment. Once the receiving report is matched with the invoice or partial invoice, it can be paid. If full payment has been made, the Receiving Report is then moved from the Receiving Report file to a Paid file to prevent duplicate payment of orders. If partial payment has been made, then the items paid are marked paid on the Receiving Report and the Receiving Report is maintained in the Receiving Report file. When the final order has been received, then the Accounts Payable clerk

Officer emails the Partially Received Receiving Report to the "Receiving Report Person" to mark received. Once the final Receiving Report is received and matched to the final Partial Invoice and the final invoice is paid, then the Receiving Report is moved to the Paid file to prevent duplicate payment of invoices.

**ADDITION OF A CAPITAL ASSET:**

See Orders of Individual Goods that Exceed \$5000 above.

**SALE OR DISPOSAL OF A CAPITAL ASSET:**

If a capital asset is sold or disposed of in accordance with any state or federal regulations, then the Administrator responsible for the capital asset (see the Capital Asset Board Policy) should complete a Capital Asset Removal Form and submit it to the Chief Financial Officer. The Chief Financial Officer then removes the capital asset from the Capital Asset Listing. The receipt documentation from the sale of the capital asset is copied and maintained along with the Capital Asset Removal Form and the Capital Asset Listing. Before the sale of or disposal of a capital asset, Board approval must be obtained.

**TRANSFER OF A CAPITAL ASSET:**

If a capital asset is transferred from one location to another in the Evans County school system, then the Administrator responsible for the capital asset (see the Capital Asset Board Policy) should complete a Capital Asset Transfer Form and submit it to the Chief Financial Officer. The Chief Financial Officer then updates the new location on the Capital Asset Listing. The Capital Asset Transfer Form is then maintained with the other capital asset information in the Capital Asset Notebook.

**CREDIT CARD USAGE IN THE EVANS COUNTY SCHOOL SYSTEM:**

The employee must abide by the Evans County School District Policy on Financial Transaction card use that can be found on the school district's website in the policy section. The school system has a Wal-Mart credit card, a Lowes credit card, and a Capital One credit card.

If a purchase order to Wal-Mart or Lowes is approved, then the person picking up the items must obtain the Wal-Mart card or Lowes credit card from the Accounts Payable Clerk. If the Maintenance Supervisor is making a purchase from Lowe's, then the credit card is not needed (due to Lowe's credit card regulations). A login/logout sheet is maintained by the accounts payable clerk for controlling the credit cards that have been checked out and to whom the credit card is given. A receipt must be returned with the credit card for accounting control purposes. The receipt is reconciled to the statement by the Account Payable Clerk and the Chief Financial Officer on a monthly basis before payment is made.

The Capital One credit card is controlled by the Administrative Assistant to the Superintendent and must be checked out for purposes approved by the Superintendent.

## COLLECTION OF FUNDS

As described in the School Activities Accounting Procedure Manual, employees responsible for collecting monies for clubs, pictures, etc., shall follow these collection procedures:

- 1) All money collected shall be turned in to the principal's office on a daily basis and verified by the teacher. No teacher shall hold funds in his/her classroom or personal possession. If the principal allows funds to be held by the teacher, both the principal and the teacher are personally liable for loss of any such funds.
- 2) A Money Collection Form shall be used to record any receipts of currency, coins or check. The Money Collection Form should be completed by the teacher/club sponsor/secretary/concessions worker. This Money Collection Form will be given to the School Bookkeeper to maintain on file as deposit documentation and will be used to facilitate a clear audit trail. A deposit should be made each day; if a deposit cannot be made on a particular day, then the deposit must be made by the next day. The Money Collection Form shall be reconciled to the amount deposited.
- 3) All funds collected shall be deposited, and no payments will be made by cash.
- 4) In the event the school incurs a loss in cash or open stock or both, the police and the superintendent shall be notified immediately. A written report shall be sent to the superintendent.
- 5) In the event the school incurs a loss of equipment, the police and the superintendent shall be notified immediately. The principal will provide complete identification of the equipment, including the serial number, with a written report to the superintendent.

## FRAUD, WASTE, AND ABUSE POLICY

### **PURPOSE:**

In compliance with White House Executive Order 12731, the Evans County School System provides employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Evans County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting of suspicious activities.

### **DEFINITIONS:**

**Fraud** is a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from local, state, or federal grants and funds.

**Waste** is the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of local, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

**Abuse** is the excessive or improper use of a thing, policy or procedure, or to employ something in a manner contrary to the natural or legal rules for its use. It is also the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. Abuse can also occur through the extravagant or excessive use of one's position or authority. Abuse can occur in financial or non-financial settings.

**EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)**

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Conducting personal business on district time
- Inappropriate expenditures
- Embezzlement

**STATEMENT OF ADMINISTRATIVE REGULATIONS:**

Any and all reports of suspicious activity and/or suspected fraud, waste, or abuse shall be investigated. The Evans County School System shall not tolerate fraud, waste, or abuse of any kind, and any reported cases of suspected fraud, waste, or abuse will be thoroughly investigated to determine if disciplinary, financial recovery, and/or criminal action should be taken.

**CONFIDENTIALITY:**

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

## **PROCEDURES AND RESPONSIBILITIES:**

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Evans County Board of Education at 613 W. Main Street, Claxton, GA30417.

2. Any employee with the Evans County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity **MUST** report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (912)739-3544. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.

3. The Evans County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.

4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.

5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.

6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Evans County Schools website ([www.evans.k12.ga.us](http://www.evans.k12.ga.us)).

7. A report shall be made to the Chairman of the Evans County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

8. Each employee shall receive a hard copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.

### **SCHOOL PROPERTY**

Each employee is responsible for his/her room or department. Lights, heaters, and air conditioners are to be used conservatively during the day. Before leaving each day the floor should be clean, furniture free from dust, the desks arranged neatly, lights turned out and all computers turned off.

All equipment needs to be cleaned regularly.

Employees must share the responsibility of keeping the total school facility clean, attractive, and safe. Any maintenance problem that an employee observes should be reported to the principal or supervisor immediately.

**NO EMPLOYEE SHALL TAPE, NAIL, TACK, GLUE, OR ATTACH ANYTHING TO CLASSROOM OR HALL WALLS WITHOUT THE PRIOR APPROVAL OF THE PRINCIPAL OR SUPERVISOR.** Bulletin boards and classroom displays are to be relevant to the curriculum that is being taught at the present time and should remain on display only during that period of time.

Each classroom teacher is responsible for his/her own inventory. All equipment and furniture must be listed on a quarterly basis and balanced with the previous year's inventory. Furniture is not to be moved in or out of a classroom without the approval of the principal or assistant principal.

An end-of-the-year facility/classroom checklist will be provided to staff by the principal or supervisor. The principal/supervisor must approve the completed checklist prior to the employee leaving for summer break.

### ACCESS/COPIER CARD

Employees issued a door access/copier card will be responsible for keeping up with the card. Cards should be returned to supervisor when staff leave the system. There will be a charge of \$25 to replace the card.

### REPAIRS

Any repairs needed in rooms should be reported on the appropriate form and turned in to the principal. The principal then decides if the form should be given to the custodian or turned in to the county office, where it is documented and given to the maintenance supervisor. After the repair is finished, the maintenance supervisor or custodian gives the form back to the principal, marked repaired and dated. The principal should then check to verify that the repair has been satisfactorily made. If it has not, the principal should note that on the repair form and send the form back to the superintendent. If repairs are not made in a reasonable amount of time, the teacher should notify the principal again.

All machines in need of repair should be reported to the principal, who will report the problem to the proper source for repairs. All problems with copy machines should be reported to the central office for central office personnel to call for repair. All telephone problems should be reported to the county office. County office personnel will call the telephone service to request repair.

To make a request for technology support, users should:

- 1) Find the blue Evans County inventory tag that is placed on every monitor, computer, and printer.
- 2) Send an e-mail to: [techsupport@evans.k12.ga.us](mailto:techsupport@evans.k12.ga.us)

In the text of the e-mail, include name, school, room number, blue inventory tag number of the equipment that needs repair, and a description of the problem.

## **VISITORS**

All visitors to a school must go directly to the principal's office and obtain a visitor's pass before going elsewhere on the school campus. It is the responsibility of all school personnel to inquire as to whether or not a visitor has a visitor's pass; if he/she does not, he/she should be informed to report to the principal's office to obtain one and the principal's office should be notified of the person's presence on the campus.

Unless parents, board of education members, or other persons the principal deems appropriate are at school to observe some part of the educational program or to assist in educational activities, all visitors should remain in the school office and teachers or other personnel be called to meet the visitor. No teacher or paraprofessional will be called from a class except in the case of an emergency. Students will not be called to see visitors, except parents or guardians, and then only in emergencies.

Students or teachers must not bring a visiting student or other child to school with them. Children, including brothers and sisters, are not allowed to visit. This applies to all working days for teachers, paraprofessionals, and cafeteria staff.

## **EMERGENCY PROCEDURES MANUAL**

To aid personnel and students in being aware of the hazards which threaten their lives and safety and in being prepared to take appropriate action in the event of any imminent or actual disaster, the Evans County School System has developed an emergency procedures manual. This ready-reference guide has been prepared to direct the efforts of personnel in the effective management of emergency situations.

The schools work cooperatively with the Central Office and other government and community agencies to prevent, assess, manage, and follow-up on any threat to the safety of the student, faculty, or staff. This guide is designed to contain the primary elements or steps necessary for effective intervention and follow-up for selected common emergencies that affect schools including, but not limited to, injuries and illnesses, fires, thunderstorms, tornadoes, floods, hurricanes, winter storms, hazardous materials, earthquakes, utility failure, bomb threats, civil disturbances, terroristic acts and nuclear emergencies.

