Disclaimer

This handbook has been prepared to help familiarize you with some of our administrative rules and forms and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the administrative rules and forms of the Ware County Board of Education, the actual administrative rules and forms, which are far more lengthy and detailed, have been summarized to make the handbook more readable. There are additional administrative rules and forms not discussed in the handbook. In the event of a conflict between the handbook and an administrative rule or form, the administrative rules or forms shall control. Nothing in this handbook or in the administrative rules and forms is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or forms at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, Section G - Personnel, which can be found at the District's web site Ware County BOE District Policy.
Introduction

Board Members

Mission & Vision of the Ware County Board of Education

BOE Introduction

Central Office Administration

Central Office Staff

School Administrators/School Addresses


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The mission of the Ware County School System, in unity with the Ware County community, is to guarantee that all students are provided with superior instruction, resources (including technology), environment and guidance to ensure top quality graduates, with life-long learning skills, who can live responsibly in society.

VISION

It is the vision of the Ware County School District to be ranked among the leading school systems in Georgia in student achievement. State and local assessment results will reflect growth and excellence exceeding regional and state performance by five percent. Our schools shall be safe, healthy, caring environments where all students will make progress, staff members will perform to high standards, and our parent's/community stakeholders are partners.

BELIEFS

We Believe...
1. Education is essential.
2. Everyone can learn.
3. Everyone has dignity and worth.
4. Everyone deserves to be successful.
5. Everyone has talent and ability.
6. Everyone will be treated with respect.
7. All staff members will grow professionally.
8. Everyone has rights and responsibilities that carry consequences.
9. Teamwork and cooperation contribute to everyone’s success.
10. Effective two-way communication is essential to our organization’s success.
11. Everyone can make a positive contribution.
12. Concerns should be addressed at the lowest level possible.
14. Educational excellence is everyone’s responsibility.
15. Learning is a lifelong process.
INTRODUCTION INFORMATION

The Ware County Board of Education has authorized the publication of this handbook in accordance with School Board policies, procedures, and Georgia laws. It contains important information for school personnel. All employees should read this manual at the start of the school year and keep the handbook for future reference. **Have a great school year!**

The Personnel Manual is published annually and distributed to employees at the beginning of each school year. Inserts may be distributed as needed. Please direct questions or comments regarding the handbook to your immediate supervisor or contact the Human Resources Office at 912-283-8656.

**BOARD MEETINGS**

The Ware County Board of Education holds regularly scheduled public meetings at 6:00 p.m. on the second Tuesday of each month. Exceptions are noted on the school system website for the time and location of all meetings.

**BOARD POLICIES**

Please refer to the Ware County Board of Education Policy Manual for a complete list of all policies and procedures. The policy manual may be accessed via the school system website at [https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4170](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4170)

The Ware County Board of Education does not discriminate in any educational, employment or other activity under its jurisdiction on the basis of race, color, national origin, sex, disability, religion, veteran status, genetic information, or age in its programs and activities; and will honor all appropriate laws and regulations relating to discrimination.

It is the intention of the Ware County Board of Education that in matters of employment the provisions of this handbook shall be the same as Georgia law. Where there is a conflict in the provisions of this handbook and Board policy or Georgia law, the provisions of applicable Board policies and Georgia laws will take precedence.

**ACCREDITATION**

All schools in the Ware County School System are accredited by the Georgia Accrediting Commission and by AdvancED (Southern Association of Colleges and Schools).
SUPERINTENDENT AND CABINET ADMINISTRATION

Mr. Robert L. Smith (Bert)  
283-8656, Ext. 1105, 1107  
Superintendent

Dr. Lynn Barber  
287-2351, Ext. 231  
Director of CTAE

Mr. Robert Benchoff  
283-8656, Ext. 1147  
Director of Facilities and Maintenance

Dr. Sonya Bennett  
287-8656, Ext. 1136  
Director of Student Achievement

Ms. Mary Ann Chaney  
283-8656, Ext. 1113  
Director of Financial Services

Ms. Paige Coker  
283-8656, Ext. 1152  
Director of Special Projects/Public Relations

Ms. Janice Cribbs  
283-8656, Ext. 1119  
Director of Human Resources/Personnel

Ms. Laura Deen  
287-8656, Ext. 1111  
Director of School Nutrition

Dr. Reginna Germano  
283-8656, Ext. 1156  
Testing/Professional Learning/Title III Coordinator

Dr. Donna McClain  
283-8656, Ext. 1128  
Director of Special Education

Mr. Joe Meadows  
287-2318, Ext. 101  
Director of Transportation

Ms. Sonya Mixon  
283-8656, Ext. 1126  
Title I Coordinator

Mr. Dean Moody  
287-2318, Ext. 1137  
Director of Federal Programs

Dr. Jacqueline Turner  
283-8656, Ext. 1117  
Director of Student Services

Dennis Wainwright  
287-2307  
Coordinator of Technology
CENTRAL OFFICE STAFF

Ms. Glenda Aldridge
283-8656, Ext. 621
Print Shop Operator

Ms. Tammy Boyd
283-8656, Ext. 1110
School Nutrition Bookkeeper

Ms. Crystal Bussey
912-283-8656, Ext. 1118
Human Resources Assistant

Ms. Deborah Brooks
283-8656, Ext. 1129
School Psychologist

Ms. Priscilla Cristopher
283-8656, Ext 1145
Credit Union Manager/PT HR Assistant

Mr. Darryl Cribbs
283-8656, Ext. 622, 1157
Warehouse/Receiving Supervisor

Ms. Iesha Croom
283-8656, Ext 1106
Student Services Secretary

Ms. Eugenia Dixon
283-8656, Ext. 1115
Payroll/Leave/Benefits

Mr. Patrick Finn
287-2300, Ext. 1142
Technician Specialist

Ms. Kim Fraizer-Jones
283-8656, Ext. 1160
School Social Work Services Coordinator

Dr. Terri Garmon
283-8656, Ext. 1133
School Psychologist

Ms. Kim Gibson
283-8656, Ext. 1130
Parent Mentor

Ms. Alison Griffin
283-8656, Ext. 1101
Front Office Secretary/Receptionist

Ms. Alicia Harkleroad
283-8656, Ext. 1116
Payroll Manager

Ms. Lori Hawkins
283-8656, Ext. 1162
Ware County Credit Union Assistant Manager

Mr. Keith Hendricks
283-8656, Ext 1151
Assistant Director of Maintenance

Ms. Margaret Johnson
283-8656, Ext. 1110
SN Special Projects Coordinator

Ms. Brenda Kirkland
287-2306, Ext. 1155
System wide Nurse Coordinator
Mr. Dave Jordan  
283-8656, Ext. 1140  
Computer Technician

Ms. Elaine Jordan  
287-8656, Ext. 1146  
Secretary to Director of Facilities and Maintenance

Ms. Wendy Kinnon  
283-8656, Ext. 1158  
Special Education Data/Program Manager

Ms. Macey Martin  
283-8656, 1144  
Special Education Record/Data Clerk

Ms. Sherry McCarty  
283-8656, Ext. 1104  
Secretary to the Superintendent

Mr. Cory Mooneyhan  
283-8656, Ext. 622, 1157  
Part Time Warehouse Clerk

Ms. Sandy Osborn  
283-8656, Ext. 1122  
School Social Worker

Ms. Brittany Peacock  
283-8656, Ext. 1135  
School Psychologist

Ms. Diana Ricketson  
283-8656, Ext. 1120  
Human Resources Assistant

Ms. Cindy Russ  
283-8656, Ext. 1159  
School Social Worker

Ms. Pam Studstill  
283-8656, Ext. 1109  
Lead Nutrition Manager

Ms. Tosha Thompson  
283-8656, Ext. 1112  
Budgetary Accounting Clerk

Mr. Dusty Thornton  
283-8656, Ext. 1138  
Computer Technician

Ms. Darlene Todd  
283-8656, Ext. 1141  
FTE & Student Data Coordinator

Ms. Darlene Tuten  
283-8656, Ext. 1134  
Student Achievement Secretary

Ms. Patsy Villiers  
283-8656, 1114  
Finance Specialist

Mr. Robert Yaun  
283-8656  
Grounds/Stadium Director
SCHOOL ADMINISTRATION

Daffodil Center  
1321 Buchannon Street  
Waycross, GA  31501

Dr. Linda Houseal  
Phone:  287-2311  
Fax:  287-2204

Center Elementary  
2114 Dorothy Street  
Waycross, GA  31501

Mr. Tyler Bennett  
Phone:  287-2366  
Fax:  287-2361

Memorial Drive Elementary  
2580 Ambrose Street  
Waycross, GA  31503

Ms. Loni Hines  
Phone:  287-2327  
Fax:  287-2326

Ruskin Elementary  
3550 Valdosta Highway  
Waycross, GA  31503

Donna Solomon  
Phone:  287-2325  
Fax:  287-2356

Wacona Elementary  
3101 State Street  
Waycross, GA  31503

Mr. John Chancey  
Phone:  287-2362  
Fax:  284-2057

Ware County Learning Center  
950 New Mexico Avenue  
Waycross, GA  31503

Ms. Gina Howell, AP  
Phone:  287-2350  
Fax:  287-2356

Waresboro Elementary  
3379 W. Church Street  
Waycross, GA  31503

Dr. Biff Lee  
Phone:  287-2393  
Fax:  287-2395

Williams Heights Elementary  
705 Dewey Street  
Waycross, GA  31501

Ms. Staci Smallwood  
Phone:  287-2399  
Fax:  287-2350

Ware County Middle School  
2301 Cherokee Avenue  
Waycross, GA  31503

Mr. Bill Epps, AP  
Phone:  287-2341  
Fax:  287-2353

Waycross Middle School  
700 Central Avenue  
Waycross, GA  31501

Ms. Stephanie King AP  
Mr. Lamar Smallwood AP  
Mr. Hildrick Garrison AP

Mr. David Hitt  
Phone:  287-2333  
Fax:  287-2352

Ware County High  
700 Victory Drive  
Waycross, GA  31503

Ms. Melanie Helms AP  
Mr. Clarence Washington AP

Dr. Paul Callahan  
Phone:  287-2351  
Fax:  287-2358

Ms. Chiquita Thebaud, AP  
Ms. Michelle Strickland, AP
EMPLOYMENT

Employment Opportunities
Certified employment opportunities within Ware County Schools are posted on a state maintained website Teach Georgia, https://www.teachgeorgia.org/

Classified employment opportunities within Ware County Schools are posted on the school system website, under Employment. Ware County Classified Job Postings

At-Will Employment
Nothing in these personnel policies and procedures is intended to create a contract of employment. Classified Employees with the Ware County Board of Education are At-Will and may be terminated at any time for any reason or for no reason at the will of the employee or employer.

Chain Of Command
The school system’s chain of command is designed to promote the overall effectiveness of school programs. Employees should address all concerns with their immediate supervisor before contacting Human Resources or the Superintendent of Ware County School District.

Code of Ethics for Educators
The Ware County Board of Education requires both Certified and Classified employees to follow the Standards of the Code of Ethics for Educators. (See full Code of Ethics of handbook 70-00)

Criminal Background Check
All employees must submit to a fingerprint and criminal background check. Such requirements shall apply even though an employee may have already undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere. (All cost is at the employee’s expense)

Dress and Appearance
The Board of Education believes the environment in which employees are placed affects their productivity. Ware County Schools has determined that it should have and enforce dress codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, and prevent interference with the learning of others. Employees are expected to be neat and to dress appropriately for their position. The employee dress code is outlined below; however, specific expectations at school and department levels will be communicated by the Administration. School District Employees must wear a photo ID badge/badge at all times

1. Generally, professional attire for men may include a button collar shirt or a “school logo shirt” with or without a blazer. The shirt may be long or short-sleeved.

2. See-through clothing, bare shoulders (sleeveless attire is permitted), bare midriffs, shorts, T-shirts and sweat shirts are prohibited.

3. Personnel who work in lab settings, such as art or vocational labs, may wear aprons, smocks, or lab coats to help protect their clothes.

4. Sweat suits, jogging suits, and warm-ups are prohibited except as a part of physical education attire. Leggings are permitted if worn as stockings under a knee length dress.

5. Blue jeans are considered inappropriate for day-to-day dress, unless otherwise approved by supervisor.
6. Flip-flops are prohibited. Athletic shoes, except those worn when teaching physical education, are also prohibited.

7. Females are prohibited from wearing body piercing jewelry (or a facsimile) on any visible area of the body (including the tongue) other than the ear.

8. Males are prohibited from wearing body piercing jewelry (or a facsimile) on any visible area of the body (including the tongue).

9. Any clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.

Principals/supervisors or their designee shall have the authority to make a professional judgement as to the appropriateness of dress of an employee while performing their duties. Principals/supervisors may periodically designate spirit, casual or similar days on which the dress code may be modified.

**Drug Testing**

All employees of the Board of Education may be subject to test for misuse of alcohol or use of controlled substances. Such tests include reasonable suspicion testing, random testing, post-accident alcohol and controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Ware County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and all other illegal substances.

**TOBACCO USE**

An employee shall not use tobacco of any kind on School Board property.

In compliance with the Pro-Children Act of 1994 (Title X of Public Law 103-227), the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. § 31-12A-1), the Georgia Youth Access Law (O.C.G.A. § 16-12-171), and the No Child Left Behind Act, smoking and the use of tobacco or related tobacco paraphernalia to include electronic cigarettes or smoking devices shall be prohibited by all school district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

School district employees shall be prohibited from using any tobacco products which includes electronic cigarettes or smoking devices while on Board of Education property at any time, or while supervising students at any time, or while operating a vehicle owned by the school district. The prohibition of the use of tobacco by employees extends beyond school hours and beyond school campuses when employees are instructing or supervising students or when students are being transported to and from school activities. Supervision includes coaching, directing fine arts practice and performances, acting as a sponsor or advisor of a school club or organization, driving a bus and similar roles. “Use of tobacco” includes smoking and smokeless products, according to policy GAN.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay, or termination.
Employment Information/Records
It is the applicant/employee’s responsibility to provide the Human Resources/Personnel Department with personnel record information. Issuance of contracts and work assignments will be completed only after the required information has been submitted. Incomplete and/or inaccurate personnel information can result in denial or termination of a contract of employment. Items such as social security number, certification, complete work experience, criminal record check and fingerprinting, employment I-9 and proof of citizenship and teacher retirement information are examples of personnel record information that are required. Other performance information identified on contracts are to be provided by the employee. Criminal Record Check and fingerprinting and other pertinent information should be provided before reporting for duty. The employee is responsible for the cost of fingerprinting. It is the employee's responsibility to secure and maintain a valid, in-field educator certificate and/or required credentials for the position held. (Paraprofessionals included).

Employee Eligibility
The Immigration Reform and Control Act of 1986 is a federal law, which dictates that employers verify eligibility for employment for all new employees. The Act pertains to all employees hired since November 7, 1986. Each individual employee is responsible for the correct implementation of this law. The Employment Eligibility Verification (I-9) form is the official document for use in this program. Ware County Board of Education utilizes the E-Verify Program, in addition to the I-9 document, to verify eligibility. Ware County School System uses the E-Verify Employment Eligibility Verification system. We began implementing E-verify on July 18, 2007. Our federal User Identification Number is 47541.

Employee Integrity
Employees shall exemplify honesty and integrity in the course of employment with the Ware County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time cards (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all work-related issues. An employee who fails to act with integrity may be subject to discipline, up to and including termination.

