

# **Grady County Schools Employee Handbook**



**Grady County Public Schools  
122 North Broad Street  
Cairo, Georgia 39828**

**July 1, 2017**

**Dr. Kermit Gilliard  
Superintendent**

July 1, 2017

Dear Grady County Schools Employee:

I welcome you to the 2017-2018 school year. This new school year offers exciting challenges and opportunities for us as educators as we give "Our Best Every Day."

This personnel handbook has been prepared for the purpose of providing you with administrative procedures and many of the policies relating to your employment in the Grady County School System. In addition, please review the Grady County Schools core beliefs, vision, mission, and strategic goals, developed by you and other constituents. Please contact an administrator or access the Grady County policy manual if you need additional information. A complete copy of the Policies of the Grady County Board of Education is on file at each school in the system, and on the web at [www.gsba.com/policymanuals/links/grady](http://www.gsba.com/policymanuals/links/grady) or the local system web at [www.grady.k12.grady.us](http://www.grady.k12.grady.us) You are encouraged to become familiar with these policies. In addition, your suggestions for the improvement of the policies and procedures are earnestly solicited.

It is my sincere wish that your employment with the Grady County School System is personally and professionally rewarding. Thank you for your commitment to all Grady County Students. Please call me if I can assist you.

Sincerely,



Kermit V. Gilliard, Jr., Ed.D.  
Superintendent  
Grady County Schools

<b>TABLE OF CONTENTS</b>	
Administrative Staff Members	8
Arrangement for Substitutes	37-38
Board of Education Members	8
Calendar	7
Child Abuse/Neglect	61
Child Abuse/Neglect Reporting	61-62
Classified Personnel Assignments	39
Classified Personnel Compensation/Contracts	39
Classified Personnel Hiring	39
Classified Personnel Hospitalization Insurance	42
Classified Personnel Jury Duty	43
Classified Personnel Leave & Absences	40-41
Classified Personnel Sick Leave Procedures	41-42
Classified Personnel Vacations	43
Classified Personnel Work Load	40
Code of Ethics	51-57
Complaints & Grievances	14-17
Conflict of Interest	48
Core Beliefs	5
Corporal Punishment	58
Criminal Background Check	20-21
Drug Free Work Force Act of 1990	44
Drug Screening for Bus Drivers	39-40
Drug-Free Work Place	45-46
Employee Panel of Physicians	42
Employee Tobacco Use	45
Equal Educational Opportunities	12-13
Equal Opportunity Employment	10-12
Executive Procedure	20
Federal Family Medical Leave Act	31-36
Fund Raising	65
Harassment	20
Homework	65
Hospital Homebound Services	67
Infectious Diseases	48-49
Internet Acceptable Use	70
Length of School Year	65
Maintenance Requests	65
Make Up Work by Pupils	66
Materials/Supply Fees	65
Out of District Transfers	69
Paraprofessional Leaves & Absences	43
Paraprofessional Military Leave	43
Paraprofessional Religious Leave	44
Philosophy & Purpose	9
Prevention of Spread of HIV, blood, other	49-50

Professional Learning Opportunities	22-23
Professional Personnel Assignment	27
Professional Personnel Compensation/Contracts	26
Professional Personnel Duty Free Lunch	28
Professional Personnel Hospitalization Insurance	37
Professional Personnel Leaves & Absences	23-25
Professional Personnel Recruitment	27
Professional Personnel Sick Leave Bank	28-30
Professional Personnel Tutoring for Pay	28
Professional Personnel Work Loads	27-28
Professional Responsibility of Personnel	66
Public Relations	66
Purchases	66
Reduction In Force	21-22
Reporting of Crimes	67
Reporting Suspicion of Fraudulent Activities	47-48
School Finances	67
Sex Education	59
Solicitation of Students	59-61
Solicitations	48
Special Education Program	67
Special Use of School Buses	58
Substitute Teachers	68
Supervision of Students	68
Surveys & Questionnaires	68
Teacher Attendance Incentive Plan	26-27
Teacher Dress	68
Theft of Equipment	69
Title Program Complaint Procedures	18-19
Transfers	69
Use of Private Vehicles to Transport Students	69
Vision, Mission, Goals	6
Weapons	63-64

# Grady County Schools

## Core Belief Statements

### Teaching and Learning

#### We believe

- all students can learn, and come to school motivated to learn.
- in the importance of education and in the worth of each individual student. Each student must receive equitable access to a quality education.
- the school system controls enough of the variables to assure that all students do learn.
- committed educators will maximize individual student potential by focusing on development of the whole student.
- incorporating effective instructional strategies based on high quality professional development will lead to maximum individual student achievement.
- effective use of technology, resources for learning, and student achievement data are essential for maximum individual student learning.