## **ASBESTOS MANAGEMENT PLAN**

All school buildings, Claxton Elementary, Claxton Middle, Claxton High School, alternative programs building, and the central office building, have been inspected for asbestos containing building materials. A management plan has been developed for each school and for the central

office to ensure that any asbestos containing material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

Anyone wishing to review or retain a copy of a school's management plan may do so at the school office or at the central office during regular operating hours. Anyone wishing to review or retain a copy of the management plan for the central office may do so at the central office during regular operating hours.

## **CHILD ABUSE AND/OR NEGLECT REPORTING**

All school personnel at each school having a reason to believe that children within their care under 18 years of age, have had physical injuries inflicted upon them, other than by accidental means, by a parent or caretaker, or have been sexually assaulted, emotionally maltreated, or neglected are required to make an oral report to the school principal. School principals, as designated by the superintendent, are required to make an oral report to a child welfare agency providing protective services where the children live designated as the county's Department of Family and Children Services by state law and the Georgia Department of Human Resources).

Persons making such reports in good faith are entitled to immunity thereof. The Superintendent shall be notified in writing by the designated delegates of all referrals on child abuse and neglect received.

The following pages describe characteristics of children who may be being abused and/or neglected. The Evans County Department of Family and Children provided these pages. School personnel observing any child who frequently or persistently exhibits several of the characteristics described for any one or several types of abuse/neglect should discuss their observations with the school principal.

### ***INDICATORS OF PHYSICAL ABUSE***

#### **BRUISES**

- occurring on the posterior side of the body occurring in unusual patterns
- occurring in clusters
- occurring on an infant, especially in the face in various stages of healing

#### **BURNS**

- immersion burns, such as "stocking burns" or doughnut-shaped burns of the buttocks
- cigarette-type burns, especially on the palms of hands, soles of feet, or genitals
- rope burns, possibly from confinement
- dry burns, such as those caused by an iron

## LACERATIONS AND ABRASIONS

on lips, eyes, or any portion of an infant's face

of gum tissue, caused by force  
feeding on external genitals

## MISSING OR LOOSENED TEETH

### SKELETAL INJURIES

metaphyseal or corner fractures of long bones, caused by twisting and pulling

epiphseal separation—separation of the growth center at the end of the bone from the rest of the shaft, caused by twisting or pulling

periosteal elevation—detachment of periosteum from shaft of bones with associated

hemorrhaging periosteum and

shaft spiral fractures

stiff, swollen, enlarged joints

### HEAD INJURIES

Absence of hair

Hemorrhaging beneath scalp, caused by pulling hair

Sub-dural hematomas, caused by hitting or shaking

Retinal hemorrhages or detachment, caused by shaking

Nasal or jaw fractures

### INTERNAL INJURIES

duodenal or jejunal hematoma, caused by hitting or

kicking rupture of interior vena cava

peritonitis, which can be caused by hitting or kicking

These and other physical indicators should be considered in light of their consistency with the child's medical history, the developmental ability of the child to injure himself/herself, and any other indicator, such as behavioral or environmental indicators.

The behavior indicators of physical abuse are varied and are influenced by the severity and frequency of the abuse, the age of the child at onset, the nature of the child's relationship to the abuser, the availability of supportive persons, and the child's genetic endowment for coping.

A child who is abused at an early age, frequently and severely, will likely exhibit these "low profile" behavioral characteristics:

unusually neat in eating habits

overly compliant to avoid confrontation

lacking in curiosity

fearful of physical contact

excessively self-controlled

- lacking in development due to efforts all being directed to self-protection
- cries little
- enjoys little or nothing
- can perform motor skills but does not want to
- may appear autistic

A child who is less severely abused, less often, and is a little older at onset, will likely exhibit some of these behavioral characteristics:

- timid, easily frightened
- psychosomatic complaints, such as enuresis and vomiting
- craves affection
- continues to affirm love for abusing parent
- experiences language delay
- has difficulty with school in spite of normal ability (energy is misdirected)
- exhibits sporadic temper tantrums
- assumes the role of parent in the parent-child relationship or is extremely immature in parent-child interactions
- show indiscriminate attachment to strangers

A child who is mildly, infrequently, or inconsistently abused at an older age will likely exhibit these characteristics:

- hurts other children
  - may try to "make happen" what he/she expects in order to gain feeling of control
  - shows extreme aggressiveness
  - has rageful temper tantrums
  - is hyperactive
  - has short attention span
  - is demanding
- shows lag in development
- may seem accident-prone or clumsy

These indicators should prompt careful watchfulness for physical injuries. Children are often embarrassed by abuse and as fearful as their parents are of the possible consequences of discovery. The known, no matter how bad, is often less frightening than the unknown, especially to young children. These children will often wear inappropriate clothing, such as long sleeves in hot weather, to hide injuries or may refuse to change clothes for gym at school.

In addition to the physical and behavioral indicators of physical abuse, there are environmental indicators, those social, cultural, and familial circumstances that increase the likelihood of abuse. Some of these factors are:

- family crises of unemployment, death, desertion, ill health
  - severe personal problems, such as drug addiction, alcoholism, mental illness
  - geographic and/or social isolation of family

- child seen as or actually is different or difficult
  - parent unaware of appropriate behavior for child at given age
  - parental characteristics stemming from own childhood abuse

Although most persons are capable of abuse under conditions of excessive stress, this last factor bears special comment in that many seriously abusive parents share characteristics common to persons who have been abused or poorly parented themselves as children. In fact, most such parents have been abuse victims. The personal characteristics of abusive parents are:

- poor self-image
  - passive marital relationship or marital difficulty
  - fear of authority
- lack of skills to meet own emotional needs
  - belief of necessity for harsh physical discipline
  - undue fear of spoiling child
- rigidity or compulsiveness
- hostility and aggressiveness
  - acceptance of violence as a means of communication
  - poor emotional control, impulsive
  - emotional dependency of non-abusive spouse to the point that he/she will not intervene and ill protect abusive spouse
- unreasonable expectations for child

### ***INDICATORS OF NEGLECT***

Neglect is essentially inadequate or dangerous child-rearing practices. It may not produce visible signs, and it usually occurs over a long period of time.

The general physical indicators of neglect are:

- abandonment
- lack of adequate supervision
  - lack of adequate clothing for the weather
  - lack of good hygiene
  - lack of necessary medical or dental care
  - lack of adequate nutrition
- lack of safe, warm, sanitary shelter

These physical indicators should be considered in light of poverty, cultural values, and parental capacity.

The child who is neglected, like the child who is abused, will exhibit one or more behavioral indicators. These commonly are:

- failure to thrive among infants
- falling asleep in school

poor learning  
poor school attendance or chronic  
lateness chronic hunger or tiredness  
begging or collecting leftovers or stealing other children's  
lunches coming to school early and staying late  
dull, apathetic  
appearance squinting  
use of drugs or alcohol  
engaging in vandalism  
engaging in sexual misconduct

The neglected child is often, although not always, living in an environment characterized by one or more of the following elements:

a large family with marital disruption  
poverty  
long-term parental illness  
indifferent parental attitude  
situational stress, such as  
unemployment lack of material resources  
parental characteristics stemming from neglect

As with abusive parents, neglectful parents frequently were victims of the same type of parenting that they provide for their children. Following are personal characteristics or behaviors of neglectful parents:

apathetic  
craving for excitement, change  
desire to be rid of the demands of the  
child lack of interest in child's activities  
low acceptance of child's  
abilities unskilled as parents  
frequently unkempt  
little planning or organization

### ***INDICATORS OF EMOTIONAL MALTREATMENT***

Each of us is guilty of having unkindly snubbed a child or of having criticized him too harshly, but emotional maltreatment is characterized by its being consistent and chronic behavior.

There are generally two types of emotional maltreatment: emotional neglect (an act of omission)—chronic failure by a parent to provide the child with the support and affection necessary to the development of a sound and healthy personality; emotional abuse (an act of commission)—chronic attitude or acts of a parent which are detrimental to the child's

development of a sound and healthy personality.

The Model Child Protection Act developed by the National Center on Child Abuse and Neglect; provides criteria to aid in identifying emotional maltreatment: Emotional maltreatment causes emotional or mental injury. The effect can be observed in the child's abnormal behavior and performance. The effect constitutes a handicap to the child. The effect is lasting rather than temporary.

### Examples of Emotional Maltreatment

The parent chronically:

- belittles the child so he is made to feel he can do nothing
- right criticizes the child harshly
- blames the child for things over which the child has little or no control
- uses the child as the scapegoat when things go wrong
- ridicules and shames the child
- threatens the child's safety and health
- takes little or not interest in the child and his activities and seems not to care about the child's problems
- treats the child coldly and is not demonstrably affectionate; actually withholds love
- treats the child differently from other children in the household
- engages in bizarre acts of torture or torment, such as locking the child in a closet

### Behavioral Characteristics That May Indicate the Emotionally Maltreated Child:

Habits, such as biting, rocking, head-banging, thumbsucking in an older child	Lack of creativity and healthy exploration; seems not to know how to play
Feeding disorders	Low self-esteem
Daytime anxiety and unrealistic fears	Destructive
Sleep disorders, nightmares	Lacks purpose and determination
Enuresis (involuntary bed-wetting in an older child)	Seems oblivious to hazards and risks
Speech disorders, such as stuttering and stammering	Apathetic; feels little or no emotion; indifferent and listless
Defiant	Obsessive or compulsive
Sadomasochistic behavior (seems cruel and gets pleasure from hurting other children, adults, or animals; or, conversely, seems to get pleasure from being mistreated)	Behavior extremes: aggressive or passive-dependent assumes the parental role with other children or is infantile; behavior is rigid or overly impulsive
Poor relations with child of his own age	Daydreams frequently; has hallucinations; seems removed from reality

Distrustful and overly fearful of strangers	Self-destructive; may attempt suicide
Irrational and persistent fears, dreads, or hatreds	Withdrawn and antisocial
Hypochondriacal (abnormally anxious about his health or imagines he is ill)	Academic failure in that he does not achieve up to his ability; may seem almost mentally retarded

The signs of emotional maltreatment are less obvious to the untrained eye than physical abuse or neglect of a child. The child's behavior is the best indicator that emotional maltreatment is occurring. The child who persistently exhibits several of these behavioral characteristics is experiencing difficulties or family problems which need some type of intervention:

### **INDICATORS OF SEXUAL ABUSE**

Sexual abuse is relatively difficult to detect outside the clinical setting for several fairly obvious reasons. The physical trauma is not exposed, and often not present. The victim is usually reluctant to reveal the abuse. There is a general lack of awareness of the prevalence of child sexual abuse and lack of confidence in detecting it.