Fair Dismissal Act (Certified Employee)
The Ware County Board of Education follows the Fair Dismissal Act and other applicable Georgia law regarding the employment of certified personnel. Rights provided by the Fair Dismissal Act are not extended to administrators employed after April 7, 1995.

Fair Labor Standards Act (FLSA)
Certified employees and other types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA).

Definition of Employee Status
The following terms are used to describe the classification of employees and their employment status:

**Exempt.** Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. Examples: teachers and administrators, certain administrative support staff.

**Non-exempt.** Employees whose positions do not meet FLSA and state exemption tests. Examples: paraprofessionals, clerks, most secretaries, bus drivers, cafeteria staff, custodians, maintenance personnel.
**Full-time.** Employees scheduled to work 30 hours or more per week.

**Part-time.** Employees scheduled to work less than 20 hours per week. Those employees working fewer than 20 hours per week are ineligible for benefits.

**Certified.** Most employees who are required to have a certificate issued by the Georgia Professional Standards Commission or other comparable licensing organization.

**Classified.** Employees who are not required to have a certificate or license to practice their trade in the state, except that paraprofessionals are considered classified employees. **Classified employees are “at-will” employees whereby either an employer or an employee may, with no adverse legal consequences, terminate the employment relationship for any legal or no reason and as such may be terminated from their position at any time by the school system.**

**Reporting Allegations of and Circumstances concerning crimes and criminal offenses**

**Employee Reporting Requirements**

Any employee of the Ware County School District who is arrested, charged, indicted, bound over by or to a grand jury, convicted, exonerated, enters a plea, or who is nolle prosecuted for any crime or criminal offense in the State of Georgia or any other state in the United States, whether the crime or criminal offense is a felony or misdemeanor, shall report each and all of these events, occasions, or developments to the Superintendent, HR Director, or principal as soon as reasonably practical, but no later than five (5) calendar days after its occurrence. This also includes any arrest or conviction outside of the United States. Minor traffic violations (such as speeding and parking tickets) are exempt from this reporting requirement. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

**Disciplinary Actions**

1. Appropriate disciplinary action, including termination, may be utilized by the School District.
2. Failure to report any of the above circumstances or events by the employee may result in appropriate disciplinary action, including termination.
3. The employee may be suspended, with or without pay, pending disposition of the criminal charges. Any employee suspended pending the disposition of criminal charges shall not report to work or be present at his/her normal work site during the period of suspension.
4. If the conduct resulting in criminal charges is unrelated to School District employment, the employee may be allowed to continue working.
5. Where applicable, the Superintendent of Schools may temporarily reassign the employee until the charges/investigation is completed.
6. If no disciplinary action is taken to suspend or terminate the employee, but the employee does not report to work within (5) calendar days of the institution of criminal charges, the position may be declared vacant and filled in the normal course of filling vacancies.
7. Additional disciplinary action(s), including termination, may be initiated by the School District during the investigation or upon disposition of the charges.

Appropriate due process, including the opportunity for a hearing to contest the disciplinary action before the Board of Education, shall be afforded to the certified employee, as required by law.

Consideration for continued employment will be based upon the nature of the offense(s) and the employee’s work record. The final decision will focus on conduct, morality, and other good and sufficient cause. The safety and security of students and employees will receive primary emphasis.

Criminal history record information shall be used by the District and its authorized officials and employees only for the purpose of determining employment status, and in the administrative or
judicial proceeding calling such employment into question, and shall be stored, restricted and disposed of in such manner as may be required by federal or state authorities. When appropriate, criminal history record information shall be referred by the Superintendent of Schools or appropriate designee to the Georgia Professional Standards Commission or other appropriate State agencies for further investigation.

9-01

BENEFIT ENROLLMENT (NEW Employees)

New employees have 31 days of employment date or benefits-eligible date to enroll in benefits. Benefit coverage begins on the first day of the month after having completed a full calendar month of enrollment. A benefits package will be provided to new hire from Ware County Benefits Department once entered in the Payroll system. For questions or assistance, contact the Ware County Schools Benefits Specialist at Support@BenefitsCallCenter.com or 844-268-0670.

9-03

EMPLOYEE CAFETERIA CHARGES

All employees are encouraged to eat lunch in the school cafeterias. All meals meet state and federal nutritional guidelines. School employees are allowed to charge lunches to a maximum amount of $50.00 per month; however, these charges must be paid off by the first day of each month in order to charge again for the next month. Your account can be managed at www.myschoolbucks.com. Also, each cafeteria manager has access to the amount each employee has charged and can let the school employee know the amount owed when asked. Employees will not be able to charge additional meals until accrued charges are paid off. Employees will be able to pay for meals with cash until their overdue charges are paid in full. Any outstanding charges remaining after the school year ends will be deducted from the employee’s June paycheck.

9-04

PERFORMANCE EVALUATIONS

Annual Performance Evaluation (Certified)

Georgia law requires that all professional staff be evaluated annually. If there is a position for which the state has not completed an evaluation instrument, the Ware County Schools evaluation instrument will be used. All other professional staff with initial Georgia Certification must meet requirements regarding assessment.

For job descriptions and evaluation instruments for positions that there is not a state evaluation instrument, adjustments should be written on a blank evaluation instrument and sent to the Human Resources Department. Note: Only the Human Resources Department should make changes to Job Descriptions/Evaluation Instruments. The Human Resources Department will submit all changes to the Superintendent for board approval.

Annual Performance Evaluations (Classified)

All classified staff must be evaluated annually. The Ware County Schools evaluation instrument developed from the employee’s job description. Blank forms will be distributed to principals and supervisors annually. Any adjustments should be written on a blank evaluation instrument and sent to the Human Resources Department. Note: Only the Human Resources Department should make changes to Job Descriptions/Evaluation Instruments. The Human Resources Department will submit all changes to the Superintendent for board approval.
Position Vacancies
To fill a vacancy, the Human Resources Department evaluates the certified/classified applications for qualified candidates before sending to the principal or supervisor with open positions. The principal and department supervisors/directors organize and conduct interviews for school and department staff. The principal or department refers the most qualified/in-field applicant to the Human Resources Department. The Superintendent and the Human Resources Director organizes the interview process for central office and district administrators. The Superintendent recommends certified and classified applicants to the Board of Education for employment and the Board votes to approve applicants for employment.

Employee Name/Address Change
Employee name and address changes can be made by completing the Employee Change Form and submit to Ms. Crystal Bussey in the Human Resources Department. She will forward the information to the appropriate internal departments.

Experience Verification for Salary Purposes- New Employees
Verification of prior service with an accredited public and/or private educational institution may merit an appropriate salary adjustment. Verification of previous experience must be submitted to Human Resources Department prior to September 30th of each year in order to be considered for the current year’s salary. If experience is submitted and verified after September 30th, experience will become a part of the following year’s calculation.

*Note: A salary adjustment will not be made retroactively to a previous year. If hired after September 30th, employee will have 30 days from date of employment to submit salary verification.

Mentors, Volunteers, and Chaperones
It is the practice of Ware County Schools to request criminal background information on parent or other volunteers who plan to chaperone overnight field trips where he/she may be responsible for a group of students. This also includes parent volunteers or mentors whose volunteering will place them in contact with students on a regular basis.

For Volunteer-day parents and other volunteers who attend or occasionally volunteer at school functions and who plan to chaperone on a one-day field trip are required to verify through the Raptor System. This system is utilized and monitored at the school building level. The designated school-building personnel will use the participating volunteer's driver’s license to verify through the Raptor System. For further information, please contact the Human Resource Services Department.

WARE COUNTY SCHOOL EMPLOYEES FEDERAL CREDIT UNION
The Ware County School Employees Federal Credit Union has been serving school employees and their family since 1962. All employees of Ware County Schools and members of their household are eligible for membership. For more information go to: https://www.warecountyschoolemployeesfcu.com/

Please note: The Credit Union has a telephone line separate from the Board of Education. The number is 285-9728, Fax (912) 287-2202

Manager- Priscilla Christopher
RESIGNATIONS

Certified Personnel
The contract signed by each teacher is legally binding for one (1) school year. However, circumstances occasionally arise that make it necessary for a teacher to request release from a contract. The Board of Education prefers that a written request be submitted to the Superintendent at least thirty (30) days prior to the requested date of the resignation. The Superintendent or Human Resources Director is authorized to accept or deny a resignation of professional personnel on behalf of the Board of Education. The board may affirm the acceptance of such resignation at the next meeting. Should the Board of Education deny the request for release, the teacher is bound by the contract and may be subject to adverse action to his/her teaching certificate by the Professional Standards Commission if the contract is not honored.

Classified Personnel
Classified staff resigning a position are required to provide notice in writing to their principal or supervisor. It is requested that staff provide a minimum two-week advance notice. The principal or supervisor must submit the signed resignation to the Human Resources Department.

JOB ABANDONMENT
Employees taking unapproved leave, failing to respond to written communication from the School System regarding leave status, or failing to return at the specified time following an approved leave of absence will be considered to have abandoned the job and will be separated from the system.
Leave taken without approval as required under this policy, will be treated as unauthorized leave and may result in disciplinary action up to and including termination.

LEGAL RIGHTS AND RESPONSIBILITIES

Civil Rights Compliance
No person shall, on the basis of sex, age, marital status, race, religion, national origin, native language, creed or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment practice under the direction of the Ware County Board of Education. Any person who thinks he or she has been discriminated against with regard to any of the areas mentioned above may follow the complaint procedure set forth in policy GAAA, GAE, GAE (1), JAA, JAA-E (1), and JCAC.

Americans with Disabilities Act
The Ware County Board of Education policy follows the guide lines set forth in Title I of the Americans with Disabilities Act of 1990 of equal educational, athletic, and employment opportunity. The Ware County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, handicap, religion, veteran status, genetic information, or age in its employment, programs, and activities. If students and/or parents have concerns, they should bring such concerns, in writing, to the attention of the principal. If employees have concerns, they should bring such concerns, in writing, to the attention of their immediate supervisor. For Employment Discrimination and American Disabilities Act (ADA) concerns regarding employment, please contact Janice Cribbs, Human Resources Director.
Sexual Harassment
It is the policy of the Ware County Board of Education that all employees and students are entitled to a work and learning environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is defined in Ware County Board of Education Policy GAEB/JCAC. Any person who thinks he or she has been subjected to sexual harassment may follow the complaint procedure set forth in that policy.

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

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

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

9-55
Weather Make Up Days
 Classified and Certified Employees are required to make up any missed days due to school closures because of inclement weather. Employees may use personal or vacation days for missed days or the employee may choose to be docked for the missed time. Employees are not allowed to use Sick Days for missed time, unless the employee had entered sick leave into AESOP prior to the weather day.
ABSENT FROM DUTY

ACCRUAL OF SICK LEAVE AND ABSENCES FOR MEDICAL AND RELATED REASONS

The following information and procedures reflect Georgia Department of Education policies, Ware County Board of Education policies, and Georgia law: Full-time employees will be entitled to annual sick leave with pay to be accrued at the rate of one and one-quarter days (1 1/4) for each completed contract month. Employees new to education will be advanced the full annual 12.5 days for the first year. Employees working 240 days per year, accrual begins in the month of July. All other employees working less than 240 days, leave begins in the month of August. All unused sick leave shall be accumulated from one fiscal year to the next, up to a maximum of 45 days. If an employee needs to utilize sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the fiscal year. If an employee fails for any reason to complete a fiscal year, sick leave used but not earned will be deducted from the employee’s future checks.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee’s immediate family.

For any absence in which sick leave is used, the Superintendent or his designee 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 or his designee shall have the right to require a physician’s certificate stating that the employee is needed to care for the sick family member.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sister, brother, grandparent, grandchildren, in-law equivalents of any of the foregoing, or other relatives living in the employee’s household.

REPORTING ABSENCES

The Ware County Board of Education provides a reasonable amount of time off to employees to assist employees in managing family, medical, and/or personal situations. It is expected that all employees report all absences by logging the time off in the AESOP. Failure to report leave or misrepresenting reasons for a leave taken is unethical and may result in disciplinary action, up to and including termination of employment.

GENERAL PROCEDURES FOR REPORTING SICK LEAVE AND ABSENCES FOR PERSONAL, VACATION, PROFESSIONAL AND RELATED LEAVE

General Procedues

1) After entering leave in AESOP, the employee should notify the Principal, Supervisor, or Leave Secretary as soon as possible that he/she will be absent.

2) The employee or other leave secretary is responsible for reporting the absence in AESOP before, but no later than 6:00 AM on the morning the educator will be absent. This will ensure the administrators or his/her designee will obtain a substitute if needed. ADMINISTRATORS OR THE EMPLOYEE SHOULD NOT CALL A SUBSTITUTE TEACHER!!

3) Administrators or employees shall not pay substitute teachers since this responsibility rests with Substitute Teacher Services & Educational Staffing Agency (ESS).

4) When a substitute is not needed for the day, administrators and employees are responsible for marking the absent as NO SUBSTITUTE NEEDED to prevent ESS sending substitute to school. The school or department is responsible for paying substitutes out of the annual substitute allotment, WHICH INCLUDES SUBSTITUTES THAT ARE SENT TO SCHOOL/DEPARTMENT BY ESS AND THE ADMINISTRATOR SENDS HOME BECAUSE NO SUBSTITUTE IS NEEDED AND THE NO SUBSTITUTE BOX WAS NOT CHECKED, upon entering the absentee in AESOP.
SUBSTITUTE TEACHERS
Ware County School System Substitutes are managed by ESS/K-12 Education Staffing & Management

10-05

LEAVE TYPES

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

Personal and Professional Leave
Employees may use up to three (3) days of accumulated sick leave for personal and professional leave if prior approval of the absence has been given by the employee’s immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. Leave must be filed and approved by the Principal three (3) days prior to leave. Personal and professional leave will not be granted during pre-planning, post-planning, or in-service day. In addition, personal leave will not be granted during the first week of the student school year or last week of student school year – (see policy), unless the Principal, Human Resources, or Superintendent, in his or her discretion, determine that such leave should be granted due to an emergency or extenuating circumstances beyond the employee’s control. Only ten percent (10%) of the personnel in any employment category in any school will be granted personal or professional leave on any given day.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for “personal” or “professional” reasons.

Jury and Witness Leave
Each person employed by the Ware County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual’s duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual’s accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system shall endorse the check given to the employee for jury service by the Clerk of Court as follows: “Pay to the order of the Ware County School System,” and deliver the check promptly upon returning to work to the School Sick Leave Secretary, Immediate Supervisor, or directly to the Payroll Department.

Military Leave
All employees of the Ware County Board of Education are entitled to paid leave not to exceed 18 days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding 30 days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees’ duties and the mission of the Board of Education.

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

**Bereavement Leave**

An employee shall be allowed five (5) days of bereavement leave for absence due to "family death" in the immediate family. For the purposes of bereavement leave, the term “immediate family” shall be interpreted to mean spouse, children, father, mother, sister, brother, grandparent, grandchildren, aunts, uncles, nieces, nephews, in-law equivalents of any of the foregoing, or other relatives living in the household. Leave shall be deducted from the employee's accumulated sick leave. Bereavement leave must be used within five (5) days of the death of the employee's immediate family member.

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act (FMLA), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, shall control.