The physical indicators of sexual abuse include:

- bruises of or bleeding from external genitalia, vagina, or anal regions swollen or red cervix, vulva, or perineum
- presence of semen, pregnancy, positive test for gonococcus, or other sexually transmitted diseases
- torn, stained, or bloody underclothes
- pain or itching in the genital area
- hymen stretched at very young age

Behavioral indicators are frequently the best or only signs you may have. The sexually abused child will usually exhibit one or more of these characteristics or behaviors:

poor peer relationships

- regression (may appear mentally retarded)
- sexual promiscuity
- aggressiveness or delinquency
- prostitution
- truancy from home
- drug usage
- difficulty walking or sitting
- seductive behavior

reluctance to participate in recreational activity

preoccupation, in young children, with sexual organs or self, parent, or other children

- confiding in friend or teacher
- reporting to authorities

Usually when a child says he/she has been abused, it is true. If a young girl states that anything has been placed in her vagina, believe it. She has no frame of reference for this unless it has happened. What are the environmental indicators associated with sexual abuse? Some common elements tend to distinguish such cases. These are:

prolonged absence of one  
parent overcrowding  
alcoholism  
social and/or geographic isolation  
intergenerational pattern of incest  
parental characteristics indicative of sexual abuse. Such as extremely protective of child,  
jealous of child, often refuses to allow child any social contact, distrust of child, accuses child  
of sexual promiscuity.

## CONFIDENTIALITY OF STUDENT RECORDS

Student records/information are considered to be confidential. Parents/guardians and those persons working with the student are allowed access to student records/information. Access to student records/information is the right of each parent/guardian and will not be denied due to physical limitation or geographical location. The Evans County Board of Education will assume that the parent has the authority to inspect and review data relating to his or her child unless the agency has been advised in writing that the parent does not have the authority under applicable state laws governing such matters as guardianship, separation, and divorce.

Permanent records should never be taken from school or left out of the file overnight except under the direction of administrative personnel. (Special education records should never be taken from the school or left out of the file overnight.) The teacher's grade book, both electronic and print, is the property of Evans County Board of Education and may be requisitioned for examination upon request of administrative personnel.

## NEWS RELEASES

It is the desire of this system to provide *The Enterprise* with an abundance of positive publicity regarding the good things happening in our schools. School personnel are encouraged to inform the School Level Publicity Coordinator when an event or activity will be occurring for which a person from *The Enterprise* would be requested to take a picture. The School Level Publicity Coordinator will contact *The Enterprise* and request that someone come to take a picture. At this time, *The Enterprise* may get enough information to compile a caption, or an article may be submitted to the School Level Publicity Coordinator for inclusion with the picture. It should be noted that the best days for the newspaper staff to come take a picture are Wednesday - Friday.

If an event or activity does not require someone to come take a picture, the article may be written or the picture taken by the classroom teacher or other school personnel. Articles written by school personnel (with or without pictures) should be submitted to the School Level Publicity Coordinator as soon as possible, but within a week. These will be submitted by the School Level

Publicity Coordinator to the newspaper, through the Superintendent. Articles should be typed and double-spaced.

News releases for local radio, cable television and the Chamber of Commerce should be submitted to Amy Rogers, Superintendent's Secretary.

## **TEACHER REPORTING REQUIREMENT AND TEACHER AUTHORITY WITH REGARD TO STUDENT CLASSROOM DISCIPLINE**

Evans County Board of Education Policy JCDA and O.C.G.A. 20-2-737 requires a teacher to file a report when: the teacher has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn and where such behavior is a violation of the School Student Code of Conduct.

The report, 737 Report, must:

- be written on an 8 ½ X11 sheet of paper,
- be labeled: 737 Report,
- have the student's name and social security number on the top of the page,
- describe the behavior(s) of the student, including dates of occurrences of the behavior(s),
- describe the actions taken by the teacher to correct the behavior(s),
- be no longer than one page in length,
- be signed and dated by the teacher, and
- be submitted to the principal or the principal's designee within one school day of the most recent occurrence of the behavior(s).

This report may become a permanent part of the student's discipline file and may be sent to the student's parents. Teachers are to use care in filing a report that looks professional and contains professionally sounding content.

It is the belief of the Evans County Board of Education and the system and school administration that the primary authority for classroom discipline is that of the teacher. A classroom teacher must employ effective classroom management techniques and effective teaching skills to create and maintain an environment in which all students can reach their full potential.

O.C.G.A. 20-2-738 gives a teacher the authority to remove a disruptive student from his classroom. The law is very specific and detailed in how this must be done. Following is the law reprinted in its entirety.

(a) A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the

principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with local board policy.

(b) On and after July 1, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardians written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

(c) If a teacher removes a student from class pursuant to subsection (b) of this Code section, the principal or the principal's designee shall discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, the principal or the principal's designee shall explain the evidence which supports his or her removal from class and give the student an opportunity to present his or her explanation of the situation. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher gives his or her consent, the student shall be returned to the class, and the principal or the principal's designee may take action to discipline the student, as may be warranted, pursuant to paragraph (1) of subsection

(e) of this Code section. If, after such discussions, the principal or the Principal's Designee seeks to return the student the teacher withholds his or her consent to the student's return to his or her class, the principal or the principal's designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal and shall also take steps to convene a meeting of a placement review committee. The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher. An appropriate temporary placement for the student shall be a placement that, in the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings; provided, however, that the student shall not be returned to the class of the teacher who removed him or her, as an appropriate temporary placement, unless the teacher gives his or her consent. The temporary placement shall be in effect from the time of removal until the decision of the placement review committee is issued or, if applicable, a placement determination is made pursuant to paragraph (2) of subsection (e) of this Code section.

(d) Local board policies adopted pursuant to Code Section 20-2-735 shall provide for the establishment at each school of one or more placement review committees, each of which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each

committee established, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and the principal shall choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee shall have the authority to: (1) Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or (2) Refer the student to the principal or the principal's designee for appropriate action consistent with paragraph (2) of subsection (e) of this Code section. The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student. Local boards of education shall provide training for members of placement review committees regarding the provisions of this subpart, including procedural requirements; local board policies relating to student discipline; and the student code of conduct that is applicable to the school.

(e) (1) If a placement review committee decides to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to Code Section 20-2-735:

(A) Place the student in in-school suspension;

(B) Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section; or

(C) Make another disciplinary decision or recommendation consistent with local board policy.

(2) If a placement review committee decides not to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee shall determine an appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to Code Section 20-2-735:

(A) Place the student into another appropriate classroom, in-school suspension, or an alternative education program;

(B) Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section;

(C) Make another placement or disciplinary decision or recommendation consistent with local board policy; or

(D) Implement or recommend any appropriate combination of the above and return the student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

(f) Within one school day of taking action pursuant to subsection (e) of this Code section, the principal or the principal's designee shall send written notification of such action to the teacher and the parents or guardians of the student and shall make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.

(g) Parents or guardians of a student who has been removed from class pursuant to subsection (b) of this Code section may be required to participate in conferences that may be requested by the principal or the principal's designee; provided, however, that a student may not be penalized for the failure of his or her parent or guardian to attend such a conference.

(h) The procedures contained in this Code section relating to student conferences and notification of parents or guardians are minimum requirements. Nothing in this Code section shall be construed to limit the authority of a local board of education to establish additional requirements relating to student conferences, notification of parents or guardians, conferences with parents or guardians, or other procedures required by the Constitutions of the United States or this state. Any teacher who removes more than two students from his or her total class enrollment in any school year under the Teacher Authority law who are subsequently returned to the class by a placement review committee because such class is the best available alternative may be required to complete professional development to improve classroom management skills, other skills on the identification and remediation of academic and behavioral student needs, or other instructional skills as identified in a plan derived by the principal of the school in consultation with the teacher.

## ALTERNATIVE EDUCATION PROGRAMS

The Evans County Board of Education believes that disruptive students should be reassigned to an isolated and individual oriented in-school suspension programs or alternative educational settings rather than suspended or expelled from school whenever it is possible to do so and maintain a safe, effective learning environment for all students.

### **The purposes of the in-school suspension program are to:**

- Isolate the disruptive student during the school day from the regularly assigned classroom and activities of the school; and
- Continue the student's progress with classroom assignments.

### **The purposes of the alternative school program are to:**

- Separate the disruptive student or one who fails to successfully make progress in the regular school program from the regular school program;
- Allow the student enrolled in the alternative school program to progress toward his/her

educational achievement including progress in the Georgia Performance Standards and the Common Core Georgia Performance Standards.

- Assist the student in accepting responsibility for his/her behavior and changing his/her behavior to that which is more socially acceptable.

## **SPECIAL EDUCATION PROGRAM**

The Special Education Program in Evans County provides instruction for individuals with disabilities.

Evans County currently provides special education services to any student who meets the eligibility requirements for a service. Services for children with special needs from three to five years of age are also available.

Public Law 94-142, The Education for All Handicapped Children Act, recognizes the right for all children to a free and appropriate education in the least restrictive environment. Our special education programs are helping students to maximize their potential and become more productive students.

On October 30, 1990, President Bush signed in Law the Education for the Handicapped Act Amendments of 1990. These amendments made significant changes in the federal education law, which become known as the Individuals with Disabilities Education Act (IDEA).

Compliance with Federal and State Laws for individuals with disabilities requires an active involvement by all teachers, principals, and parents. We ask each of you to support the growth of the Evans County Special Education Program.

## **INTERNET USE POLICY AND PROCEDURES**

The Evans County School System employs educational technology as one way of enhancing its mission to provide a comprehensive, quality education for all students. The Board of Education is committed to providing students and employees with appropriate access to educational technology. Educational technology includes computer hardware, software, local and wide area networks, electronic mail, and access to the Internet. The use of the Internet in instructional programs is an educational tool that facilitates communication, innovation, resource sharing and access to information. The Board provides employees and students with access to computing resources and the Internet for limited educational purposes including classroom activities, research, and collaborative work.

Due to the complex nature of accessible networks and the magnitude of potential information available to students accessing the Internet, the Evans County Board of Education believes comprehensive guidelines regarding appropriate use are warranted in order to better serve the educational and instructional needs of students.

With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate materials. The Evans County Board of Education believes that the benefit of utilizing the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the school system's educational goals. The Board therefore requires all users of the Internet to agree not to intentionally search for, find, view, print, and/or distribute inappropriate materials (i.e., those considered to be explicit, vulgar, violent, dangerous, and/or offensive). Furthermore, use of school network services to create and/or distribute such inappropriate materials is strictly prohibited.

It must be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there may be sections that are not commensurate with community, school, or family standards. Therefore, it is extremely difficult for the Board to completely regulate and monitor the information received or sent by students and staff. The Board cannot assure parents or the public that students or staff will be prevented from accessing undesirable materials or sending or receiving objectionable communications. Individual users of the system's equipment to access the Internet resources must assume responsibility for their behavior and communications over those networks. The Evans County Board of Education will provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

The Board of Education makes no assurances of any kind, whether expressed or implied, regarding any computer or Internet services provided. The Evans County Board of Education, individual schools, or administrators in the school system will not be responsible for any damages the student/user suffers. Use of any information obtained via the school system's computers or the Internet is at the student/user's own risk. The Evans County School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Consistent with the foregoing, the Evans County School System shall employ a qualifying "technology protection measure" as the term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 that monitors and blocks or filters online activities of users (minors and adults) and provides protection of users against access to visual depictions that, in accordance with the provisions of the Children's Internet Protection Act of 2000 and any implementing regulations are defined or characterized as follows:

- (a) Obscene;
- (b) Child pornography

(c) with respect to use of computers by minors, harmful to minors (i.e., any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

All Internet access from the Evans County School System shall be through the Evans County School System network system except as may be required by the State Department of Education for specified administrative use. Policies, procedures, and rules of the Evans County School System concerning Internet use shall be consistent with policies, procedures, and regulations authorized or required by Federal and/or State statutory or regulatory mandates including, but not limited to, mandates of the Children's Internet Protection Act of 2000 and regulatory provisions related thereto.

The Evans County School System shall have in continuous operation the qualifying "technology protection measure" referenced above and shall continuously maintain the policies referenced above and related procedures and guidelines designed to fulfill the following objectives:

- (a) To provide for the monitoring of online activities of users (adult and minor) to prevent, to the extent practicable, access by minors to inappropriate material on the Internet and the World-Wide Web;
- (b) To promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (c) To prevent to the extent practicable, unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
- (d) To prevent, to the extent practicable, unauthorized disclosure, use, dissemination of personal information regarding minors; and
- (e) To restrict, to the extent practicable, minor's access to materials "harmful to minors" as the term is defined in the relevant provisions of the Children's Internet Protection Act of 2000.

In order for a student to gain access to the Internet through the Evans County School System, the student and the student's parent/guardian must sign a Student Internet Access Agreement. Likewise, in order for a staff member to gain access to the Internet and utilize electronic mail, the staff member must sign an Employee Internet Access Agreement.

The Evans County Board of Education makes no warranties of any kind, either express or implied, for the computing resources it provides. The Evans County Board of Education, individual schools, or administrators in the Evans County School System will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, non-deliveries, missed deliveries, service interruptions or exposure to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

## Student and Employee Internet Appropriate Use Regulations

The School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students and employees are stated, they are intended as illustrations only, and do not purport to be all inclusive of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

### **TERMS AND CONDITIONS**

#### II. PRIVILEGES

The use of the school system's Internet and electronic mail is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

#### III. UNACCEPTABLE USE

The user is responsible for all of his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

##### A. Accessing materials or communications that are:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented (includes, but is not limited to, child pornography)
5. Threatening,
6. Contrary to the school's policy on harassment,
7. Harassing,
8. Illegal,
9. In any way harmful to minors in accordance with the federal Children's Internet Protection Act

##### B. Sending or posting materials or communications that are:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented (includes, but is not limited to, child pornography),
5. Threatening,
6. Contrary to the school's policy on harassment
7. Harassing,
8. Illegal,
9. In any way harmful to minors in accordance with the federal Children's Internet Protection Act

- C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
- D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system;
- E. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain or political lobbying is prohibited;
- G. Wastefully using resources, including print resources;
- H. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system.
- I. Gaining unauthorized access to resources or entities, i.e. "hacking"
- J. Invading the privacy of individuals;
- K. Using another user's account or password;
- L. Posting material authorized or created by another without his/her consent;
- M. Posting anonymous messages;
- N. Using the network for commercial or private advertising;
- O. Forging of electronic mail messages;
- P. Creation and sending of harassing electronic mail messages;
- Q. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- R. Using the network while access privileges are suspended or revoked; and

- S. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

#### IV. STAFF SUPERVISION

Staff members should become familiar with this procedure and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of this policy, they should correct the student and address the matter in accordance with this procedure and the Board of Education's general disciplinary policies and procedures.

#### V. COMPENSATION

The student and/or the student's parent(s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures

#### VI. SECURITY

Network security is a high priority. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and school network systems. User account names and passwords are not to be shared or published in any manner. If the student or employee identifies or perceives a security problem or a breach of these responsibilities on the Internet or school system's networks, the user must immediately notify the principal, his/her designee, or central office administrative staff. The student or employee must not demonstrate the problem to other student users, employees, or general public. Any attempt by a student to log on to the network or Internet as a system administrator or teacher/supervisor will result in cancellation of user privilege.

#### VII. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.

#### VIII. HARASSMENT

Harassment is defined as the persistent annoyance of another user or the interference in another user's work. Harassment includes, but is not limited to, the sending of unwanted or duplicate electronic mail. Harassment will result in cancellation of privileges and other disciplinary action.

#### IX. NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- A. Be polite. Do not become abusive in messages to others,



thereof. Must be present for all events.

Kitchen: \$25.00

Lunchroom Manager: Must be present to assist and supervise if kitchen is rented - Managers will be paid 1 ½ time their regular hourly rate. Assisting is defined as locating utensils and equipment, advising on proper operation of equipment and helping with proper storage of utensils and equipment. A minimum fee of \$50.00 will be charged.

Meal or portion of meal prepared by school food service staff: When any portion of the meal is to be prepared by the school food service staff, the school food service manager and each of her assistants will be paid 1 ½ time their regular hourly rates.

**Please note that payment for the rental of facilities must be in the form of cash, cashier's check, or money order. The payment is required three days prior to the event.**

Forms for requesting rental of facilities may be obtained in the Central Office.

All requests must be approved by the Superintendent.

### USE OF CAFETERIA BY SCHOOL CLUBS/ORGANIZATIONS

School clubs and organizations wishing to use one of the school cafeteria/kitchen must make a request on the appropriate form. A lunchroom manager or assistant manager must be present to assist and supervise if the kitchen is used. If the club/organization wishes the lunchroom staff to prepare or assist in preparation of a meal, the club sponsor must check with the lunchroom manager to determine how many staff members will be needed. All lunchroom staff members, including managers, will have to be paid for their services. They will be paid by the hour. Each person is paid based on their current salary, so this will have to be calculated each time the facility is requested, based on the staff requested. You will be notified an approximate cost prior to the event. A timesheet for each staff member will be turned in to the central office after the facility is used. The central office will notify the organization's representative of the total cost. This will be due and payable to the Evans County Board of Education three days prior to the event.

## **SCHOOL SYSTEM RECORDS RETENTION GUIDELINES**

Evans County School System will follow the Georgia Archives Local Government Schedule for Retention. See documents beginning on next page.