**Excluded Absences**

The following absences are not counted as sick or personal leave absences:

1. Jury duty or response to a lawfully issued subpoena involving school-related matters, or in response to civic duty.
2. Military duty (within limits prescribed by Georgia law and the Georgia Board of Education policy).
3. Professional leave.

**Family Medical Leave**

Employees of the Ware County Board of Education who are classified as full-time employees in their position/job title are eligible for up to sixty (60) days of unpaid leave per year under the Federal Family and Medical Leave Act (FMLA).

The Family and Medical Leave Act (FMLA) provides attendance, job, and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) in a 12-month period. The 12-month period will be measured from the date FMLA leave is first used. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers’ Compensation, and Leave Without Pay, except as otherwise required by law. Employees are required to use all available paid leave (sick/personal and/or vacation) while on FMLA (except as otherwise required by law). Full-time employees are eligible for a maximum of sixty (60) days of paid and/or unpaid leave during a 12 month period in connection with the following:

1. When an employee is unable to work because of a serious health condition.
2. To care for the employee’s qualifying family member** with a serious health condition.
3. The birth of a child to the employee.
4. The first year care of an employee’s child.
5. The adoption or foster parent placement of a child with an employee.
6. Any period of incapacity or treatment for a chronic serious health condition of an employee which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity (intermittent FMLA). Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing
certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

7. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury of illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Qualifying Family Member:**
- Employee’s spouse.
- Child (biological, adopted, stepchild, foster child, a legal ward, or a child of a person standing in loco parentis) of the employee. Child must be under the age of 18. If age 18 and older, the adult son or daughter must:
  - Have a disability as defined by the ADA;
  - Be incapable of self-care due to that disability;
  - Have a serious health condition; and,
  - Be in need of care due to the serious health condition.

It is only when all four requirements are met that an eligible employee is entitled to FMLA-protected leave to care for his or her adult son or daughter.

- Parent (biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter).
- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by a court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA. Note: In-laws, grandparents, siblings, and other extended family members are NOT covered.
- If an employee meets one of the above qualifying reasons, or for any absences lasting for more than three (3) consecutive business days, the employee may apply for FMLA.

An employee MUST apply for FMLA upon incurring ten (10) or more (consecutive and/or cumulative) days of leave/absence. An employee who is absent for six (6) – nine (9) days out of a consecutive (ten) 10, then has subsequent multiple-day period(s) of absence and who has not applied for FMLA is considered to be avoiding applying for a leave of absence in violation of this handbook.

Ten or more days of leave (sick leave, leave without pay, etc.) cumulative and/or consecutive days, not covered by FMLA, is considered excessive and may result in an attendance and performance issue.

Failure by the employee to provide supporting documentation for an absence may result in all absence time applying toward the exhaustion of the 60 days of FMLA. No employee will be allowed more than a total of 60 days, paid and/or unpaid, for leave that qualifies under FMLA, unless otherwise required by law. In the event an employee’s spouse is also employed with Ware County Schools and is eligible for FMLA leave, the total combined time allowed to both employees for the birth, placement of a child or the care of a child or parent
will not exceed 60 days in a 12-month period unless a longer period is required by law. The 12-month period will be measured from the date leave is first used.

A “Request for Family and Medical Leave” form should be completed and submitted to the Human Resource Services Department-FMLA Office along with medical certification and/or appropriate documentation certifying the qualifying need for FMLA. The complete FMLA application must be submitted thirty (30) calendar days in advance of the effective date of the leave when the need for FMLA leave is foreseeable. When the need for FMLA leave is not foreseeable, this form should be submitted within two (2) days of when the need for FMLA leave becomes known to the employee. Failure to provide written notice in the form of the FMLA application (including supporting documentation such as medical certification) within 15 days of the first absence could result in automatic denial of FMLA and possible adverse employment action.

Employees who are approved for a FMLA leave due to their own serious health condition will be required to present a written medical release from their healthcare provider stating that the employee is medically able to return to work. Failure to provide such information will prevent the employee from returning to work. Employees who have a full-time job with the Ware County School District and have a secondary job with the Ware County School District (such as individuals working in the “After-School Enrichment Program”) must take FMLA from their full-time job and they are required to do the following:

1. Submit documentation to the FMLA Office that their medical provider has cleared them to work their secondary job with the Ware County School District.
2. Notify their secondary job supervisor of their FMLA status.

If an employee exhausts the 60 days FMLA maximum and their FMLA 12-month period ends prior to the employee’s return to work, the employee must work 30 consecutive (scheduled work) days prior to qualifying for a new FMLA year.

If an absence extends beyond the 60-day FMLA maximum for the FMLA year, the position may be posted and the employee may be replaced by a permanent employee. If the absence is related to the employee’s own serious medical condition, the employee may qualify for Approved Extended Leave (AEL) which enables the employee to continue their benefits for up to one year. Upon release to return to work by the employee’s treating physician, the employee may apply for reinstatement through the Human Resource Services Department. Certified employees who are unable to return to work after they have exhausted their FMLA leave may or may not be recommended for a contract the following school year.

Restrictions and/or Requests for Accommodations
Employees are expected to perform the full duties of their job until medical documentation signed by a healthcare provider is submitted to the employee’s principal/supervisor or FMLA office. The safety of students and staff will be taken into consideration.

The medical documentation listing the specific restrictions/request for accommodations described in detail, must be submitted to Human Resource Services – FMLA Office. The FMLA Office will submit to the Restrictions Committee for review to determine if work is available to reasonably accommodate.

- If there is no work available to reasonably accommodate, the employee may be placed on FMLA (not to exceed the 60 FMLA day maximum per FMLA year) as a means of reasonable accommodation.
- If the leave extends beyond the 60 FMLA day maximum, Approved Extended Leave (AEL) will be considered.
Sick Leave Bank

I. PURPOSE
The purpose of the Sick Leave Bank is to provide its members with sick leave after they have exhausted their accumulated leave.

II. MEMBERSHIP
Membership in the Sick Leave Bank is voluntary. Individuals must be employed for one (1) year before becoming a member. Any full-time employee who is entitled to sick leave in the Ware County School System may become a member of the Sick Leave Bank by donating one day of the employee’s accumulated sick leave annually as needed by the bank. Membership requests will be accepted only during the annual enrollment period, which is usually in March – May. Membership begins the first day of the following contract year. Alicia Harkleroad, Sick Bank Secretary, will notify the system by email when the Sick Bank Enrollment opens. Sick Leave Bank Enrollment/Waiver Form must be used for this purpose.

III. PROCEDURES FOR APPLYING FOR SICK LEAVE BANK WITHDRAWALS
1. A member of the Sick Leave Bank shall be eligible to be considered to receive benefits from the Bank provided that:
   a. all accumulated leave days (sick and vacation) of the employee/member have been exhausted;
   b. the first 20 consecutive working days of illness or disability have been covered by the employee’s own accumulated leave or absence without pay (*see exception below);
   c. the applicant is not receiving nor will qualify to receive Worker’s Compensation or any other remuneration for the absences provided by the Ware County Board of Education; and
   d. the employee has been a member of the Sick Leave Bank for at least 30 calendar days.

   Applications shall be submitted to Alicia Harkleroad, in the Human Resources Department. The approval date to begin benefits cannot be prior to the date the application was received in the Human Resources Department. APPLY EARLY, EVEN BEFORE THE ABOVE REQUIREMENTS ARE MET.

   For more information contact Alicia Harkleroad at the Bailey Street Central Office.

   Sick Bank Leave will run consecutive with FMLA.

   *Exception to “b” above: twenty (20) working days, due to the same serious, ongoing and continuous illness or disability and during any twelve month period, have been covered by the employee’s own accumulated leave or leave without pay. Once these standards have been established, the employee will not be required to be absent an additional 20 days the following year to reestablish eligibility. Eligibility established under this exception, for the identified illness or disability, will carry a lifetime limit of 60 days.

VACATION
Eligible employees earn vacation at a rate of ten (10) days per year after one complete year of service. Eligible employees may accrue a maximum of 45 vacation days. Any number of days over 45 will be forfeited on July 1 of each year. When an employee separates employment with the Ware County School System, a maximum of 45 unused vacation days will be paid out. Vacation leave must be pre-approved through a supervisor. Vacation accrued from another school district is not transferable to this district.
10-10

**LEAVE WITHOUT PAY**

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

**EXAMPLE:**
- Employed 180 days - $\frac{1}{180}$th annual salary per day absent
- Employed 190 days - $\frac{1}{190}$th annual salary per day absent
- Employed 200 days - $\frac{1}{200}$th annual salary per day absent
- Employed 240 days – $\frac{1}{240}$th annual salary per day absent

10-10

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

Employee absences due to campaigning and/or holding an elective or appointive public office shall not exceed three (3) days, the time allowed for personal leave to each professional employee, or the personal leave days of other positions. Employees who are absent in excess of these three (3) personal leave days due to public office holding shall not be fulfilling the terms of their contracts and shall be subject to termination or non-renewal. An employee who intends to campaign for an elective public office shall notify the Superintendent in writing at the earliest possible moment of the office which he/she intends to seek and whether the employee intends to resign his/her position thereof. No employee shall use school system facilities, equipment or supplies for campaigning; nor shall the employee discuss the campaign with school personnel during the workday; nor shall the employee use any time during the working day for campaign purposes.

10-15

**WORKERS’ COMPENSATION FIRST REPORT OF INJURY**

**Employee Responsibilities**

The Board provides Workers’ Compensation Insurance for all school employees. An employee must immediately report to the Principal or supervisor any accidents that he/she has while working or any injury which occurred while on duty. There is a time limit after which the company is no longer responsible for claims.

The Principal, or his designee, will complete a copy of the “Employer’s First Report of Injury” form and send to Ms. Crystal Bussey, HR Assistant, at central office.
DAY 1:

Report the accident/injury as soon as possible to your supervisor.

A WC-1 (First Report of Injury) will be completed by your supervisor. Make sure to provide accurate information for this Report.

Tell your supervisor the name of anyone who was present during the accident.

Have your injury assessed and treated by the school nurse. If it is determined by the nurse that your injury should be further treated by a physician, you must be drug-tested at AppleCare or at an approved physician’s office. THIS IS REQUIRED.

You may choose to be treated at AppleCare while there for your drug screen or you may select any of the physicians listed on the Panel of Physicians. This list is posted in all schools and at the transportation site.

If you are injured during the late afternoon (or any other time) you must contact your supervisor so a First Report of Injury can be completed. If your injury requires medical attention by a physician, you must be drug tested immediately. For medical attention, make sure to use one of the physicians on the Panel of Physicians. Again, this list is posted in all school locations and at the transportation site.

If one of the physicians is not available due to time of day, etc., contact your supervisor or school level workers’ comp point of contact.

The emergency room is for emergencies ONLY. Make sure to have prior approval before going to the Emergency Room for treatment. NOTE: The emergency room no longer does drug-screening.

Make sure to tell the doctor, etc. that you are a “Workers Comp” injury so they will file the correct paperwork. Please submit a copy of any documentation you receive from the physician to Crystal Bussey in Human Resources.

If your injury does not require treatment by a physician, you must complete the Decline of Medical Treatment statement form that will be provided to you by your supervisor.

REMINDEERS:
A. If your injury requires professional medical attention, you must be drug-tested immediately.
B. Make sure you receive a Copy of the Panel of Physicians.
C. Complete “Selection of Workers’ Comp Physicians” form (if medical attention is needed) or the “Decline of Medical Treatment” statement form. Your supervisor should provide either of these forms to you.
DAY 2:

Notify your school level Point of Contact person or your supervisor when you return to work. NOTE: You must bring a “Return to Work” form from the treating physician when you return to work.

The Superintendent of Schools follow up with an employee following an accident. This is to be done even if the employee was not injured or treated by a physician.

THEREAFTER:

If you return to work the next day, but miss subsequent days, make sure to call in and talk with your school’s Point of Contact person and your supervisor.

If you receive any bills from the hospital, make sure to send them to the attention of Crystal Bussey in the Human Resources office so we can straighten out any billing errors.

In order for your claims to be processed promptly, it is vital that you return ALL phone calls to the Georgia Administrative Services personnel.

RETURN TO WORK:

You will need to provide a doctor’s Return to Work form when you come back to work. This will include the date that you are cleared to return to work.

QUESTIONS: Any Workers Comp questions you have may be directed to Crystal Bussey at the Ware County Board of Education, 912-283-8656 EXT 1118.

ADDITIONAL INFORMATION:

When injuries are reported late, penalties are assessed.

If the person is unable to work for 21 consecutive days they may qualify for disability benefits. However, individuals must miss over seven days (waiting period) from the date of injury before disability benefits will begin.
20-00

**SALARY/COMPENSATION**

**Payroll**
Checks will be issued to all personnel no later than the first day of the month following the last working day of the prior calendar month. When the last workday of the month falls on a school holiday, checks will be given out on the final day of school preceding the holiday.

Personnel are paid monthly. Pay history and W-2’s may be viewed and printed on Doc-e-Forms by each employee at [https://eforms.ware.k12.ga.us/index.aspx](https://eforms.ware.k12.ga.us/index.aspx). We encourage employees to enroll in direct deposit. **In the event of a lost/stolen check, there is a seven (7) day wait period before the system can reissue same check.** If paper checks are issued, the checks are to be picked up at the Central Office the last working day of the month. Checks not picked up will be mailed to home address. It is important that each employee keeps their address current with Ware County Schools.

**First-year Teacher Paycheck Option**
First-year certified educators and certified educators who receive their final paycheck from their previous school systems in July may elect to receive their first paycheck from Ware County Schools in the month of August. 10-month employees who receive a paycheck in the month of August will have their yearly salary divided over a 13-month period.

**Direct Deposit**
The Ware County Board of Education has made available the benefit for employees to elect to have their payroll checks direct-deposited into their personal checking or savings account. To enroll, a direct deposit form must be submitted to the Payroll Department no later than the 15th of each month. For more information [click here](https://eforms.ware.k12.ga.us/index.aspx).

**Salary Deductions**
Except for payroll deductions required by the state or federal governments, all deductions made from salaries shall be subject to Board approval and voluntary on the part of the employee. For all such deductions, the employee shall complete a form authorizing the amount of the deduction. For more information [click here](https://eforms.ware.k12.ga.us/index.aspx).

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

**Changes in Names, Dependents, and Beneficiaries**
All payroll changes must be submitted in writing to the payroll department. No changes will be accepted by phone.

**Cashing of Payroll Checks**
Please cash payroll and travel reimbursement checks promptly so that system bookkeeping will be current.

**Classified Overtime Pay**
It is the expectation of the Ware County Board of Education that all hourly employees of the Ware County School System can accomplish their weekly work duties within a forty (40 hour workweek. Employees are not to perform overtime work, or direct that overtime work be performed without sending a written request to the Superintendent of Schools or the Director of Human Resources, explaining the reason the overtime is needed. Classified employees are prohibited from taking work home or working directly from his/her home. Should an employee perform overtime work without the Superintendent’s prior express written authorization, The Superintendent is directed to consider the employee insubordinate and take appropriate action. (GCRD Board Policy).
CERTIFIED STAFF

Contracts
A contract for the school year will be issued to certificated personnel upon approval by the Ware County Board of Education. Any person who is tendered a contract and who elects to be employed by this school system must sign and submit the contract to the Human Resources Department no later than ten (10) days from the issuance date on the tendered contract. If the signed contract is not received by the 11th day, the position shall be declared vacant, and it shall be deemed to be an acknowledgement of the employee’s resignation from the school district. If the person elects not to accept such employment, the principal, human resources director, or Superintendent shall be notified, in writing, no later than fifteen (15) days from the issuance date on the contract.

The Ware County Board of Education considers a signed contract to be a legal and binding document therefore, no request of a resignation submitted after the regularly scheduled June Board meeting will be considered by the Board of Education unless one of the following conditions are met:

1. Transfer of a spouse (verification must be attached to the request);
2. A promotion in position;
3. Ware County Board of Education and Superintendent deem that the resignation is in the best interest of the Ware County School District.

Contract Salary Pay Step (Certified Employees)
All Ware County Board of Education teacher contracts reflect the current pay step as shown on the Ware County Salary Schedule, which aligns with the State of Georgia Educators Schedule. Experience Verification Forms are often used to determine the correct placement on the current schedule. Actual years of experience may or may not correspond with placement on the salary schedule. 120 days or more equals one year as relates to movement on the salary schedule. It is the employee’s responsibility to check the accuracy of their contract and report to Human Resources any discrepancies or questions. Failure to report such to the Board of Education within the first contract year will constitute a waiver of any claim or request for salary adjustment on the part of the employee.

Advancement on the Salary Schedule
The contract salary of a teacher holding a valid, professional in-field teaching certificate will be advanced to the next consecutive step on the salary schedule unless (1) the teacher is being paid at a step which requires more than one year for advancement, (2) the maximum progression step for the position has been reached, (3) services were rendered for fewer than 120 days in the previous academic year, (4) the Ware County Board of Education does not approve funds for step advancement on the salary schedule, or (5) the educator received an unsatisfactory or ineffective annual summative performance evaluation in any given year, or for the second year in which an educator received two consecutive annual summative needs development ratings (pursuant to O.C.G.A. § 20-2-212).

All necessary documents relating to placement or movement of the salary schedule will be processed in accordance with the payroll cutoff dates.

Adjustment for new certificate
The salary schedules for a certified employee are based on the highest, valid certificate on file in the Department of Personnel. State funds necessary to finance salaries are based on valid, in-field teaching certificates. In order to receive salary consideration during a given school year, a certificate must be on file in the Department of Personnel no later than June 15.
Salary Adjustment Changes/Cert Upgrade

The EFFECTIVE FROM date is the critical date for placement on the salary schedule.

If an employee's certificate level changes during the school year (such as upon completion of a higher degree), the employee's pay will be adjusted on the employee’s next scheduled payday. Utilizing the effective date of the higher certificate, the pay adjustment made in the employee's gross pay will be calculated based on the number of working days each certificate is in effect during the school year.

In general, when a higher level, valid, in-field teaching certificate is received midyear, the salary is adjusted retroactively to an effective date on the certificate or to the date of employment, whichever is more recent. A salary adjustment will not be made retroactively to a previous fiscal year. To be paid for a higher degree earned in a fiscal year, the new certification must be issued by the Professional Standards Commission prior to June 15, then any salary adjustment earned will be paid retroactively to the validity date printed on the certificate up to the last working day in contract, but will not be paid retroactively into the previous fiscal year. NOTE: The Ware County Board of Education follows the certificate upgrade rules of the Georgia Professional Standards. Before enrolling in a university for an advanced degree, please visit GAPSC Upgrade Advisor.

In general, verification of prior service will merit an appropriate salary adjustment provided an in-field teaching certificate higher than a provisional is on file in the Human Resource Department. A salary adjustment will not be made retroactively to a previous fiscal year.

Contract- Extended Day

An extended day contract shall be provided for certain approved, designated, certified employees who provide additional support services related to instructional, curricular activities which extend beyond the regular eight hour school day. Extended day shall be contracted on a yearly or semester basis solely at the discretion of the Board of Education. There shall be no tenure or contractual rights created in an extended day contract. The Superintendent shall develop guidelines for extended day contracts and shall have the final determination as to an individual’s eligibility. Monthly documentation of extended salary time and responsibilities will be maintained at the school site and shall be reported to the appropriate central office staff as requested.

Contract – Extended Year

The standard teacher contract shall be for a period of 190 days. Compensation shall be awarded according to the Ware County salary schedule. Extended year contracts shall be issued for work assigned and performed during a period of time beyond the 190 contracted days. The approved number of days for an extended year contract must be worked during the fiscal year for which the contract was awarded. Monthly and yearly documentation of extended salary time and program responsibilities will be maintained and reported to the Georgia Department of Education as required. All extended year contracts are contingent upon available funding.
CLASSIFIED STAFF

Salary Pay Step (Classified Employees)
Placement on the classified personnel salary schedule is determined by position salary grade and years of creditable experience. Years of creditable experience is the total number of creditable years of experience in a position with comparable duties and responsibilities as defined in the job description. Number of previous years of experience Employment outside of Ware County School Systems will be evaluated for credit purposes upon written verification by a former employer that provides a detailed description of essential duties by the employee, dates of employment and other information that may be required. Note: Not all previous years may be accepted on the salary schedules. Salary placement for previous work experience is determined by the salary schedule for approved position. The formula to calculate annualized salary is [hourly rate] x [# of work hours] x [# of work days]. A salary adjustment will not be made if the verification is received after sixty (60) days of the hire date. In any case, adjustments will not extend retroactively to a previous fiscal year.

Classified Employees are eligible for an additional $3000.00 for a Bachelor’s Degree and $5000.00 for a Master’s Degree. Classified Employee may be eligible when degree upgrade is relevant to currently held position and the current salary schedule does not reflect a bachelor’s degree. Any degree beyond a Master’s is not relevant for an increase. It is the responsibility of The Ware County Board of Education to determine eligibility for classified employees.

BENEFITS/SERVICES

Social Security
All employees are covered by Social Security. Employees pay 6.20% for social security and 1.45% for Medicare insurance on their total/cafeteria plan salary. The Board matches these deductions.

Athletic Event Free Admission
All full-time employees of Ware County Schools are eligible to receive free admission to athletic events. Employees must show a Ware County School issued identification badge for entrance. Use of the free admission is limited to regularly scheduled Ware County School District home athletic events. This is not valid for one-time events or events that are not regularly scheduled, including playoffs and tournaments, regardless of where these events take place. Employees are entitled to gain free admittance for themselves only.

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

Public School Employees Retirement System
Members in the Public School Employees Retirement System (PSERS) consist of all employees of public school systems who are not eligible for membership in the Teachers Retirement System of Georgia (TRS). Specifically, all school bus drivers, food service employees, maintenance or custodial personnel are members of PSERS. NO EMPLOYEE MAY BE A MEMBER OF BOTH PSERS AND TRS AT THE SAME TIME.
All regular employees who occupy a position described above must establish membership with PSERS as a condition of employment. For more information contact [PSERS Website](http://www.pzers.org).

**Contributions** - Members contribute a small monthly premium for each month of employment during the school year.

**Termination** - Upon termination from employment with the school system prior to retirement, members may request and receive a refund of contributions previously made to the Retirement System. Application forms should be made through the payroll/benefits in the central office building. All rights to any retirement benefits are waived upon receipt of the refunded contributions and interest.

**Vested Service** - If at any time of termination a member has completed at least 10 years of membership service and has not attained age 60, the member may leave his/her contributions in the retirement fund, and upon attaining age 60, may apply for and begin receiving a monthly retirement allowance. If the member dies before retirement benefits begin, the named beneficiary will receive a refund of the employee’s contributions and interest.

### 30-05

**HEALTH/SUPPLEMENTAL INSURANCE**

**State Health Insurance**

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

- A public-school teacher who is employed in a professionally certificated capacity, provided that he or she works half time or more (but not less than 18 hours a week) and is not considered a temporary employee or an emergency employee.
- A service employee of a local school system who is employed in a non-certificated position, who is eligible to participate in the Teachers Retirement System or its local equivalent, and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 20 hours a week).
- An employee who is eligible to participate in the Public School Employees Retirement System as defined on page 40-10 of this handbook and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 20 hours per week).

The Board of Education pays a flat monthly amount of the State Health Insurance coverage for certificated and classified employees. The employee is responsible for paying the premium according to the type of coverage selected. Open Enrollment usually begins mid-October through mid-November. System wide E-mail reminders are sent with opening and closing enrollment dates.

For current premium rates [click here](http://www.pzers.org).

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

Reporting name or address changes, changes in dependents or beneficiaries to retirement programs and insurance programs are the responsibility of the employee.

For current employees' open enrollment is mid-October to mid-November with coverage and change in coverage becoming effective January 1. The first deduction will be made from the December 31 check.
Cobra Notification
Ware County School Systems or loss of eligibility to remain covered under a group health insurance program, employees and eligible dependents may have the right to continued coverage under a group health insurance program for a limited period of time at their own expense.

Dental/Vision Insurance
The Board of Education offers two other optional insurance plans for the salaried employee who works half time or more. The first plan is for dental care and the second plan is for vision care. The premium cost to the employee for single and family coverage can be obtained by left mouse clicking here.

The Dentist Office will usually file the claim for you. However, most vision providers require you to file your claim. You can find the Direct Reimbursement form by clicking on the following link: Vision Claim Form.

Life Insurance Plan
Employees may purchase increments of $10,000 to 5 times their annual salary of life insurance, not to exceed $500,000.00. Spousal coverage is also available in increments of $5000.00 not to exceed the amount of $500,000.00 per eligible dependent. Dependent coverage is also available in increments of $2000.00 not to exceed the amount of $10,000.00 per eligible dependent. New employees are eligible for coverage within thirty days of beginning employment. Open enrollment period is concurrent with State Health. For rate information Click Here.

Whole Life Insurance Plan
UNUM is Ware County’s Whole Life Insurance provider. Employees may purchase $15000 up to $50,000.00 of coverage for themselves. Spousal coverage available for ages 15-80 from $10,000.00 up to $20,000. Children and grandchildren coverage from $10,000.00 or $15,000.00 for each child. As long as premiums are paid, employee may continue with coverage after employment ends. For more information, click here.

Veteran employees that may have a current life insurance deduction with a previous provider of Ware County School System, please email aharkleroad@ware.k12.ga.us or Eugenia Dixon edixon@ware.k12.ga.us for contact information.

30-10 Defined Contribution Plans and Flexible Spending Accounts
The Ware County Board of Education offers its employees voluntary options in various defined contributions 403(b) plans. Employees are responsible for the contributions to their own 403(b) plans. For more information and contact information click here.

A Flexible Spending Account (FSA) allows you to save up to 30% on your eligible healthcare expenses every year by using pre-tax dollars. For additional information click here.

Dependent Care (FSA) allows you to save money on day care and elder care for eligible dependents. For additional information click here.
ASSIGNMENTS/DUTIES

Assignments and Transfers
Assignments to a specific school site/department are made on the referral of a principal/supervisor to the Human Resource Department with the approval of the Superintendent and Board of Education. The Superintendent may reassign a staff member to another site at any time during the school year as the need arises. A principal/supervisor may reassign a staff member within a school site. School assignment preference of the individual will be considered whenever possible. Employees who wish to be considered for transfers to other schools will be given the opportunity to do so through the annual Intent to Return Forms. At other times, the employee may apply for open positions or the principal may submit an Intra-System Transfer form. Regardless of the transfer method, before employee is offered the position, both principals must approve transfer. Requests for transfer received after March 15 will require special approval by the Superintendent with the circumstances examined to determine the appropriateness of the request.

Responsibilities for All Staff (ALL CERTIFIED/Classified STAFF)

All personnel assigned to a school are responsible for the following as directed by the principal/supervisor:

a) Employees must be regularly, reliably, and predictably at work.
b) Performing all school duties to the best of their ability;
c) Employees are expected to follow ethical standards with co-worker, students, and stakeholders;
d) Fulfilling designated individual responsibilities;
e) Working cooperatively with all system personnel;
f) Working at designated tasks at an assigned place during the school day;
g) Working with extra school activities as assigned by the principal/supervisor.
h) Any other duties as assigned by Superintendent.

For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

Teachers Duties and Responsibilities
Classroom teachers are directly responsible to the principal and will have the following responsibilities and duties in addition to that of classroom instruction:

1. Be on duty regularly, reliably, and predictably for the number of hours per workday and workweek as set forth in Board policy.
2. Taking student attendance daily as required by your principal is MANDATORY.
3. Follow the system's uniform grading procedures as required by Board policy.
4. Use the Ware County Schools curriculum, texts, and other instructional materials approved by the Georgia Department of Education and the Ware County Board of Education.
5. Develop lesson plans that incorporate the goals, and objectives outlined in the Ware County Schools curriculum, establish short- and long-range teaching goals, provide optimum classroom instruction, and carry out other instructional duties as required from time to time.
6. Work cooperatively with the principal, other faculty members, and district office personnel in matters affecting the school program.
7. Participate in system and school professional learning activities as may be required.
8. Follow system and school procedures to inform parents and students about student progress.
9. Provide required reports by the time specified.
10. Maintain accurate records required by the principal and Superintendent.
11. Follow the chain of command by discussing issues with principal before channeling official business to the Superintendent and other Central Office officials. Follow the time and work schedule as assigned by the principal.

12. Any other duties as assigned by Superintendent.

13. Follow and abide by all the policies of the Ware County Board of Education including, but not limited to, manuals, code of ethics, and all policies and procedures.

It is critical that all employees become familiar with their responsibilities and duties. For additional information, please see your principal or contact the Human Resource Services Department.

40-05

Paraprofessional Duties and Responsibilities

1. Be on duty regularly, reliably, and predictably for the number of hours per workday and workweek as set forth in Board policy.

2. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.

3. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.

5. Operates and cares for equipment used in the classroom for instructional purposes.

6. Helps student master equipment or instructional materials assigned by the teacher.

7. Distributes and collects workbooks, papers, and other materials for instruction.

8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.

9. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.

10. Keeps bulletin board and other classroom learning displays up to date.

11. Assists with such large group activities as drill work, reading aloud, and storytelling.

12. Reads to students, listens to students read, and participates in other forms of oral communication with students.

13. Assists students in the library or media center.

14. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.

15. Checks and records student attendance.

16. Collects and records collection of money.

17. Helps students with their clothing.

18. Assists with lunch, snack, and cleanup routines.

19. Assists with wash-up and toilet routines.

20. Alerts the regular teacher to any problem or special information about an individual student.

21. Any other duties as assigned by supervisor or superintendent.

22. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

23. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

24. Participates in in-service training programs, as assigned.

- The classroom teacher should handle serious discipline problems.
- Paraprofessionals should not administer corporal punishment.
- The work hours for a paraprofessional will be the same as for teachers.
- Paraprofessionals will work 190 days.
ASSIGNMENT OF STUDENT TEACHER

Contact Paige Coker for requirements and assignments for student teachers.

Field Experience/Student Teaching/Practica/Observation

The school system is pleased to cooperate with colleges and universities in the preparation of teachers. Generally, the activities common to pre-service preparation include practica, internships, and student teaching. In order to preserve the integrity of all pre-service experiences and to ensure maximum effect to the students of the school system and to pre-service education students, the following expectations are set forth:

1. An active Memoranda of Understanding must be in place between the Ware County School System and the technical school, college, or university prior to any practicum, internship, or student teaching placement.

2. All requests for placement of any pre-service student must be sent to the Director of Special Projects. Under no circumstance should a principal, teacher, or other school official agree to place a preservice student without the appropriate approval from the Director of Special Projects.