## COVID-19 OPENING GUIDELINES

Departments:	Substantial Spread	Moderate Spread	Minimal Spread	Low/No Spread
<b>Facilities</b>	Closed	TBD with Local Health Officials	Open August 10, 2020	Open August 10, 2020
<b>Potential Closures</b>	7-14 days or longer	3-7 days	None	None
<b>Preventive Measures &amp; Maintenance</b>	Deep cleanings	<ul style="list-style-type: none"> <li>•Signage</li> <li>•Hand Sanitizer</li> <li>•Hand Soap</li> <li>•Nursing Protocols</li> <li>•Require PPE (commons areas)</li> <li>•Highpoints Daily 2x</li> <li>•Social Distancing as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>•Signage</li> <li>•Hand Sanitizer</li> <li>•Hand Soap</li> <li>•Nursing Protocols</li> <li>•Require PPE (commons areas)</li> <li>•Highpoints / Restrooms Daily 2x</li> <li>•Social Distancing as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>•Signage</li> <li>•Hand Sanitizer</li> <li>•Hand Soap</li> <li>•Nursing Protocols</li> <li>•Allow PPE</li> <li>•Highpoints / Restrooms Daily</li> </ul>
<b>Academics</b>	Distance Learning: <ul style="list-style-type: none"> <li>•K-3 Learning Packets</li> <li>•4-12 Chrome Books(updated at distribution sites)</li> <li>•Hot Spots on food buses</li> </ul>	Hybrid: <ul style="list-style-type: none"> <li>•K-3 Learning Packets</li> <li>•4-12 Chrome Books (upload upon return)</li> <li>•Hot Spots on buses/schools</li> </ul>	Traditional w/ Modifications: <ul style="list-style-type: none"> <li>•Integrating virtual learning (Google Classroom)</li> <li>•Social distancing as much as possible</li> <li>Limited class exchanges</li> <li>•Limited group work/shared supplies</li> </ul>	Traditional: <ul style="list-style-type: none"> <li>•MAP</li> <li>Win Time / ELT</li> <li>•Integrating virtual learning (Google Classroom)</li> <li>•Monitor group work/shared supplies (S/D)</li> </ul>
<b>Athletics</b>	Follow GHSA Guidelines / Local EMA & PHD	Follow GHSA Guidelines / Local EMA & PHD	Follow GHSA Guidelines	Follow GHSA Guidelines
<b>School Nutrition</b>	Distribution Sites	Hybrid: <ul style="list-style-type: none"> <li>•3 days or less, no service</li> <li>•4 days or more, distribution sites</li> </ul>	Traditional: <ul style="list-style-type: none"> <li>•Pre-serve portions</li> <li>•Hand Sanitizer</li> <li>•Highpoints between services</li> <li>•PPE for employees</li> <li>•Social-distancing / reduced #s</li> </ul>	Traditional: <ul style="list-style-type: none"> <li>•Pre-serve portions</li> <li>•Hand Sanitizer</li> <li>•Highpoints between services</li> <li>•PPE for employees</li> </ul>
<b>Transportation</b>		Used for food distribution/hot spots &	Traditional: <ul style="list-style-type: none"> <li>•Hand sanitizer</li> </ul>	Traditional: <ul style="list-style-type: none"> <li>•Hand sanitizer</li> </ul>

	Used only for food distribution/hot spots	athletics as determined by GHSA, EEMA, PHD	<ul style="list-style-type: none"> <li>•Cleaning before/after routes</li> <li>•Require PPE</li> <li>•Rostering by family units as much as possible</li> <li>•Load back to front / Unload front to back</li> <li>•Limiting field trips</li> </ul>	<ul style="list-style-type: none"> <li>•Cleaning before/after routes</li> <li>•Allow PPE</li> <li>•Rostering by family units as much as possible</li> <li>•Load back to front / Unload front to back</li> </ul>
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# Georgia Archives

University System of Georgia

## Local Government Records Retention Schedules

CATEGORY: **ADMINISTRATION (01)** [ Total entries: 43 ]

### **LG-01-001 | Accident Reports**

**Description:** Reports of accidents involving government owned vehicles.

**Retention:** 7 years

**Updated:** October 20, 2016

### **LG-01-005 | Ad Hoc Narrative Reports**

**Description:** Ad Hoc Narrative Reports that describe agency functions and activities.

**Retention:** 10 years

**Updated:** October 20, 2016

### **LG-01-003 | Annexation Files**

**Description:** Records documenting the addition and/or incorporation of land into an existing city or county area.

**Retention:** Permanent

**Updated:** October 20, 2016

### **LG-01-004 | Annual Reports**

**Description:** Annual reports that describe agency functions and activities.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-006 | Audio and Video Recording of Official Meetings**

**Description:** Audio and video of Council Meetings used for the preparation of written minutes.

**Retention:** 90 days after minutes are prepared and verified.

**Updated:** October 20, 2016

## **LG-01-007 | Certificate of Proof of Insurance**

**Description:** Certificate of Liability Insurance for contractors

**Retention:** 7 years after contract expires

**Updated:** October 20, 2016

## **LG-01-008 | City Charter**

**Description:** Includes the constitution and by-laws of an incorporated city.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-009 | Code Violations**

**Description:** Any violations of the Code of Ordinances pertaining to property.

**Retention:** 3 years

**Updated:** October 20, 2016

## **LG-01-010 | Community Service Forms**

**Description:** Records documenting the terms of community service work or documenting the work provided.

**Retention:** 3 years after completion of service or project

**Updated:** October 20, 2016

## **LG-01-011 | Correspondence, Administrative**

**Description:** This series includes communications that document formal decisions regarding significant matters.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-012 | Correspondence, General**

**Description:** This series includes correspondence that documents formal decisions regarding routine matters. If correspondence is related to records like contracts, bid selections, and the like where the retention is longer than five years but it would not be appropriate to keep permanent then the correspondence should be filed with the corresponding record.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-013 | Correspondence, Transitory**

**Description:** This series includes records and communications received or sent that do not document decisions regarding significant matters.

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

## **LG-01-014 | Crisis or Disaster Records**

**Description:** Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-015 | Daily Broadcast Logs**

**Description:** Records documenting agency daily broadcast activities via radio or television.

**Retention:** 2 years

**Updated:** October 20, 2016

## **LG-01-016 | Daily/Monthly Activity Reports**

**Description:** Record of daily/monthly activities.

**Retention:** 2 years

## **LG-01-017 | DCA Mandated Surveys**

**Description:** Surveys required by the Department of Community Affairs; includes, but is not limited to, Solid Waste Management Survey and Full Cost Report, Report of Local Government Finances, Independent Authority Bonded Indebtedness Form, Wage and Salary Survey, and Government Management Indicators Survey.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-018 | e-Certified Mail and Return Receipts**

**Description:** Technology implemented to replace the "Green Card" certified mail receipts.

**Retention:** 1 year, retain with corresponding documentation.

**Updated:** October 20, 2016

## **LG-01-019 | Easements**

**Description:** Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons).

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-020 | Emergency Preparedness Plans**

**Description:** Business recovery plans for man-made and natural disasters.

**Retention:** 5 years after superseded

**Updated:** October 20, 2016

## **LG-01-022A and LG-01-022B | Emergency Relief Grant Records**

**Description:** Records documenting eligibility for financial assistance following a natural or other type of disaster.

**Retention:** (LG-01-022A) Records documenting federal grant; 5 years after final close out; (LG-01-022B) Other records: 3 years.

**Updated:** October 20, 2016

## **LG-01-023 | Federal and State Grant Final Reports**

**Description:** Final narrative summary submitted according to requirements of the funding agency.

**Retention:** 5 years after final closeout

**Updated:** October 20, 2016

## **LG-01-024 | Historic Preservation Files**

**Description:** Records documenting preservation of local landmarks and buildings.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-025 | Maps, Plats, and Drawings**

**Description:** Records documenting the location of roads, subdivisions, water, and sewage lines.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-002-A and LG-01-002-B | Meeting Agendas, Minutes, and Packets**

**Description:** Records documenting proposed and executed proceedings of agency meetings.

**Retention:** Minutes and approved attachments: Permanent; All other records: 5 years

**Updated:** October 20, 2016

## **LG-01-026 | Meeting Notices**

**Description:** Official notification of the time and place of regular and special meetings.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-041 | Milestone Event Record**

**Description:** Speeches and records documenting events marking a milestone in the local government.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-027 | Open Records Act Requests and Correspondence**

**Description:** Inquiries from members of the public requesting access to information under the Georgia Open Records Act (O.C.G.A 50-18-70 et.seq.).

**Retention:** 3 years

**Updated:** October 20, 2016

## **LG-01-028 | Petitions**

**Description:** Signatures of local residents requesting action by an agency on a specific issue.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-031 | Photographs or Videos - Other**

**Description:** With no historical significance

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

## **LG-01-030 | Photographs or Videos for Maintenance or Project Records**

**Description:** Pictures collected by public works, parks, and community development departments during the course of performing and/or documenting routine work and maintenance.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-029 | Photographs or Videos of Historical Significance**

**Description:** Aerial and other photographs of county property and functions.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-032 | Policies and Procedures**

**Description:** Standard operating practice for business processes

**Retention:** Permanent. Retain 1 copy

**Updated:** October 20, 2016

## **LG-01-033 | Printing Service Files**

**Description:** Includes printing requests, cost estimates, mock-ups, proofs, and printing plates.

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

## **LG-01-034A and LG-01-034B | Project or Grant Applications**

**Description:** Applications for awards, grants, projects, et cetera.

**Retention:** (LG-01-034A) 2 years, if not awarded. (LG-01-034B) Otherwise, 7 years after completion or award.

**Updated:** October 20, 2016

## **LG-01-035 | Publications**

**Description:** Newsletters, handbooks, pamphlets, and brochures published by the agency.

**Retention:** Permanent. Retain 1 copy

**Updated:** October 20, 2016

## **LG-01-036 | Relocation Assistance Files**

**Description:** Records documenting financial assistance to individuals searching for new homes under the Community Development Program.

**Retention:** 5 years

**Updated:** October 20, 2016

## **LG-01-037 | Reports, Periodic**

**Description:** Quarterly and other narrative reports (not annual) that describe agency functions and activities.

**Retention:** 3 years

**Updated:** October 20, 2016

## **LG-01-038 | Resolutions and Ordinances**

**Description:** Local laws and actions adopted by the board of county commissioners.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-039 | Right-of-Way Agreements**

**Description:** Agreements with property owners specifying the terms of access to property for public works purposes.

**Retention:** Permanent

**Updated:** October 20, 2016

## **LG-01-040 | Special Event Records**

**Description:** Speeches and records that reflect special events held or approved by the local government. E.g. parades, art show, auto show, craft show, holiday events.

**Retention:** 5 years after the event

**Updated:** October 20, 2016

## **LG-01-042 | Surveillance Video (Static)**

**Description:** Building or departmental video that monitors activities or traffic of a department or

building.

**Retention:** 180 days

**Updated:** October 20, 2016

## **LG-01-043 | Visitors Logs and Sign-In Sheets**

**Description:** Consists of sign-in forms or sheets generally located at an agency's reception desk to document visitors to the facility.

**Retention:** 2 years

**Updated:** October 20, 2016

## **LG-01-044 | Website Information**

**Description:** The website reflects Records stored elsewhere as the copy of record.

**Retention:** Retain until superseded.

**Updated:** October 20, 2016

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260  
[www.georgiaarchives.org](http://www.georgiaarchives.org)

# Georgia Archives

## University System of Georgia

# Local Government Records Retention Schedules

CATEGORY: **EDUCATION (06)** [ Total entries: 82 ]

## 96 | Accident Reports, Student or Visitor

**Description:** Reports and investigations of injuries occurring on the school campus

**Retention:** 5 years

**Legal Citation:** O.C.G.A. 34-9-1; 34-9-12; 9-3-33

## 223 | Adult and Community Education Program Course Offerings

**Description:** Lists of courses offered for each term

**Retention:** Permanent. Retain 1 copy.

**Legal Citation:** O.C.G.A. 20-4-42

## After-School Program Daily Records

**Description:** Non-financial school records documenting daily attendance and activities of the after-school program, such as attendance, late pick up, etc.

**Retention:** Retain for useful life

## 103 | Annual Reports, Driver Education

**Description:** Annual reports to the state on the number of students and teachers participating in driver's ed programs

**Retention:** 3 years

## 94 | Attendance Records for Home-Schooled Students

**Description:** Records documenting required hours of study for home schooled students

**Retention:** Retain until student reaches age 18

**Legal Citation:** O.C.G.A. 20-2-690; 20-2-690.1; 20-2-692

## **AYP, School Choice and Permissive Transfers, Denied**

**Description:** Records documenting requests to transfer schools within a school district through permissive transfers or school choice transfer programs

**Retention:** 3 years

**Legal Citation:** 34 CFR 80.42 (b) and 200.44

## **81 | Behavior Policy/Code of Conduct Records**

**Description:** Copies of written school policy of student behavior, signed annually for each student by parent or guardian

**Retention:** 1 year or until superseded

**Legal Citation:** O.C.G.A. 20-2-736; 20-2-737; 20-2-738

## **Certificate of Noncompliance-Loss of Drivers License**

**Description:** Information provided by the local school system to the Department of Drivers' Services as notification that the individual is not qualified to hold a driver's license based on dropping out of school or lack of attendance

**Retention:** 3 years

## **147 | Certificates of Eligibility - Migrant Education Agency**

**Description:** documents relate to the eligibility of migrant families to participant in the migrant education program

**Retention:** 6 years

**Legal Citation:** O.C.G.A. 20-2-189; 20-2-160

## **82 | Civil Rights Reports**

**Description:** Statistical reports analyzing racial and gender breakdowns of student bodies

**Retention:** Final Report: Permanent; All other records: 6 years

## **143 | Class Rolls**

**Description:** Lists of students in each class

**Retention:** 3 years

## **237 | Clinic Activity Information**

**Description:** Documents the disbursing of medication and clinic visits by students

**Retention:** 3 years

**Legal Citation:** O.C.G.A. 9-3-33

## **140 | Completed and Graded Student Work, Not Returned to Student**

**Description:** Tests and other school assignments not returned to the student

**Retention:** Return until end of school year

## **98 | Contracts, Teacher**

**Description:** Documents school contracts for teaching services

**Retention:** 7 years after expiration

**Legal Citation:** O.C.G.A. 9-3-24

## **91 | Court-ordered Busing Plans and Maps**

**Description:** Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes, that were created originally in response to a court order

**Retention:** Permanent

## **120 | Curriculum Course Guides**

**Description:** Handbook documenting the content, objectives, and evaluation criteria for all school courses

**Retention:** Permanent. Retain 1 copy

**Legal Citation:** O.C.G.A. 20-2-140; 20-2-141

## **Declarations of Intent, Home School**

**Description:** Notices by parent or guardian that a child will participate in a home study program

**Retention:** 5 years

## **Department and Program Operational Records**

**Description:** Documentation of day-to-day operations of a department or program, including correspondence and reports

**Retention:** 5 years

## **105 | Driver Education Vehicle Agreements, Returned Vehicles**

**Description:** Documents the acquisition of vehicles for the driver's ed program

**Retention:** 7 years

**Legal Citation:** O.C.G.A. 9-3-24

## **209 | Dropout Reports**

**Description:** Reports generated to document students who cease attending school

**Retention:** 5 years

**Legal Citation:** O.C.G.A. 20-14-33; 20-14-34

## **215 | Emergency Contact Cards**

**Description:** Record of individuals to be notified in event of student accident or illness

**Retention:** Retain for useful life.

## **141 | Emergency/Fire Drill Reports**

**Description:** Documentation of all fire drills held in each school

**Retention:** 3 years

## **163 | Enrollment Records - Student did not Attend**

**Description:** Records relating to students accepted for enrollment who did not attend school

**Retention:** 1 year

## **151 | Federally-Affected Areas Membership Counts**

**Description:** Reports of numbers of students whose parents reside or are employed on federal property

**Retention:** 5 years

## **173 | Field Trip Authorizations/Parental Permissions**

**Description:** Authorization of parent for student to participate in an off-campus school activity

**Retention:** Retain until end of school year

## **115 | Georgia High School Association Files**

**Description:** Documents school participation in the state high school association

**Retention:** 5 years

## **Gifted and Talented Program Selection and Placement Requirements Documentation**

**Description:** Core documentation about the admission criteria and program requirements

**Retention:** Permanent. Retain 1 copy

## **164 | Grade Distribution and Failure Reports**

**Description:** Statistical analysis of student grades and attendance

**Retention:** 3 years

## **142 | Grade Reports**

**Description:** Reports by student of individual test scores and average course grade

**Retention:** 1 year after date distributed

**Legal Citation:** O.C.G.A. 2-2-86

## 155 | Graduate and Class Ranking Lists

**Description:** Listings of graduates and ranking in class

**Retention:** Permanent

## 240 | Honor Rolls

**Description:** Listing of students placed on various honor rolls for academic achievement

**Retention:** Grades K-8: 2 years. Grades 9-12: 5 years.

## Investigation Files

**Description:** Records documenting investigations involving teachers, parents, and/or students

**Retention:** 7 years

**Legal Citation:** O.C.G.A. 17-3-1 (c)

## Learning Resources Services (GLRS) Files

**Description:** Records documenting programs for the handicapped through the Georgia Learning Resources Services

**Retention:** 5 years

## Limited English Proficient (LEP) Student Records

**Description:** Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)

**Retention:** 5 years

## 85 | Private School Enrollments

**Description:** Reports submitted to the state about enrollments in private schools

**Retention:** Permanent

**Legal Citation:** O.C.G.A. 20-2-690

## 254 | Private Tutor Records

**Description:** Teaching certificates and other required documentation for individuals who "home school" students

**Retention:** 5 years after instruction ends

**Legal Citation:** O.C.G.A. 20-2-200

## Race and Ethnicity Forms

**Description:** Records documenting the race/ethnicity of individual students within the school system

**Retention:** 3 years

**Legal Citation:** 34 CFR 74.53 and 80.42; chapter 5 of Managing an Identity Crisis: Forum Guide to Implementing new Federal Race and Ethnicity Categories (NFES 2008-802)

## Reports to State Department of Education

**Description:** Report of statistical information to the state

**Retention:** Annual reports: 10 years; Periodic reports: 5 years

## 167 | Requests for Transcripts

**Description:** Records documenting requests from former students for copies of their records

**Retention:** 1 year

## 174 | Requests to Use School Bus

**Description:** Requests by individual schools to use a school system bus and driver for a special trip

**Retention:** 3 years

## 214 | Safe and Drug-Free Schools Records

**Description:** Records documenting the activities and initiatives sponsored by this federally-funded program

**Retention:** 3 years

## **118 | Scholarships and Awards**

**Description:** Documents the selection of outstanding students to receive scholarships

**Retention:** Retain for useful life.

**Legal Citation:** O.C.G.A. 20-2-306

## **175 | School Bus Drivers Physical Exams**

**Description:** Certification of bus drivers for satisfactory physical condition

**Retention:** 2 years or until replaced with new certificate

## **211 | School Bus Schedules**

**Description:** Information about schedules, timing, and distance for individual buses

**Retention:** 1 year or until superseded

## **School Censuses**

**Description:** Compilation of numbers of school aged children

**Retention:** 2008 and Prior: Permanent; Post-2008: Retain for useful life.

## **256 | School Construction Project Files**

**Description:** Records documenting all activities pertaining to planning and construction of educational facilities

**Retention:** Retain for life of facility

## **117 | School History Records and Objects**

**Description:** Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system

**Retention:** Permanent

## **165 | School Psychologist/Psychometrist Files**

**Description:** Records, such as evaluations, created by the school system psychologist or psychometrist

**Retention:** 5 years

**Legal Citation:** O.C.G.A. 20-2-152

## **144 | School Social Worker Reports**

**Description:** Statistical reports of caseload to the state

**Retention:** Annual: 15 years; Periodic: 3 years

## **90 | School System Rezoning Records**

**Description:** Documents relating to the revision of student attendance zones to maximize the use of school facilities

**Retention:** Approved Plan: Permanent All other records: 3 years

**Legal Citation:** O.C.G.A. 21-2-261.1

## **77 | School System Studies and Reports**

**Description:** Studies of the conditions and funding levels in the school system

**Retention:** Refer to retention for periodic reports in the Administrative Category.

**Legal Citation:** O.C.G.A. 20-2-182

## **80 | Southern Association of Colleges and Schools (SACS) Applications for Accreditation**

**Description:** Applications for and certificates of accreditation by SACS

**Retention:** Accreditation Certificate: Permanent. Applications: 5 years

**Legal Citation:** Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411

## **79 | Southern Association of Colleges and Schools (SACS) Self Study Reports**

**Description:** Accreditation review and maintenance records

**Retention:** Final Report: Permanent; All other records: Retain until completion of report

**Legal Citation:** Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411

## **218 | Special Education Program Selection and Placement Requirements Documentation**

**Description:** Core documentation of admission criteria and program requirements

**Retention:** Permanent. Retain 1 copy.

**Legal Citation:** O.C.G.A. 20-2-152

## **160 | Standardized Test Results**

**Description:** Records documenting the administration and results of state required standardized student testing programs.