3. The Director of Special Projects will consult with principals in placing pre-service students with teachers who meet the appropriate requirements of the requesting college.

4. Building-level administrators are expected to cooperate with college officials in supervising any pre-service students approved for their school site. Any concerns about the performance of the pre-service student should be immediately communicated to the appropriate college official and the Director of Special Projects.

5. All approved pre-service students who are placed in Ware County Schools are expected to adhere to policies and procedures set forth by the school system, as well as those consistent with the Code of Ethics for Educators.

6. It is the expectation of Ware County Schools that the college or university in which the pre-service student is enrolled will remove any pre-service student whose performance is detrimental to the students in the school system.

MEDIA

Informing the public about the successes experienced in Ware County Schools is an important component of public relations. News to be published should be coordinated and cleared for release to the news media. All school news, programs, or activities to be highlighted through any news media should be submitted to the principal prior to release to the media. The principal will contact the Director of Public Relations at the District Office to obtain approval before conducting interviews or releasing any information concerning school news, school programs, or school activities to the news media.
CERTIFICATION

Certification Guidelines
Although Ware County operates as a strategic waiver district, the system follows the GAPSC Certification Rules to ensure the most qualified educators are in the classroom. Positions are posted on Teach Georgia website to attract highly qualified applicants. The Georgia Professional Standards Commission is vested with the plenary power to establish necessary requirements and to issue certificates required of professional personnel employed in the State’s public schools.

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

The Human Resources Department will be glad to assist you with any certification process. All educators employed by a public school system MUST renew their certificate(s) through the employing school system. DO NOT mail any forms to the PSC office on your own.

Certification Renewal

Initial Certification/Renewal
In the event that an employee has not completed the certification application process for initial certification/renewal, that employee will be paid on the basis of a provisional certificate until such time as a valid, in-field Georgia Educator Certificate is received by the Ware County Schools. An employee of the Ware County Board of Education will receive a salary based on the verified experience and the highest, valid, in-field teaching certificate on file in the Human Resource Department.

An employee's contract with the Ware County Board of Education is contingent upon the employee securing and continuing to hold a valid, in-field teaching certificate issued by the Professional Standards Commission. A lack/loss of a valid in-field teaching certificate shall result in termination of the employee's contract with the Ware County Board of Education.

All Georgia Educator Certificates carry three dates:
1. Certificate EFFECTIVE FROM date.
2. Certificate EFFECTIVE TO date.
3. Date of issue.

Certification Changes/Upgrades
The EFFECTIVE FROM date is the critical date for placement on the salary schedule.

If an employee's certificate level changes during the school year (such as upon completion of a higher degree), the employee's pay will be adjusted on the employee’s next scheduled payday. Utilizing the effective date of the higher certificate, the pay adjustment made in the employee's gross pay will be calculated based on the number of working days each certificate is in effect during the school year.

In general, when a higher level, valid, in-field teaching certificate is received midyear, the salary is adjusted retroactively to an effective date on the certificate or to the date of employment, whichever is more recent. A salary adjustment will not be made retroactively to a previous fiscal year. To be paid for a higher degree earned in a fiscal year, the new certification must be issued by the Professional Standards Commission prior to July 1 of that year.
In general, verification of prior service will merit an appropriate salary adjustment provided an in-field teaching certificate higher than a provisional is on file in the Human Resource Department. A salary adjustment will not be made retroactively to a previous fiscal year.

**Annual Advancement on the Salary Schedule**

The contract salary of a teacher holding a valid, professional in-field teaching certificate will be advanced to the next consecutive step on the salary schedule unless (1) the teacher is being paid at a step which requires more than one year for advancement, (2) the maximum progression step for the position has been reached, (3) services were rendered for fewer than 120 days in the previous academic year, (4) the Ware County Board of Education does not approve funds for step advancement on the salary schedule, or (5) the educator received an unsatisfactory or ineffective annual summative performance evaluation in any given year, or for the second year in which an educator received two consecutive annual summative needs development ratings (pursuant to O.C.G.A. § 20-2-212).

All necessary documents relating to placement or movement of the salary schedule will be processed in accordance with the payroll cutoff dates.

**Certification Fees**

A $20 processing fee is required for each of the following transactions:

1. If you are employed by a public school system and request a provisional or probationary certificate that is not your first (initial) certificate in Georgia;
   1. Renewal of a provisional or probationary certificate;
   2. Duplicate copy of a certificate.

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

**Certification and Salary Procedures**

It is the responsibility of each employee to initiate and complete the application process for the Georgia Educator Certificate, including all forms, transcripts, and other documents that may be required by the Professional Standards Commission.

An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file in the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial certification or renewal of certification, that employee will be paid on the basis of a daily substitute teacher until such time as a valid, in-field Georgia Educator Certificate or required credentials are received by the Human Resource Services Department.

Educators are paid based on the official documentation submitted to the Human Resource Services Department. Salary is determined for the number of days worked based on the employee’s valid in-field Georgia Educator Certificate, or required credentials and in accordance with accepted/verified experience as defined by the Georgia Department of Education.

Employees who do not have a valid in-field Georgia Educator Certificate will be paid for the number of days worked on a provisional salary basis until the conditional or renewable Georgia certificate arrives.

When the employee receives a certificate higher than a provisional, the salary will be adjusted retroactively based on the daily rate of pay to the validity date and certificate level noted on the certificate. If retroactive pay is warranted, salaries will only be adjusted retroactively within the current fiscal year. Salary adjustments, if any, shall not extend beyond the current fiscal year. For those employees who hold required credentials, pay will be increased based on the provisional salary schedule and highest degree level.
PROFESSIONAL LEARNING

Professional Learning Opportunities (160-3-3-.04)
Professional learning is an organization’s process for supporting the improvement of instruction through the professional growth of educators and support personnel. It is the process for continuous self-study and improvement of individuals, departments, schools and the school system.

Effective Professional Learning
The goal of professional learning is for all educators to engage in a process of continuous improvement; that is, no teacher ever stops learning how to teach. Effective professional learning will:

- Promote student learning and engagement
- Change the culture of learning for both adults and students.
- Provide the foundation, knowledge and skills for staff to demonstrate, re-deliver and engage in on-going improvement.
- Establish a culture where learning by personnel becomes a natural part of the work setting.
- Build an environment where collaborative work is the norm.

School-Focused Professional Learning
School-focused professional learning is defined as the process through which a school’s staff identifies the school’s strengths and areas that need strengthening and uses this information as a basis for school improvement. This process is accomplished by building-level planning that is student-centered, results-focused, attuned to staff needs and interests, and consistent with the school and system long-range plans. “All professional learning funds must be expended for activities that enhance the skills and knowledge of school system personnel and which directly relate to improving student achievement” (GDOE, Rule 160-3-3-.04). Staff members are expected to re-deliver to colleagues within their school/district as requested.

System-Level Professional Learning
The local school system is required to maintain a comprehensive improvement plan, guaranteed through assurances that are submitted to the Georgia Department of Education. System professional learning reflects system and school goals.

System Goals
The professional learning goals for Ware County Schools are aligned with the Superintendent’s annual goals and objectives, the district’s Balanced Scorecard, and individual sites’ School Improvement Plans, School Wide Plans and Balanced Scorecards.

Plan for Professional Learning
The Ware County Board of Education provides an opportunity for all Ware County school officials and personnel to further the development of their professional learning. As such, the Ware County Board of Education adopts the following:

The Superintendent shall designate a person to coordinate the professional learning program.

A. The professional learning coordinator will work with the Director of Achievement and the local RESA’s and other agencies to carry out activities.
B. A comprehensive System School Improvement Plan will be developed and implemented which includes a three year plan for Professional Learning. This plan shall contain the following major components:
1. A process that identifies the learning needs of certified and non-certified staff. This process will include, but not be limited to, student achievement data, teacher/leader effectiveness measures, perception data, and demographics, performance evaluations, the effectiveness of instructional plans, student achievement data and state requirements/laws.

2. Administrative procedures for ensuring all professional learning activities for all personnel are reported under one approved comprehensive plan.

3. The incorporation of Professional Learning Communities in all schools as well as opportunities for specific areas such as Media Specialist, Counselors and Paraprofessionals.

4. Ware County recommends each staff member participate in no less than 10 hours of professional learning per academic school year.

5. While PLU requirements were suspended, the certificate renewal process, as a result of Georgia Code (O.C.G.A. 20-2-200[b][4.1], the Professional Learning Commission developed requirements for professional learning as it relates to certificate renewal. Certificates renewing July 1, 2017 and beyond will be renewed under the new GaPSC rules.

6. Any locally assigned Professional Learning Units, which will not be used for recertification, will be identified and approved prior to the staff members' participation in the activity. The professional learning units will be awarded as follows:

<table>
<thead>
<tr>
<th>Direct Contact Hours</th>
<th>Units Earned</th>
</tr>
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<tbody>
<tr>
<td>1-2</td>
<td>0</td>
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<tr>
<td>3-5</td>
<td>.5</td>
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<tr>
<td>6-7</td>
<td>.5</td>
</tr>
<tr>
<td>8-10</td>
<td>1.0</td>
</tr>
</tbody>
</table>

7. Any professional learning activity that requires the employee to work beyond the contracted dates will result in a stipend of $125 for a full day (8 hours) and $65 for a half-day (4 hours). The funding source will be identified prior to the activity and the Director of the program will sign the prior approval.

8. Every school in the LEA shall assign a professional learning leader to work with the System Professional Learning Coordinator to facilitate the development, implementation, monitoring, and evaluation of the school’s professional learning as identified in the School Improvement Plan. The school level professional learning coordinator shall report to the System Professional Learning Coordinator a comprehensive list of all professional learning units earned as well as a summary of the professional learning activities.

C. Expenditures of Funds

1. Staffing options and compensation to support a professional learning coordinator, instructional coaches, mentors, and teacher and principal leaders

2. Compensation to teachers, leaders, and instructional coaches for facilitating professional learning outside contracted hours

3. Release time for teachers to serve as mentors/instructional coaches

4. Substitute teacher salaries/benefits for release time for teachers to participate in professional learning
5. Travel for professional learning purposes

6. Professional and technical service fees and expenses for instructors and consultants

7. Instructional equipment, materials and supplies for professional learning purposes

8. Training materials and supplies

9. Stipends which are defined as reimbursement for expenditures of persons who successfully complete conferences, workshops or courses approved by the professional learning coordinator and in accordance with the LEA’s policy

Stipends may be awarded only if the following conditions exist:

a) There is evidence that the knowledge, skills, practices, and dispositions gained from the professional learning activities are aligned to an approved individual plan, or a school or LEA initiative and/or product, and/or specific goals; and

b) There is evidence that the knowledge, skills, practices, and dispositions developed through participation in or facilitation of professional learning have been implemented/demonstrated in the classroom/work setting; and Participation occurs beyond regular contract hours, days, or school year.

c) Funds budgeted for professional learning shall be used to enhance the knowledge, skills, practices, and dispositions primarily of certified personnel related to improving teaching and learning as measured by student achievement. Expenses may be paid for a degree, additional coursework and/or certification endorsements earned at the request and approval of the LEA to meet an identified LEA need.

d) State and federal funds designated for professional learning shall not be used to pay stipends to school board members or school council members who are not employees of the local LEA.

D. Annual Report

The Ware County Board of Education shall annually report to the GaDOE certified employees’ participation in Professional Learning Communities through the TKES and LKES platform. In addition, the professional learning coordinator for the district will record the locally required professional learning requirements of the district on each certified and classified staff’s participation on individual professional learning transcripts.

E. Submission of the Plan

The LEA multi-year comprehensive improvement plan and budget shall be submitted to the GaDOE at a time and in a manner identified by the GaDOE and the Superintendent shall sign an assurance, as an integral part of the comprehensive improvement plan, assuring that the requirements within this rule are addressed to support implementation of professional learning. (http://www.gadoe.org/External-Affairs-and-Policy, 2016)


Allowable funds – expenditures that are permissible by the guidelines of the funding source.

Annual report – a report to be submitted each year to the Georgia Department of Education (GaDOE) by each Local Educational Agency (LEA) describing the impact of the professional learning process for the year.

Best practices – evidenced-based instructional approaches that lead to increased educator effectiveness and student learning.

Comprehensive Local Improvement Plan – a multi-year plan from each Local Educational Agency required by the Georgia Department of Education that includes major components of data, identified needs, goals, objectives, implementation steps, evaluation, and budget.

Data: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
Implementation: Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change.

Instructional Coach/Specialist – an individual who provides intensive, differentiated support to educators in order to favorably impact adult practices, student practices, and student achievement.


Leadership: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.

Learning Designs: Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.

Mentor – an individual who shares guidance, knowledge and experiences to support educators.

Outcomes: Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

Professional Learning: is the means by which teachers, administrators and other school and system employees acquire, enhance and refine the knowledge, skills, and commitment necessary to create and support high levels of learning for all students.

Professional Learning Communities: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.

Resources: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.

Stipend: Funds awarded by an LEA to certified personnel and paraprofessionals for having successfully completed learning opportunities that have occurred at any time during the fiscal year outside of the employee's normal contract/work hours.
CONTRACT INFORMATION

Certificated Contracts

H.B.1187 has amended Code Section 20-2-942, relating to the procedure for non-renewal after acceptance by a teacher of a school year contract for a fourth consecutive school year, by adding at the end thereof a new subsection, to be designated as subsection (d), to read as follows:

“(d) A person who first becomes a teacher on or after July 1, 2000, shall not acquire any right under this Code section to continued employment with respect to any position as a teacher. A teacher who has acquired any rights to continued employment under this Code section prior to July 1, 2000, shall retain such rights.” (Listed below)

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

The Act identifies the grounds upon which termination or suspension during a contract period may be based. Such action requires notice and hearing, and the provision for the same is included in the Act.

A teacher is deemed to have accepted a fourth consecutive school year contract if, while the teacher is serving under their third consecutive school year contract, the local Board does not serve notice on the teacher by April 15 that it intends to non-renew the teacher’s contract for the ensuing school year, and the teacher does not serve notice in writing on the local Board of Education of the third consecutive school year that he or she does not accept the fourth consecutive school year contract |O.C.G.A. 20-2-942(b)(3)|.

A teacher who has satisfied the conditions set forth in the Georgia Code for having accepted a fourth consecutive school year contract while serving under the same local Board of Education who is subsequently employed by another local Board of Education and who accepts a second consecutive school year contract from the local Board at which the teacher is subsequently employed may be demoted or the teacher’s contract may be non-renewed only for those reasons set forth in the Georgia Code |O.C.G.A. 20-2-942(b)(4)|. A teacher is deemed to have accepted a second consecutive school year contract if, while the teacher is serving under the first school year contract, the local board does not serve notice on the teacher by April 15 that it intends to non-renew the teacher’s contract for the ensuing school year, and the teacher does not serve notice in writing on the local Board of Education of the first school year that he or she does not accept the second consecutive school year contract |O.C.G.A. 20-2-942(b)(5)|.

Termination of Contract (Grounds for Termination, Suspension or Demotion)

The employment of a teacher, principal or other employee having a contract for a definite term may be terminated or suspended for the following reasons:

1. Incompetency
2. Insubordination
3. Willful neglect of duties
4. Immorality
5. Inciting, encouraging or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the Ware County Board of Education
6. Reduction in staff due to loss of students or cancellation of programs
7. Failure to secure and maintain necessary educational training
8. Any other good and sufficient cause
Termination of contract, temporary relief from duty, or demotion during a contract year are subject to appeal to the Ware County Board of Education in accordance with the provisions of the Georgia Code [O.C.G.A. 20-2-940(a)].