**Retention:** 4 years

## **Standardized Test Summary Reports**

**Description:** Records documenting state required standardized student test summaries showing overall school or system results.

**Retention:** 10 years.

## **606 | Stipends**

**Description:** Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities

**Retention:** 7 years

**Legal Citation:** O.C.G.A. 9-3-24; Administrative Code 160-3-3-.04

## **Student Activities History Files**

**Description:** Documentation of student clubs and organizations, events, publications, contests, and competitions.

**Retention:** Refer to retention for Scrapbooks in the Administrative Support Category

## **159 | Student Counseling Test Records**

**Description:** Teacher counseling records for individual students

**Retention:** Retain for useful life

## **162 | Student Discipline and Suspension Records, Resolved**

**Description:** Records of disciplinary action of problem students

**Retention:** 7 years or until age 22, whichever is shorter.

**Legal Citation:** O.C.G.A. 20-2-751.6; 20-2-752; 20-2-753; 20-2-754; 20-2-755; 20-2-756; 20-2-757; 20-2-758

## **Student Due Process Disciplinary Hearings Files**

**Description:** Documentation of evidence, transcripts, and decisions based on due process hearings

**Retention:** 15 years or until age 22, whichever is shorter

## **148 | Student Education and Health Records - Migrant Education Agency**

**Description:** Documents relating to the educational progress and health status of migrant students

**Retention:** Retain until records received from local school system

## **213 | Student Excuses**

**Description:** Communications from a student's parent or guardian indicating the reason for the student's absence

**Retention:** Retain until end of school year

## **Student Health Management Plans**

**Description:** Information documenting prescribed medicines and medical conditions of individual students

**Retention:** 2 years after graduation or date of last attendance

## **161 | Student Records, District Created**

**Description:** Official record of the individual student for his/her period of enrollment at a school; includes attendance reports, transcripts, standardized test scores (CRCT, GHST, etc.)

**Retention:** Permanent

## **Student Records, Personal and Non-District Created**

**Description:** Records only required or presented to the school district while the student is enrolled and those not created by the school district; including birth certification, immunizations, medical, legal, and optional testing (ACT, SAT, etc.) records

**Retention:** Give to student/parent at graduation or at time of withdrawal or retain after 1 year of leaving school district

**Archival Instructions:** Vital Record - duplicate and store offsite

## **157 | Student Records, Special Education**

**Description:** Individual student records for the special ed program

**Retention:** Retain until age 22 and notification of parents.

**Legal Citation:** 34 CFR 300.624

## **166 | Student Remediation Files**

**Description:** Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam

**Retention:** 4 years after graduation or last attempt to complete

## **168 | Student Requests for Early Release from School**

**Description:** Requests for early release from school for work or travel purposes

**Retention:** Retain until end of school year

## **604 | Student Sign-Out Sheets**

**Description:** Record documenting students leaving campus for work, lunch or other purposes

**Retention:** Retain until end of school year

## **238 | Student Support Team (SST) Files**

**Description:** Records supporting the identification and recommended modifications in student behavior

**Retention:** 2 years after student leaves the school district

## **97 | Summer School Files, Vocational**

**Description:** Records documenting the operation of summer vocational education programs

**Retention:** 5 years

**Legal Citation:** O.C.G.A. 20-2-168

## **Teacher Disciplinary Actions, Closed**

**Description:** Records used to investigate complaints against teachers

**Retention:** Founded: 20 years after settlement of case; Unfounded: 1 year after investigation completed

## **216 | Teacher Lesson Plans**

**Description:** Documentation of teaching plans including subject, class period, activity, and/or project

**Retention:** 2 years

**Legal Citation:** O.C.G.A. 20-2-200

## **99 | Teacher Program of Work Files**

**Description:** Documentation of all planning activities and schedules for contract teachers

**Retention:** 1 year

## **121 | Teacher, Parent, Student Handbooks**

**Description:** Handbooks explaining school operating procedures

**Retention:** Permanent. Retain 1 copy

**Legal Citation:** O.C.G.A. 20-2-736

## 146 | Teacher's Record of Student Attendance

**Description:** Attendance register documenting daily attendance in each class

**Retention:** Pre-1940: Permanent Post-1940: 2 years

**Legal Citation:** O.C.G.A. 20-2-697

## 145 | Teacher's Student Folders

**Description:** Teacher's working file on each student

**Retention:** Retain for useful life

## 122 | Textbook Adoption Recommendations

**Description:** Recommendations for the selection and purchase of textbooks

**Retention:** 10 years

**Legal Citation:** O.C.G.A. 20-2-1014; 20-2-1012; 20-2-1011

## 123 | Textbook Requisition Files

**Description:** Contracts and orders of approved course texts

**Retention:** 1 year after new adoption implemented

**Legal Citation:** O.C.G.A. 20-2-1014

## Title I Program Records

**Description:** Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform

**Retention:** 3 years after the financial report for the grant year

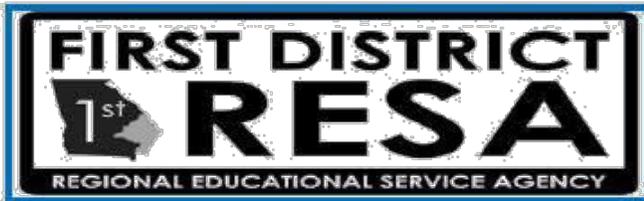
## 158 | Visiting Teacher Case Files, School Social Worker

**Description:** Records of guidance provided to problem students by the school social worker

**Retention:** 2 years

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260

[www.georgiaarchives.org](http://www.georgiaarchives.org)



## Drug Free Workplace Employee Awareness Educational Update

2019-2020

### Safe, Healthy, and Supportive Schools Program

Substance abusers are in virtually every workforce. Most people who abuse alcohol or illicit drugs are employed. Seventy-three percent of illicit drug users are employed either full or part-time. Studies reveal that employees who abuse drugs have a tremendously harmful effect on the workplace. **The Safe and Drug Free Schools & Communities Act (SDFSCA), 20 U.S.C. 3171** requires all school systems to adopt and implement a program to "prevent the use of illicit drugs and alcohol by students/employees." The federal **Drug Free Workplace Act, 41 U.S.C. Section 702** requires employees to notify their employer within five days of a conviction of any criminal drug statute for a violation occurring in the workplace. However the **Georgia Drug Free Public Work Force Act, O.C.G.A. 45-23-1** requires public employers to suspend an employee for a second offense. This applies to any drug offense regardless of where it occurs. *It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol in the workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. It is the responsibility of each staff member to become familiar with the contents of and to read and abide by his/her system Drug Free Workplace policies and procedures.*

Employees with CDL's who drive school buses have additional workplace regulations that must be followed. Bus drivers must adhere to the U.S. Department of Transportation Federal Highway Motor Carrier Safety Administration regulations.

Working in an environment that is alcohol and drug free has many advantages for all employees. Employees benefit from knowing a drug free workplace applies not only to them, but also to all workers. In an effort to encourage employees to get help for drug abuse problems, the **Georgia Drug Free Public Work Force Act** allows an employee to retain employment while receiving drug abuse treatment according to specific conditions. PRIOR to an arrest for a drug offense, an employee may notify the Board of Education or Superintendent that he/she uses illegal drugs and wants to receive treatment at his/her own expense. The employee is then entitled to maintain employment for up to one year as long as the employee follows the treatment plan prescribed by the treatment provider. *(See your own local policy for additional provisions.)*



### OPIOIDS

48.5 million Americans have used illicit drugs or misused Rx drugs. On average, 130 Americans die everyday from an opioid overdose.

Research shows that some risk factors make people particularly vulnerable to prescription opioid abuse and overdose including:

- Obtaining overlapping prescriptions from multiple providers
- Taking high doses of Rx pain relievers
- Having mental illness or history of alcohol or other substance abuse
- Living in rural areas and having low income

*(Centers for Disease Control & Prevention)*

### National Drug & Alcohol IQ Challenge

Test your knowledge about current trends and issues surrounding alcohol and drugs. Take the 2019 Challenge!

<https://teens.drugabuse.gov/quiz/national-drug-alcohol-facts-challenge/2019> [week/take-iq](#)





## FOSTERING SCHOOL CONNECTEDNESS

**Improving Student Health and Academic Achievement** - Students feel more connected to their school when they believe that the adults and other students at school not only care about how well they are learning, but also care about them as *individuals*. All school staff can have a positive influence on students' lives.

### Students who feel connected to their school are:

- More likely to attend school regularly, stay in school longer, and have higher grades and test scores.
- Less likely to smoke cigarettes, drink alcohol, or have sexual intercourse.
- Less likely to carry weapons, become involved in violence, or be injured from dangerous activities such as drinking and driving or not wearing seat belts.
- Less likely to have emotional problems, suffer from eating disorders, or experience suicidal thoughts or attempts.

### Strategies and Actions Schools Can Take:

1. Create processes that engage students, families, and communities.
2. Provide opportunities for families to be actively involved in their children's academic and school life.
3. Provide students with academic, emotional, and social skills they need.
4. Use effective classroom management and teaching methods to foster a positive learning environment.
5. Participate in professional development opportunities to enhance your abilities to meet the diverse needs of your students.
6. Promote open communication, trust, and caring among school staff, families, and community partners.

*(Centers for Disease Control & Prevention)*

### Universal Precautions

The **Georgia Board of Education Rule #160-1-3-.03** requires all schools to adopt routine procedures consistent with the Centers for Disease Control and Prevention's Universal Precautions for handling blood and bodily fluids. The **Georgia BOE rule #160-1-3-.03** on communicable diseases requires that, based on reasonable medical judgment, the school system shall allow an infected student or employee to remain in his or her educational or employment setting unless he/she currently presents a significant health risk of contagion.