O.C.G.A. 20-2-211 requires that fingerprinting and criminal record checks of persons to be employed as teachers, principals, or other certificated professional personnel must be completed prior to issuance of the contract of the first employment for individuals hired after 7-1-94.

The costs of such record checks shall be the responsibility of the new employee.

A contract can be terminated based on documentation provided by the Georgia Crime Information Center that a criminal record exists as defined within the law.

**Tenured Employees**

Full-time professional employees, other than administrators, whose contracts were renewed for the fourth consecutive year are considered tenured employees. Also, full-time professional employees, other than administrators, transferring from another Georgia school system where they held tenure will be tenured in Ware County after being offered a second contract with the system. Such employees may be dismissed or non-renewed only for reasons and through procedures specified by law in the Fair Dismissal Act. (Reference BOE Policy GBL and Section for Non-Tenured Employees)

**Resignation**

If an employee chooses to resign before his/her contract expires or before or at the end of a school year, he/she must submit a letter of resignation to the Superintendent and submit copies of the letter to the Personnel Director and his/her immediate supervisor. The written resignation is important in order to keep personnel records complete for future reference. The employee should give at least 30 days’ notice prior to the effective date of resignation. Professional personnel shall consider a signed contract for employment as binding on the part of both the Board and the individual. If a resignation is submitted after June 30, the Board will expect an employee requesting release to fulfill the contract until such time as a qualified and satisfactory replacement has been secured.

**Nonrenewal of Contract (less than 3 years of service)**

When the Superintendent proposes not to renew the contract of any teacher or other professional employee certified by the Georgia Board of Education who was on the payroll and under contract on the beginning day of the current school year, written notification of such intention shall be given to the teacher or other certified professional employee by no later than April 15 prior to the ensuing school year. When such notice is not given, the employment of such teacher or employee shall be continued for the ensuing school year unless such teacher or employee has been removed in accordance with appeal under the provisions of this section (O.C.G.A. 20-2-211).

Regarding non-renewal of contract for personnel who have been employed by the same local Board for less than three years, the Act provides that notification by April 15 is sufficient. No reasons for the Board’s action may be required unless the Board’s action is for reasons that would impinge upon the liberty of such teacher or employee to procedural due process under the Constitution as interpreted by the United States Supreme Court.

**Nonrenewal of Contract or Demotion (3 or more years of service)**

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

After a teacher or other employee under contract has been employed for three successive schools years by the same local Board of Education, and accepts the fourth contract, written notification or non-renewal must be tendered by April 15. The teacher or other employee then has the right to request the local Superintendent or
local Board of Education, in writing, by no later than May 1, to furnish a written statement of good and sufficient cause on which the non-renewal of the contract was based. The Board is also required to implement the hearing procedures.

60-00

ETHICS

GEORGIA PROFESSIONAL STANDARDS COMMISSION CODE OF ETHICS FOR EDUCATORS

The Georgia Professional Standards Commission publishes the Official Code of Conduct for Educators. The Code of Ethics for Educators is subject to revision at any time. Please reference the Commission website at www.gapsc.com for the most current version of the Code of Ethics (GaPSC Rule 505-6-.01).

505-6-.01 The Code of Ethics for Educators Effective January 1, 2018

(1) Introduction

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

(2) Definitions

a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.

b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

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

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

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

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

g) “Revocation” is the invalidation of any certificate held by the educator.

h) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

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

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

l) “Monitoring” is the quarterly appraisal of the educator’s conduct 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.

m) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

60-05

STANDARDS

Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-22.2, or 16-12100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

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

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).
Standard 3: Alcohol or Drugs – An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

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

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

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic awards, and employment history;

2. information submitted to federal, state, local school districts and other governmental agencies;

3. information regarding the evaluation of students and/or personnel;

4. reasons for absences or leaves;

5. information submitted in the course of an official inquiry/investigation; and

6. information submitted in the course of professional practice.

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

1. misusing public or school-related funds;

2. failing to account for funds collected from students or parents;

3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);

4. co-mingling public or school-related funds with personal funds or checking accounts; and

5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

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

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

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

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

**Standard 8: Required Reports** - An educator shall 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 but is not limited to:

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

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

**Standard 10: 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.

60-10
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 require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

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

60-50
Disciplinary Action
The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator’s conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

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

An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent’s designee must hold GaPSC certification. Should the superintendent’s certificate be revoked, suspended, or denied, the Board of Education shall be
responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

70-15

**Tutoring for Pay**

Whenever the principal, teacher, and parents are in agreement that tutoring would be beneficial to a student, arrangements for private instruction may be made. Teachers may not offer private instructions on a fee basis to any student who is presently enrolled in his/her classes. It is incumbent upon a professional person to assist students in his/her classes after school or whenever feasible. Tutoring must be done in such a way as not to interfere with the orderly routine of the teacher’s regular day and school responsibilities. Private tutors acting in a capacity outside of their role as a school system employee are not covered under the board of education liability insurance protection. This is a violation of the Professional Standards Commission Code of Ethics and could result in action taken against the employee’s certificate.

**Staff Conflict of Interest**

No employee shall give a written or oral endorsement to any company or representative for any periodical, book, or product that may be offered for sale to schools, parents, or students. No employee of the school board shall accept any gift, favor, or service that might reasonably tend to influence him improperly in the discharge of his official duties.

70-16

**Child Abuse and Neglect**

Under Georgia State law, a child is considered to be abused or neglected if the child is under the age of 18 and has had a physical injury or injuries inflicted other than by accidental means, by a parent or caretaker OR has been neglected or exploited by a parent or caretaker OR has been sexually exploited (Georgia Code Section 64-111).

School employees are mandated by law to report all cases of abuse and neglect. Any Ware County teacher who suspects abuse or neglect or who is told by the child of abuse MUST notify the Principal or Counselor immediately, but not more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. The Principal and/or Counselor will then work with their assigned School Social Worker as a team to determine the appropriateness of contacting the Department of Family and Children Services. A written report shall be filed with DFCS by the appropriate Counselor and/or Social Worker. According to the law, any person or agency that reports a case of child abuse in good faith cannot be prosecuted. For additional information, please see local board policy, JGI, Child Abuse or Neglect, or contact the Student Services Department.

**THE RIGHTS AND RESPONSIBILITIES OF TEACHERS REGARDING STUDENT DISCIPLINE**

Provided below are short summaries of the laws pertaining to the discipline of students and the rights and responsibilities of teachers. The number following each paragraph designates the specific section of the Official Code of Georgia where the details of the law can be found.

It is the policy of the Ware County Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in § 20-2-738 and § 20-2-751.5(d),

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and
repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in his/her class or with the ability of such student’s classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Teachers must be given information from school administrators on their students who have committed designated felonies, whether that information is obtained from other schools or from the courts (20-2-671).

Teachers may file reports with the Principal about students who exhibit behavior that repeatedly or substantially interferes with the teacher’s ability to communicate with the other students. Principals must then send the reports to the parents of the designated student (20-2-737).

Teachers must report to the Principal in accordance with local Board policy any alleged instance of assault or battery upon any teacher or school employee, assault or battery of a student on another student, or substantial damage intentionally caused by a student to personal property belonging to teachers, other school employees, or other students (20-2-753).

Teachers must report to the Principal acts committed by students at school which relate to aggravated assault with a firearm, aggravated battery, sexual offenses, carrying deadly weapons at public gatherings, carrying weapons on school property, illegal possession of a pistol or revolver by a person under 18, or possession of controlled substances. The Principal must report to the appropriate police authority (20-2-1184).

Teachers has the authority to remove from class any student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the other students in the class. Such removal must be accomplished in accordance with local Board policy (20-2-738).

Teachers may discipline students in accordance with local Board policy for verbal assault, physical assault or battery, and disrespectful conduct toward teachers, other students, and other school personnel. Students who commit any act of physical violence resulting in substantial physical injury to teachers must be suspended for at least the remainder of the semester (20-2-751, 20-2-751.6).

The local board of education may, by petition to the juvenile court, proceed against a parent or guardian as provided in this Code section. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal pursuant to Code Section 20-2-765 or 20-2-766, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both (20-2-766.1).

Teachers must discipline students with disabilities in accordance with their IEPs and in accordance with local Board policy on disciplining students with disabilities. Teachers may also participate in a student’s IEP team meeting or Student Support Team to assist with developing behavior management plans.

Teachers may search students believed to have weapons or drugs or other prohibited items on school premises, in accordance with local Board policy.

If a suit is brought against a teacher and the teacher wins or the complaint is found to be frivolous, the person bringing the action can be required to pay the costs and attorney’s fees incurred by the teacher (20-2-1000).
RELEASE OF INFORMATION FROM SCHOOL RECORDS
The Family Educational Rights and Privacy Act spells out specific rights and procedures concerning all records kept on students. Parents of a student must be allowed to see all information contained in his/her school records. Employees should exercise great discretion in use of any information from permanent record folders or from standardized testing results. Contact the Director of Student Services at the Central Office with any questions regarding release of records.

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

Alcohol and Drug Free Workplace
The Board of Education absolutely prohibits any employee from using, possessing, selling, exchanging, conspiring to possess or distribute, delivering, or manufacturing any illegal drug, controlled substance, dangerous drugs, or alcohol on school property or while on duty. Notwithstanding any provision of this policy to the contrary, the Board specifically reserves its right to terminate any employee who violates this policy whether or not a criminal conviction is imposed and regardless of the employee’s prior record. All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol and/or controlled substance testing, and follow-up testing. All employees, both certified and classified may be asked to take a drug or alcohol test for a reasonable suspicion testing. Failure to comply may be taken as insubordination and employee may be disciplined up to termination.

Any of the following acts is a serious violation of the law and is punishable by fine and/or imprisonment:

1. Possessing, using, selling, giving away, bartering, exchanging, or distributing any drug or substance declared unlawful.
2. Possessing any alcoholic beverage on school grounds.
3. Giving away, bartering, or exchanging alcoholic beverages to or with minors.

Please refer to local board Policy GAMA for detailed information regarding Ware County Schools being a drug-free workplace. Compliance with this policy is one condition of employment with the Ware County Board of Education.
PROCEDURES

Board of Education Meetings
The Ware County Board of Education are on the second Tuesday of each month at 6:00 p.m. in the Boardroom at the Bailey Street Central Office Building. A citizen may request that a matter be brought to the Board Work Session by contacting the Superintendent’s secretary. A request form will be required with a written summary of the concern. The form must be submitted by Tuesday at noon of the week preceding a regular Board meeting. Presentations are limited to 5 minutes.

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

Field trips should be within a 60-mile radius and should be scheduled before April 15. Longer field trips may be taken. Consult the field trip list in the Principal’s office for field trips approved for your grade level or subject area. Other long distance trips not listed may be scheduled, but they require Board approval. Any such request must be turned in to the Superintendent by noon on the Tuesday preceding a regular business meeting.

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

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

Maintenance Requests
Maintenance requests are not to be made directly with Maintenance staff. Instead, they must be requested through the School Dude website. Principal Secretaries are responsible for making the request at the school level. Elaine Jordan is responsible for making requests at the Central Office. The responsible parties will be notified of intended action and the approximate date. Emergency requests may be called in.

Emergency Management Plan/Emergency Drills
The Georgia Emergency Management Agency reviews and approves the school system’s comprehensive School Safety Plan and each school’s Emergency Management Plan. All school personnel have access to an Emergency Ready Reference, which is a guide for responding to various types of emergencies. Fire evacuation drills are held on a monthly basis, and drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. For additional information regarding school safety, contact your Principal, Director of Student Services, or System Chief of Police.
**70-05**

**HOSPITAL/HOMEBOUND PROCEDURE**

Each school must have one or more teachers who agree to serve as hospital/homebound teachers after regular school hours. Choice of the hospital/homebound teacher is left to the Principal’s discretion.

1. The hospital/homebound teacher is paid an hourly rate based on the teacher’s regular salary.
2. The hospital/homebound teacher must spend three (3) hours per week with each child approved for hospital/homebound service. The preferred format is 1½ hours on two different days.
3. The hospital/homebound teacher must maintain a log of service to the student, a time card, and a mileage chart from the school (not the teacher’s home) to the student’s house and back to the school.
4. An adult must be present in the student’s home before the hospital/homebound teacher can serve him/her.

Hospital/Homebound (HHB) services are not available before delivery to a student with a normal pregnancy. Complications during pregnancy are treated as any other illness. HHB services are available after delivery. A student will be counted present at school while served by the HHB teacher. A student may request from the Guidance Office or the Principal’s office assignments for absences not covered by the HHB program. Before a student can be placed on hospital/homebound, he/she must have a doctor’s excuse saying that the child will be absent a minimum of ten (10) consecutive school days and can receive instructional services (that is, the illness is not communicable). The doctor’s form should specify the length of service needed. For a special education student to receive HHB service, the school must convene an IEP team and specify such services as appropriate in the IEP.

Forms to request hospital/homebound service may be obtained from the Guidance Office or School Secretary. The student’s completed form, which requires a doctor’s signature, must be returned to the Guidance Office or School Secretary who will send a copy to the Director of Student Services.

**70-15**

**SCHOOL ADMISSIONS/ASSIGNMENT TO SCHOOL**

**Residence Eligibility**

1. Approved residence for school attendance purposes occurs when a student resides with the following person(s) who reside(s) within the respective attendance zone of the Ware County School System.
   
   A. Custodial parent (natural or adopted).
   B. Legal guardian.
   C. Foster parents appointed by a state agency.
   D. Students enrolled in approved International Exchange Programs.
   E. Eligible students who are 18 or older.

2. A child who was a legal resident of one or more states for a period of two (2) years immediately prior to moving to this state, and who was legally enrolled in a public kindergarten or 1st grade, or a kindergarten or 1st grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education program, if such child will attain the age of five (5) for kindergarten or six (6) for 1st grade by December 31, and is otherwise qualified.

3. All students under 18 years of age, who do not qualify for admission according to the above residence requirement, must submit a court order that assigns custody to a person living in the school district.

4. Residence for school attendance purposes can be approved when a student, who has no legal custodian, no legal guardian, and no other agency or court-appointed custodian (e.g. student is permanently abandoned or
orphaned or married), resides in the school attendance zone.

5. For students under 18 years of age that establish a residence apart from their parents or legal guardians, the residence of the parents or guardians shall be considered the approved residence for school attendance purposes. Such students are minors, and primary school contact and correspondence will be conducted with the student’s parents or guardians.

6. Approved residence for attendance purposes for homeless children may be in the school/district of origin for the remainder of a school year, or in the school district where they actually reside, whichever is determined to be in the best interest of the student. The choice regarding placement shall be made regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parents. Pupil personnel services shall be the office assigned to make placement determinations for homeless or “couch” children. Each homeless child will be provided services comparable to services offered to any other student in the school.

7. Special Cases: Attendance eligibility for students who are temporarily living with persons other than the legal guardian(s) for compelling humanitarian reasons, where legal transfer of guardianship is not imminently possible, will be decided on an individual, case by case basis. An adult who is not the parent or guardian, but with whom the student actually resides shall provide a certificate (see Exhibit JBCA) setting forth the circumstances whereby the adult is exercising parental control. However, a student may not be enrolled by an adult acting in place of the parent, if the purpose of the student residing with such adult is to: avoid tuition as a non-resident; to avoid a suspension or expulsion imposed by another school district; or to have the student attend a school in another attendance zone. The principal shall make a reasonable inquiry to determine the truth of the facts set forth in the certificate. Upon furnishing the required proof or certificate and appropriate verification of the facts set forth therein, the adult enrolling the student shall be deemed to stand in the place of the parent of the student for all purposes. Denials of eligibility in all “special cases” can be carried through the appeals process outlined in this policy.

8. The Ware County Board of Education authorizes the Superintendent to establish guidelines for a hardship waiver to this policy. The Board shall approve the guidelines and the Superintendent or his designee shall have the authority to make and implement decisions within those guidelines without further Board approval.

70-20

Guidelines for Hardship Waiver

1. The Assistant Superintendent or Director of Student Services is authorized to coordinate the hardship waiver process and to make decisions as to what constitutes a hardship without further board approval.

2. A hardship waiver will be considered if it does not adversely affect the diversity of the student population or the school enrollment/class size limits for a school.

3. A hardship waiver will be considered if the following factors are present.
   a) Single Parent Status
      A parent is a single parent and will otherwise be unable to work because there is no childcare available within the home.
   b) Safety Issues
      There is documentation that the single parent’s work schedule will result in a young child or children being left alone for an inordinate period of time.
c) **Administrative Input**

Information shall be gathered from the principals of the schools involved to determine that the waiver request is not an attempt by the parent to circumvent rules or regulations related to school discipline or extracurricular activities.

4. Request for hardship waivers will be considered on an individual, case-by-case basis. Written documentation of extenuating circumstances will be required. Documentation of relevant family issues will be developed by school social workers in consultation with the parent or guardian.

5. The Director of Student Services shall submit to the Superintendent a monthly report of the number and nature of waivers that were requested and whether they were approved or denied.

6. Requests for hardship waivers denied by the Director of Student Services may be appealed to the Board of Education.

7. If the Ware County School System employs a child’s parent or step-parent as a full-time, benefit-eligible employee, the child or step-child of this employee may be enrolled in the appropriate grade level in a Ware County School desired by the parent, as long as that child lives with the parent or step-parent. Once enrolled, the child will be expected to attend that school for the duration of the school year unless extenuating circumstances warrant reconsideration of the decision and a school transfer is authorized by the Superintendent or designee. This option is not contingent upon school capacity at the requested school. However, approval to remain at the requested school may be revoked by the Superintendent or designee due to attendance or behavior concerns. The transportation of students to and from school shall be the responsibility of the student’s parents.

Ware County Board of Education maintains the authority to transfer a student from one school to another. Reasons for a transfer will be evaluated on an individual basis and are subject to review and change when conditions justify.

**70-25**

**SCHOOL ADMISSIONS - NON-RESIDENT ATTENDANCE**

Residence requirements for school attendance eligibility are set forth in Policy JBCA. The following rules shall apply to students whose custodial parent(s) or guardian(s) are not residents of Ware County.

1. Students of employees of the Ware County Board of Education shall be granted admission to the Ware County Schools without payment. (See item 4 of Policy JBCCA for school assignment.)

2. Whenever a family moves out of Ware County after the school year begins, the student may complete the six weeks grading period at the Ware County School he/she has been attending if parents provide transportation. Such students may continue to attend the Ware County Schools beyond the six-weeks grading period by paying tuition.

3. The following rules shall apply to the cases in which custodial parents or guardians do not reside in Ware County and wish to pay tuition for their child to attend a Ware County school.
   a. Tuition enrollment applications shall be submitted by July 1 to be considered for enrollment during the subsequent year.
   b. Tuition applicants will not be permitted free choice of schools. Schools will be assigned by the Student Services office based on available classroom space and other relevant factors.
   c. Parents must pay half of the yearly tuition fee before the beginning of the first semester and the remaining half before the beginning of the second semester.
   d. Parents must provide transportation to and from school for their student(s).
e. The Board of Education reserves the right to revoke a tuition student’s permission to attend a Ware County School if the student should become a discipline or truancy problem. Such revocation would be acted on by the Board of Education on the recommendation of the Principal.

4. The Board authorizes the Superintendent or his designee to develop application procedures necessary to implement this policy.

5. Eligibility for enrollment of any other students with unusual circumstances shall be handled in accordance with the “Special Cases” section of policy JBCA.
FINANCE

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

Handling of School Finances
All monies related to school matters must be receipted properly through the Principal’s office.

Purchase Orders (Ordering Goods and Services)
It is a necessary accounting practice to require issuance of purchase orders for all financial expenditures. Receipt of this form is interpreted by vendors as an admission on the part of the school district of a financial obligation.

The procedures for making purchases are as follows:

1. Complete the electronic Requisition for Purchase form (see link) and submit it to your school bookkeeper. Please consider the cost of shipping when making purchase decisions. A good rule of thumb is to estimate 10% of the total order to cover shipping cost or determine flat rates charged by the company.
2. The school bookkeeper or designee will then enter the requisition into the financial accounting software and get approval from the respective Principal and Director.
3. Next the Finance Department will transfer the requisition to a purchase order and fax it to the appropriate vendor. A copy is sent to the warehouse to assist with receipt of the goods.
4. All orders will be shipped directly to the Central Receiving Warehouse at 1301 Bailey Street (with the exception of heavy equipment and magazine subscriptions).
5. The Central Receiving Warehouse will check in all orders and deliver them to the facility that originated the order.

All requests for purchase must be submitted to the Central Office by the last business day of March each year. This deadline is to ensure that all orders will be received and processed by the end of the fiscal year (June 30). The Board does not prepay vendors for items ordered as Auditors strongly discourage this practice.

The only exceptions are:

- Magazine & Newspaper Subscriptions
- Conference/Seminar Registration Fees
- Special Equipment Repairs (done on case-by-case basis)

Do not change purchase orders without prior approval from the Central Office. In the event an employee charges material or equipment without meeting all required procedures, the employee will PERSONALLY LIABLE for payment or returned shipping costs. The system will not reimburse the employee.

Those who disregard proper procedures or do not receive prior approval for purchases will become FINANCIALLY RESPONSIBLE for their purchase.
80-10

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

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

Questions regarding the loaning of school property of any type should be referred to the Principal.

School property is not to be used for private gain.

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

Textbook Inventory
All system-adopted textbooks must be listed on an inventory maintained by the teacher. Teachers must account for all textbooks assigned to them. A list must be maintained to include the number of the book assigned to each student and documentation of the return of the book or payment for the lost book. The cost of a lost textbook is the replacement/full cost of the book. Schools will submit money collected for lost textbooks to the school textbook coordinator at the end of the school year. Lost textbooks must be paid for before the final report card is issued to the student. However, schools may not withhold records from a school in which the student is attempting to enroll. Refer to the Ware County Board of Education Policy IFAA for a list of teacher responsibilities.

80-20

Travel Approval
Prior approval from the Superintendent through the use of the Ware County Board of Education’s Request for Leave form must be obtained before an employee travels during school time on professional leave, whether or not he/she expects reimbursement for the travel.

Travel Regulations/Reimbursement
Reimbursement for expenses incurred by system employees while on official school business outside the school system approved by the Superintendent shall be made according to the latest rates provided in the Georgia Financial Accounting Handbook. See the weblink for the latest Statewide Travel Regulations at www.sao.georgia.gov.

Reimbursement for such expenses must have approval of the principal or director and Superintendent.

All employees must submit any and all reimbursement requests to the finance office within 40 days of the completion of the non-contracted activity, or waive the right to any and all reimbursement for that particular activity. These activities include, but may not be limited to consulting work, professional leave, system level sponsored teacher recruitment, and system level or building level mentoring and tutoring.

Note: The exception to the 40-day rule will occur when reimbursement is sought for activities that occur near the end of the fiscal year (June 30th). For example, if reimbursement is sought for an activity that occurs after May 11th of the fiscal year, reimbursement paperwork will be required within 15 days of the completion of the activity.

Any and all requests for reimbursement must bear the signature of the supervisor, principal, or director, and in most cases, all of same.

Transportation Reimbursement
Reimbursement for mileage will be made for transportation expense incurred by use of personally owned, rented, or leased vehicles; payments to friends or other individuals will not be allowed. No transportation costs will be allowed between an individual’s residence and his headquarters, even though official business was conducted between the two points.
Reimbursement for transportation expense incurred by use of vehicles will be at the rate per mile as provided by law for the actual mileage traveled in the performance of official duties. (Administrators are exempt from transportation expense when traveling from school to school. Legislative action fixes the mileage rate per mile with a maximum amount. (For the current rate click here.) The initial point of departure shall be the individual’s residence or headquarters, whichever is nearer the destination point. Actual odometer readings must be reported; however, personal mileage must be excluded in determining the mileage for which reimbursement is made. Point to point destinations must be clearly identified on the expense statement. The authorized mileage rate is to include all expenses incurred in the operation of personally owned, rented or leased vehicles, and reimbursement for gas and oil will not be permitted. Individuals using vehicles owned, rented, or leased by a school system are not entitled to the mileage rate provided by law.

Transportation by common carrier (i.e., plane, train, bus, and limousine) shall be allowed only with prior written approval of the Superintendent. With such prior approval reimbursement will be made upon presentation of the ticket stub, receipt, or other documentary evidence of expenditures. Travel by common carrier will be by minimum fare service whenever possible. Failure to secure the Superintendent’s prior approval in writing for travel by common carrier or any other unusual travel considerations will result in denial of travel reimbursement.

**Meals**

Cost of meals that normally would be eaten before departure or after return will not be allowed. **Reimbursement will not be allowed for the noon meal** unless overnight travel is required, or whenever the noon meal is part of a required registration fee. Reimbursement will not be allowed for breakfast unless the individual departs his/her home or official headquarters prior to 6:30 a.m. Individuals will not be reimbursed for evening meals unless they arrive at their homes or official headquarters after 7:30 p.m. It is permissible to reimburse an employee’s noon meal expense without overnight lodging being incurred provided the employee was traveling prior to 6:30 a.m., returned after 7:30 p.m., and claimed both breakfast and dinner. Reimbursement will be made for actual cost of meals within reasonable limitations. If only one or two meals are claimed, the maximum per meal has been established. (For the current rate click here.) Charges in excess of the established reasonable rates must be explained in writing. Reimbursement shall be limited to the cost of meals for the individual only. Subsistence within the county of an individual’s headquarters or residence or within a 30-mile radius will not be allowed.

**Lodging**

Reimbursement may be made for actual lodging expenses up to an established maximum per day. (For the current rate click here.) When a room is shared with other employees on travel status, reimbursement will be calculated on a pro rata share of the total cost; however, when a pro rata share of lodging costs is claimed, the expense statement must show the name or names of the employees with whom the room is shared. The simplest method would be for each employee to ask for a separate bill for his share of the room cost. This step would eliminate the need for cross-referencing expense statements.

An individual on travel status accompanied by husband, wife, or other individual who is not an employee on travel status will be entitled to reimbursement at the single room rate. Lodging expense will not be allowed for other than overnight accommodations.

Reimbursement will be made for lodging expense within reasonable limitations incurred in hotel or motel on presentation of a “paid” copy of the bill. Reimbursement for lodging due to extended check out time will not be granted unless pre-approved in writing by the Superintendent. Personnel will be reimbursed for actual costs expended and should not consider the allowable charges as a per diem allowance.

School systems cannot pay county/municipal excise taxes. Before leaving on a trip which requires overnight lodging, an individual must see the school secretary to obtain a statement of Ware County’s tax exempt status so that the hotel will not charge lodging taxes. Failure to obtain this form and a resulting lodging charge for taxes means that the employee is personally responsible for any lodging taxes that are billed. For questions about expenses beyond the statement in the summary, check with the school Principal who will have a
complete, updated copy in the administrative handbook. Changes in mileage rate may also be announced in the system newsletter.

90-00

INTERNET/E-MAIL USE AND PRIVACY
The use of computers for system-provided Internet access should not be considered private. Under Freedom of Information statutes, some public authorities have been required to release tapes of e-mail systems and also provide hard drives from computers suspected of inappropriate use. According to BOE policy IFBGA, inappropriate use of computers/internet can result in termination of employment. Inappropriate computer use as well as e-mail transmissions can be tracked back to the user. When you delete your e-mail messages, the messages are not automatically purged from the e-mail server. Your messages may be left on a backup tape or in a reserved area of the e-mail server’s hard drive. Exercise good judgment when using your computer or e-mail. There have been numerous viruses transmitted through attachments to e-mail.

WCS Authorized User Procedures for Email Active Sync
Employee access to school email, calendar, and contacts on a personal device is a privilege granted by Ware County Schools (WCS). Any user that connects a personal device to the Ware County Schools email system is subject to and not limited to the following procedures.

1. Open records request and possible surrender of information on device and/or actual device.
2. Remote wipe/factory reset of device due to loss of device or necessity to remove Ware County School’s data. The user is responsible to tell Ware County Schools if the device is lost or stolen.
3. Permanent password activation set on the device with specific password restrictions. Password authentication must remain on device.
4. Ware County Schools has the option to monitor failed attempts by user to log into the system.
5. Initiate a force lock of device, making the user re-authenticate to the system.
6. Personal devices will not be supported by Ware County Schools.

These privileges and policies can be removed or enforced at any time without acknowledgment to or approval from the user. All harmful activity will be denied. Active Sync service is not a guaranteed service that can be revoked, stopped, or denied at any time. The cellular phone contract/monetary charges are between the user and service provider. Ware County Schools is not responsible for any personal use of device/ loss of information or data on phones connected to the Ware County Schools email system.
Electronic Resources - Acceptable Use Policy

Ware County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include, but are not limited to, Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, WCS Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district’s computer network. School officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education Policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include, but are not limited to, the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities, or to solicit for non–school system business. Broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.

2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users’ files, will follow directions of staff or supervisors, will not be wasteful of resources).

3. Comply with network policies regarding student and staff logins including, but not limited to, circumventing desktop protection applications or internet filtering devices.

4. Use the Internet for appropriate educational resources.

5. Use electronic resources only with permission of an administrator or designated personnel.

6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.

7. Immediately report security problems or policy violations to appropriate school and/or district staff.

8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating, or knowingly offensive to others.

9. Do not access inappropriate, obscene, or vulgar materials or show others how to access or use them.

10. Do not transmit computer viruses or any other malicious programs.

11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.

12. Do not install or remove software on any computer or server.
13. Do not share user IDs or passwords. Avoid leaving passwords and I.D.s on written notes which may be accessible to unauthorized persons.

14. Do not utilize unauthorized user IDs or passwords.

15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing the use of the school system’s electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Ware County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Ware County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Ware County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Ware County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and, (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

**90-15**

**Technology Equipment Agreement**

1. I understand that I am responsible for the technology equipment and accessories that are assigned to me for use as an employee of Ware County Schools.

2. Computers cannot be reconfigured in any way during this time period. The computer that is being assigned to me is fully operational when I receive the device.

3. I acknowledge that I am responsible for the replacement cost of the equipment due to loss by theft, fire, or any other event that would support the replacement of the equipment if the equipment were damaged, lost, or stolen while left unattended at my assigned work site(s), **OR** in the event that the equipment is used inappropriately or neglectfully at or away from my assigned work site(s).