**PLEASE SEE YOUR LOCAL SYSTEM'S POLICY THAT ADDRESSES COMMUNICABLE DISEASES.**

### BLOODBORNE PATHOGENS

The three most common **bloodborne pathogens (BBPs)** are **Human Immunodeficiency Virus (HIV)**, **Hepatitis B Virus (HBV)**, and **Hepatitis C (HCV)**. Following standard precautions can help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These "universal precautions" require that all blood and other body fluids be treated as if they are infectious. Precautions include maintaining personal hygiene and using protective equipment, workplace practice controls and proper equipment, cleaning and spill clean-up procedures.

### STRESS REDUCTION CHECKLIST

See how many you can check off in the next 30 days on your way to a better life.

- Set priorities. Focus on what's important. Let the other stuff go.
- Identify tasks that you can share or delegate. Then ask for help, if needed.
- Get organized. Disorder can make things confusing and hard to remember.
- Set short-term goals you can reach. Reward yourself for meeting them!
- Say no – gracefully – to taking on more obligations.
- Focus on the positive. Choose to look for the good in others and yourself.
- Laugh! Look for humor everyday.
- Listen to music. Choose tunes that relax or revive you.
- Remember, things don't have to be perfect. Sometimes "good enough" is just fine.
- Get regular **exercise**. Find something you like doing that you can work into your schedule.

*(WebMD)*



### TAKE PRECAUTIONS

Whenever blood and body fluids are present:

- ♦ Use a barrier (latex/rubber gloves, a thick layer of paper towels or cloth).
- ♦ Soiled clothes of the injured person must be bagged to be sent home.
- ♦ Place waste in plastic bag for disposal.
- ♦ Thoroughly wash hands with soap and water!

**First District Regional Educational Service Agency**

*Safe, Healthy, and Supportive Schools Program*

[www.fdrsra.wixsite.com/shss](http://www.fdrsra.wixsite.com/shss)

**912-842-5000**



### Do You Know About Dabbing?

Dabbing is a form of consuming highly concentrated marijuana in a vaporized form. Dabbing has recently been growing in popularity as a different way of using marijuana especially in states where marijuana is legal. Dabbing allows the user to ingest a high concentration of Tetrahydrocannabinol (THC), the psychoactive ingredient in marijuana.

Butane Hash Oil (BHO), an oil or wax-like substance extracted from the marijuana plant, is placed on a "nail" attached to a specialized glass bong called a "rig." A blow torch is used to heat the wax, which produces a vapor that can then be inhaled. This ingestion method means the effects of dabbing can be felt instantaneously. A practice related to dabbing includes, placing hash oil in vaping devices. This extract can be 50-80 percent THC. Comparatively, regular marijuana is typically only about 12-13 percent THC. Because dabbing involves using marijuana with a much higher THC concentration, its physical and psychological effects may be more severe. In addition, because the process of creating BHO involves the flammable chemical butane, it can cause dangerous explosions.

## PBIS

### Positive Behavior Intervention & Supports

PBIS can be an organizing framework for schools to determine how they want to operate as a community ~ what type of learning environment they want to create and what that means in terms of student behavior. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes. More than 22,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgment or feedback of positive student behavior, will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted, and individualized interventions and supports to improve school climate for all students. *(OSEP Technical Assistance Center on Positive Behavior Interventions & Supports, 2009)*

### Teaching Social-Emotional Competencies

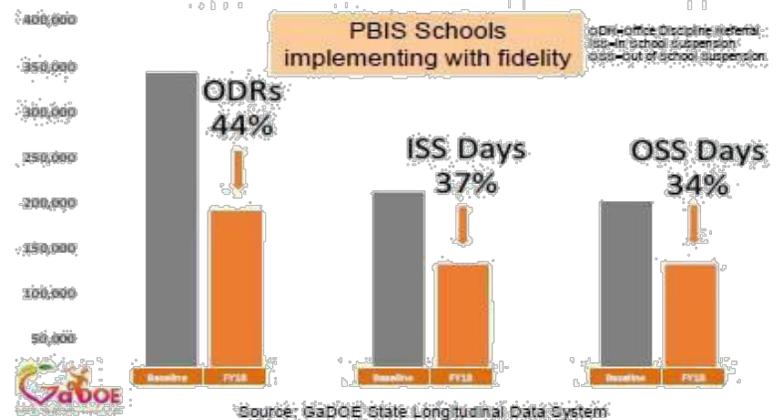
Increasingly, researchers have recommended teaching social-emotional competencies within a prevention-focused, multi-tiered public health model, because simply adopting a curriculum does not lead to adequate implementation or improved outcomes (Greenberg, Domitrovich, Weissberg, & Durlak, 2017; Merrell & Gueldner, 2010). Positive behavioral interventions and supports (PBIS) provides an ideal framework for promoting social-emotional competencies to improve outcomes for the whole child. ([www.pbis.org](http://www.pbis.org)) As school teams adopt social-emotional competency programs to target the needs of their students, a PBIS framework can provide the necessary structures to teach social-emotional competencies effectively, including the use of teams examining data to identify needs, monitor fidelity of implementation, and measure effects. *(GaDOE PBIS Strategic Plan)*

### Evidence-Based Practices

1. Maximize structure in your classroom.
2. Post, teach, review, monitor, and reinforce a small number of positively stated expectations.
3. Actively engage students in observable ways.
4. Establish a continuum of strategies to acknowledge appropriate behavior.
5. Establish a continuum of strategies to respond to inappropriate behavior.

*(Brandi Simonsen)*

### Return on Investment: Since 2014



### Do You Know Your School's School Climate Rating?

Georgia Insights has developed a user-friendly dashboard to display the results of the Georgia School Climate Star Rating. Each school receives a 1- to 5-star rating, with five stars representing an excellent school climate and one star representing a school climate most in need of improvement. This dashboard allows you to search for a school's performance on a number of indicators that are tied to the climate of that school.

<http://www.georgiainsights.com/school-climate-overview.html>

## Child Abuse Mandated Reporting

A report of alleged child abuse is made in Georgia every 14 minutes. **Section 19-7-5 of the Official Code of Georgia Annotated**, relating to reporting of child abuse, designated several categories of individuals as mandated reporters. These individuals, "having reasonable cause to believe that a child has been abused, shall report or cause reports of that abuse to be made." Mandated child abuse reporting under **OCGA 19-7-5** also includes endangering a child. All child service organization personnel are mandated reporters. Child service organization personnel means persons employed by or volunteering at a business or an organization, **whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs or shelter to children (O.C.G.A. 19-7-5(c)(1))**. There are five types of child abuse: Neglect, Endangerment, Emotional/Psychological, Physical Abuse, and Sexual Abuse or Sexual Exploitation. Mandated reporters only need "reasonable suspicion," not direct evidence to report. When you suspect a child is being maltreated, report your concerns to the designated reporter in your school or to your school administrator. To ensure the matter has been timely reported, you may follow-up in writing with your designated reporter and/or administrator. Remember, to make a report or cause a report to be made, mandated reporters only need to have "reasonable suspicion," not direct evidence to report. Reports must be made as soon as possible but at least within 24 hours ("real time"). **Any person or official required by Georgia law to report suspected cases of child maltreatment and who knowingly and willfully fails to do so shall be guilty of a misdemeanor.** Please also check with your school system for any additional requirements.



KnowBullying is a free mobile app that puts the power to prevent bullying in your hands. Find simple conversation starters to prevent bullying and help your child build resilience.

<https://store.samhsa.gov/apps/knowbullying>

### REPORT a THREAT

To report suspicious activity, please contact your local law enforcement or download the **"See Something, Send Something"** app on your smartphone. If it's an emergency, dial 911.

Go to: <https://gema.georgia.gov/report-threat> to get the digital app.

See Something? Send Something!



KEEP  
GEORGIA  
SAFE



The following organizations and resources provide free, confidential assistance.

#### SAMHSA'S NATIONAL TREATMENT HELPLINE

1-800-662-HELP (4357)

[www.samhsa.gov/find-help/national-helpline](http://www.samhsa.gov/find-help/national-helpline)

#### SUICIDE PREVENTION LIFELINE

1-800-273-TALK (8255)

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

#### DISASTER DISTRESS HELPLINE

1-800-985-5990

[www.samhsa.gov/find-help/disaster-distress-helpline](http://www.samhsa.gov/find-help/disaster-distress-helpline)

#### GEORGIA CRISIS & ACCESS LINE

1-800-715-4225

#### ALCOHOLICS ANONYMOUS

1-212-870-3400

[www.aa.org](http://www.aa.org)

#### GEORGIA TOBACCO QUIT LINE

1-877-270-7867

#### NAR-ANON

1-800-477-6291

[www.nar-anon.org](http://www.nar-anon.org)



#### EDUCATIONAL PREVENTION VIDEOS

"Dose of Reality" - <http://www.ndwa.org>  
"It's Not What the Doctor Ordered" -

[www.fdrsa.org](http://www.fdrsa.org)

#### PRESCRIPTION DRUG ABUSE PREVENTION

<https://stoprxabuseinga.org>

#### GEORGIA SCHOOL SAFETY HOTLINE

1-877-SAY-STOP

#### SUICIDE PREVENTION RESOURCE CENTER

[www.sprc.org](http://www.sprc.org)

#### HUMAN TRAFFICKING HOTLINE INFORMATION

1-888-373-7888

#### GEORGIA NATIONAL ALLIANCE MENTAL ILLNESS

1-770-234-0855

<https://namiga.org>

#### NATIONAL TRAUMATIC STRESS NETWORK

<https://www.nctsn.org>

#### GEORGIA DRUG DETOX

1-678-331-7430