4. I acknowledge that WCBOE Policy IFBGA (Electronic Communications) applies to the use of this equipment.

5. I acknowledge that the content and data distributed through technology equipment owned by Ware County but in my possession may be subject to disclosure through the Open Records Act.

6. I acknowledge that I must immediately report to designated personnel any technology equipment or accessory assigned to me that is lost by theft, fire, or any other event.
Fraud, Waste, Abuse and Corruption Procedure

Purpose

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

Definitions

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Ware County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

“Waste” means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“Abuse” means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one’s position or authority.

“Corruption” includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity, and quality of education.

Examples of Fraud, Waste, Abuse, and Corruption (Not all-inclusive)

- Behaving in a dishonest or false manner in relation to the Ware County School System’s assets, including theft of funds, securities, supplies or other school system properties.
- Bribery
- Contract fraud
- Disregarding confidentiality safeguards concerning financial information.
- Embezzlement
- Excessive or unnecessary purchases
- Falsification of official documents (time sheets, leave reports, travel vouchers, etc.)
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Inappropriate expenditures
- Mishandling financial records or Ware County School System assets (destroying, removing or misusing).
- Neglect of duty
- Personal use of district owned supplies or equipment
- Personal use of district-owned vehicles
- Personally profiting as a result of insider knowledge.
- Violating Board conflict of interest policies.
- Violations of system and/or state procurement policy

Statement of Administrative Regulations:

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

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled with 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, abuse, or corruption 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 Ware County Board of Education at 1301 Bailey Street, Waycross, GA 31501

2. Any employee with the Ware County Board of Education (part-time 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) 283-8656. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.

3. The Ware 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, abuse, or corruption.

6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be posted in a visible location at all schools, facilities, and on the Ware County Schools website (www.ware.k12.ga.us)

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

8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.
100-00

WORK CALENDARS

CALENDAR - 190-DAY PERSONNEL
Staff contracted for 190 days per academic year will have a work schedule based on the official school calendar as adopted by the Board or as amended by the Board due to inclement weather or any other emergency condition. 190-Day Adopted Calendar

A minimum of eight (8) hours must be scheduled by the Principal for teachers for each day of the adopted calendar not to exceed eight (8) hours in the work day.

Teachers who receive an extended supplement, work beyond the regular classroom teacher’s schedule. (See Work Schedule Below)

Each teacher is expected to schedule his/her personal obligations so as not to conflict with the school calendar.

CALENDAR - 200-205 DAY PERSONNEL
Personnel who work 200 days per academic year will report approximately five (5) days before the teachers report. In addition, a 200-day employee will work the 190-day teacher schedule and will work the number of days, following post-planning days for teachers, necessary to total 200 days for the year. (See Work Schedule Below) 190-Day Adopted Calendar

CALENDAR - 210-DAY PERSONNEL
Personnel who work for 210 days per academic year will report approximately ten (10) days before and ten (10) days after the adopted 190-day official calendar. Modification of this schedule can be made by the building Principal to allow completion of all 210 days. 190-Day Adopted Calendar (See Work Schedule Below)

CALENDAR - 220 DAY PERSONNEL
Personnel who work for 220 days per academic year will report approximately fifteen (15) days before and fifteen days (15) after the adopted 190-day official calendar. Modification of this schedule can be made by the building Principal to allow completion of all 220 days. 190-Day Adopted Calendar (See Work Schedule Below)

CALENDAR - 230 DAY PERSONNEL
Personnel who work for 230 days per academic year will report on July 1 and work through June 30 of the subsequent year. 230 day personnel will follow the adopted 190-day official calendar with an additional 40 day work period. 230 day personnel do not qualify for vacation because they observe the same days off as the 190 day personnel. 190-Day Adopted Calendar (See Work Schedule Below)

CALENDAR - 240-247 DAY PERSONNEL
Personnel who work for 240-247 days months per academic year will report on July 1 and work through June 30 of the subsequent year except for approved time off. Ten (10) days of annual leave will be approved each calendar year after one (1) year of employment for a maximum of 45 days. Any unused vacation days that exceed the 45 day maximum will be forfeited the following subsequent year. (See Work Schedule Below)
### Work Schedule:
**Start Date and End Date According to Number of Days Worked**

<table>
<thead>
<tr>
<th>Employee Work Days</th>
<th>Start Date</th>
<th>Position(s)</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>8/01/2019</td>
<td>Bus Drivers, Nutrition Assistants (4 add’l in-service days assigned by management) and other 180 day employees</td>
<td>5/22/2020</td>
</tr>
<tr>
<td>190</td>
<td>7/25/2019</td>
<td>Paraprofessionals, Teachers, Nurse Coordinator, Nurses, Elementary Counselors, Community Outreach Workers and other 190 day employees</td>
<td>5/27/2020</td>
</tr>
<tr>
<td>194</td>
<td>7/22/2019</td>
<td>School Nutrition Managers and other 194 employees</td>
<td>5/28/2020</td>
</tr>
<tr>
<td>195</td>
<td>7/22/2019</td>
<td>Media Specialist and other 195 day employees</td>
<td>5/29/2020</td>
</tr>
<tr>
<td>196</td>
<td>7/22/2019</td>
<td>Technology Coaches, Instructional Coaches, and other 196 day employees</td>
<td>6/1/2020</td>
</tr>
<tr>
<td>200</td>
<td>7/18/2019</td>
<td>Middle &amp; High School Counselors, Secretaries, Social Workers, Psychologists, SpEd Data Manager and other 200 day employees</td>
<td>6/3/2020</td>
</tr>
<tr>
<td>205</td>
<td>7/18/2019</td>
<td>Other employees</td>
<td>6/10/2020</td>
</tr>
<tr>
<td>210</td>
<td>7/15/2019</td>
<td>Elementary &amp; Middle Assistant Principals, Tech Repair, WCHS Principal Secretary, Social Worker Coordinator, and other 210 day employees</td>
<td>6/12/2020</td>
</tr>
<tr>
<td>220</td>
<td>7/8/2019</td>
<td>WCHS Assistant Principals and 11 months Custodians, bookkeepers, and other 220 day employees</td>
<td>6/19/2020</td>
</tr>
<tr>
<td>230</td>
<td>7/1/2019</td>
<td>Elementary Principals, Athletic Director, Head Football Coach, and other 230 day employees</td>
<td>6/29/2020</td>
</tr>
<tr>
<td>240</td>
<td>7/1/2019</td>
<td>Middle and High School Principals, Central Office Personnel, Warehouse Supervisor, Maintenance Director, Transportation Director, Transportation Secretary, WCHS Registrar, WCHS Bookkeeper, and other 240 day employees</td>
<td>6/29/2020</td>
</tr>
<tr>
<td>247</td>
<td>7/1/2019</td>
<td>Maintenance Assistant Director, Transportation Assistant Director, Pupil Routes Supervisor, Maintenance Staff, Mechanics, and other 247 day employees</td>
<td>6/29/2020</td>
</tr>
</tbody>
</table>
APPENDIX A – Subject Index by Person Responsible

Applications for Employment:

Bus Drivers .......................................................... Joe Meadows
Clerical .......................................................... Diana Ricketson/Crystal Bussey
Maintenance/Custodial ...... Robert Benchoff/Elaine Jordan/Diana Ricketson
Paraprofessional .................... Diana Ricketson/Crystal Bussey
Teaching, Administration .............. Diana Ricketson/Crystal Bussey
School Nutrition .................................................. Laura Deen

Athletics Director .................................................. David Shields
Attendance Reporting, Students ......................... Jackie Turner/Kim Fraiser
Beginning Teacher’s Assistance ..................... Sonya Bennett
Bus Repairs .................................................. Joe Meadows
Bus Routes .................................................. Joe Meadows
Cafeteria Plan ............................................. Alicia Harkleroad/Eugenia Dixon
Certification .............................................................. Diana Ricketson/Janice Cribbs
Change of Address, Telephone No. ....................... Crystal Bussey
Copyright Laws .................................................. Paige Coker
Complaints: Personnel .................... Janice Cribbs/Principal
Complaints: Student/Parent .................. Jackie Turner/Principal
CPI (Certified/Classified Personnel Reporting) ........... Janice Cribbs
Credit Union .................................................. Priscilla Christopher
Contracts .................................................. Janice Cribbs/Diana Ricketson
Contract Addendums ..................................... Janice Cribbs/Diana Ricketson
Curriculum .................................................. Sonya Bennett
Dental Insurance (Questions) ............. Alicia Harkleroad/Eugenia Dixon
Employment Verification ............. Crystal Bussey/Eugenia Dixon/Diana Ricketson
ESOL Program .................................................. Regina Germano
Exit Interview ............................................. Crystal Bussey/Diana Ricketson
Family Medical Leave ..................... Janice Cribbs/Diana Ricketson
Field Trips .................................................. Principal/Joe Meadows
Finances .......................................................... MaryAnn Chaney
Fingerprinting ............................................. Crystal Bussey/Diana Ricketson
Food Service .................................................. Laura Deen/Pam Studstill
FTE/Infinite Campus ........................................ Darlene Todd
Fundraising .................................................. Principal
Graduation Requirements ..................... H. S. Counselors
Grant Information ........................................... Sonya Bennett
Infield Reporting ........................................ Janice Cribbs
Instructional Technology Information ........ Paige Coker
Insurance, Employee Information .......... Alicia Harkleroad/Eugenia Dixon
Key Requests ............................................ Elaine Jordan/Robert Benchoff
Maintenance .................................................. Robert Benchoff/Principal
New Employees ......................................................... Diana Rickertson/Crystal Bussey/Janice Cribbs
Certification-In Field .................................................................................. Janice Cribbs
Certified/Classified Information (CPI) .......................................................... Janice Cribbs
Certification Renewal ................................................................. Janice Cribbs/Diana Rickertson
Background Check ........................................................................................... Crystal Bussey
Paraprofessional Licensing ............................................................................... Crystal Bussey
Payroll Calculations .................................................................................. Janice Cribbs/Alicia Harkleroad/Eugenia Dixon
Payroll Deductions .................................................................................. Janice Cribbs/Alicia Harkleroad/Eugenia Dixon
Payroll Forms ........................................................................................... Alicia Harkleroad/Eugenia Dixon/Diana Rickertson
Personal Leave ........................................................................................... Alicia Harkleroad/Eugenia Dixon
Personnel Open Records Request ......................................................... Janice Cribbs/Crystal Bussey
Personnel Handbook ...................................................................................... Bert Smith
Professional Development Building .............................................................. Joe Meadows
Professional Development ........................................................................ Reginna Germano
Professional Leave .................................................................................. Alicia Harkleroad/Eugenia Dixon
Public Relations .......................................................................................... Paige Coker
Purchasing/Purchase Orders ................................................................. Tosha Thompson/Patsy Villiers
Purchasing/Purchase Orders Maintenance ................................................... Elaine Jordan
Rental Agreements (Buildings) ................................................................. Elaine Jordan
Repairs (Building and Maintenance) ............................................................. Robert Benchoff/Keith Hendricks
Retirement .................................................................................................. Alicia Harkleroad/Eugenia Dixon
School Improvement .................................................................................. Sonya Bennett
Separation Notices ....................................................................................... Crystal Bussey
Shipping/Receiving ................................................................................... Darryl Cribbs
Sick Leave ................................................................................................... Alicia Harkleroad/Eugenia Dixon
Sick Leave Bank ........................................................................................... Alicia Harkleroad/Janice Cribbs
Special Education ......................................................................................... Donna McClain
Staff Development (Title II) ............................................................................ Sonya Mixon
School Staff Development ........................................................................... Principal
System Staff Development ........................................................................... Sonya Bennett
Student Support Team ................................................................................ Sonya Bennett/Principal
Student Teaching ........................................................................................ Paige Coker
Superintendent Appointments ...................................................................... Sherry McCarty
Supervising Student Teachers ....................................................................... Principal/Paige Coker
Teacher of the Year Process .......................................................................... Paige Coker
TKES/LKES Platform Information ................................................................. Janice Cribbs
Teacher Evaluation ...................................................................................... Principal
Technology .....Dennis Wainwright/Patrick Finn/Dave Jordan/ Dusty Thornton
Testing ........................................................................................................... Reginia Germano
Textbooks ................................................................................................... Sonya Bennett/Darlene Tuten
Time Cards .................................................................................................... Eugenia Dixon
Title Programs .............................................................................................. Dean Moody
Transportation ............................................................................................. Joe Meadows
Travel Expenses and Forms ......................................................................... Patsy Villiers
Truancy .......................................................... Jackie Turner/Kim Fraizer
Tuition ........................................................................................................... Jackie Turner
Workman’s Compensation ........................................................................... Crystal Bussey
APPENDIX B – Benefit Information  Effective Rates for JANUARY 1 - DECEMBER 31, 2019

State Health Benefit Insurance Monthly Premiums

<table>
<thead>
<tr>
<th>PLAN</th>
<th>YOU</th>
<th>YOU + CHILDREN</th>
<th>YOU + SPOUSE</th>
<th>YOU + FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHEM BCBS GOLD</td>
<td>$168.73</td>
<td>$307.13</td>
<td>$418.09</td>
<td>$556.60</td>
</tr>
<tr>
<td>ANTHEM BCBS SILVER</td>
<td>$110.89</td>
<td>$208.80</td>
<td>$296.62</td>
<td>$394.54</td>
</tr>
<tr>
<td>ANTHEM BCBS BRONZE</td>
<td>$72.45</td>
<td>$143.46</td>
<td>$215.91</td>
<td>$286.92</td>
</tr>
<tr>
<td>ANTHEM BCBS HMO</td>
<td>$135.65</td>
<td>$250.90</td>
<td>$348.63</td>
<td>$463.89</td>
</tr>
<tr>
<td>UHC HMO</td>
<td>$172.56</td>
<td>$313.65</td>
<td>$426.14</td>
<td>$567.22</td>
</tr>
<tr>
<td>UHC HDHP</td>
<td>$58.03</td>
<td>$118.94</td>
<td>$185.62</td>
<td>$246.54</td>
</tr>
<tr>
<td>KAISER HMO*</td>
<td>$142.71</td>
<td>$262.59</td>
<td>$362.49</td>
<td>$482.37</td>
</tr>
</tbody>
</table>

*KAISER HMO available only to eligible employees who either live or work in one of the 27 counties within the Metro Atlanta Service Area. For deductibles, out of pocket expenses, and additional information on State Health Benefit Plan go to State Health Benefit Plan.

Direct Reimbursement Dental/Vision Plan Monthly Premiums*

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Employee</th>
<th>Emp. + Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Premium Option</td>
<td>$37.85</td>
<td>$98.48</td>
</tr>
<tr>
<td>Dental Standard Option</td>
<td>$23.07</td>
<td>$57.24</td>
</tr>
<tr>
<td>Vison Option</td>
<td>$6.28</td>
<td>$15.28</td>
</tr>
</tbody>
</table>

For Claim Forms and additional Dental/Vision Information go to Dental Vision.

Critical ILLNESS Insurance
For more information go to Critical Illness Insurance.

Short Term Disability
For information go to Short Term Disability.

Long Term Disability
For information go to Long Term Insurance.

Group Life/ADD Insurance
For more information go to Group Life/ADD.

Flexible Spending Accounts
For information go to Healthcare Spending Account.

Term Life Insurance
For information go to Term Life Insurance.

Sick Bank
Employees are eligible after one (1) full year of employment. If you elect to enroll, you will contribute one (1) day of leave each year from your accrued sick leave.