### Safety and Discipline

#### We believe

- a safe and disruption free school environment is a basic right of all students and staff.
- high expectations for appropriate behavior and clear, consistent age appropriate discipline procedures positively impact the learning environment.

### Human Resources

#### We believe

- dedicated educators who are focused on student learning are the school system's most important resource.
- effective educators are committed to students, dedicated to student learning, and to their own professional learning.
- the recruitment, employment, and development of highly qualified, diverse staff are essential for optimum student success.

### Governance, Leadership, Accountability

#### We believe

- shared decision-making, based on best practices and sound research, is crucial for improved student learning.
- accountability, when shared among all stakeholders, leads to higher levels of student learning.

### Parental and Community Engagement

#### We believe

- the parent/guardian is a child's first and most important teacher. Involved, supportive, and accountable parents enable their children to reach full potential in life.
- schools and parents/guardians must work closely to ensure maximum student success.

### Finance

#### We believe

- good stewards of financial resources build budgets based on prioritized student needs.

# Grady County Schools

## “Our Best Every Day”

### Vision Statement

We envision a Grady County School System which produces educated, responsible and respectful citizens. Students enjoy learning, teachers enjoy teaching, and the community is involved. Supported by dedicated staff and engaged parents, Grady County students will develop a commitment to life-long learning, understanding they ultimately hold responsibility for reaching their full potential in life.

### Mission Statement

All Grady County Students will graduate and be fully prepared for post-secondary education and/or careers, and for their roles as responsible citizens.

### Strategic Plan Goals

Maintain a safe, orderly, and effective environment for students, staff, and visitors.

Raise achievement of all students to ensure attainment of maximum potential with a focus on college and/or career readiness.

Promote involvement and engagement of students, teachers, parents, and community in the educational process.

Recruit, hire, develop, and retain qualified/student focused personnel.

Ensure fiscal responsibility.





## Grady County Schools Calendar 2017-2018

Independence Day	Tuesday, July 4 <sup>th</sup>
Professional Development Days	Monday, July 31 <sup>st</sup> - Tuesday, Aug 1 <sup>st</sup>
Pre-Planning Days	Wednesday, Aug 2 <sup>nd</sup> - Thursday, Aug 3 <sup>rd</sup>
First Day of School for Students	Friday, August 4 <sup>th</sup>
Labor Day Holiday	Monday, September 4 <sup>th</sup>
End of 1 <sup>st</sup> 9 weeks	Friday, October 6 <sup>th</sup>
Fall Break	Monday, Oct 9 <sup>th</sup> - Friday, Oct 13 <sup>th</sup>
Teacher Work Day	Monday, October 16 <sup>th</sup>
Thanksgiving Holidays	Monday, Nov 20 <sup>th</sup> - Friday, Nov 24 <sup>th</sup>
Early Release Day/ End of 2 <sup>nd</sup> 9 wks	Thursday, December 21 <sup>st</sup>
Christmas Holidays/Winter Break	Friday, Dec 22 <sup>nd</sup> - Thursday, Jan 4 <sup>th</sup>
Teacher Workday/Student Holiday	Friday, January 5 <sup>th</sup>
Students Return	Monday, January 8 <sup>th</sup>
Martin Luther King, Jr. Holiday	Monday, January 15 <sup>th</sup>
President's Day Holiday	Monday, February 19 <sup>th</sup>
End of 3 <sup>rd</sup> 9 wks	Friday, March 16 <sup>th</sup>
Teacher Work Day/ Student Holiday	Monday, March 19 <sup>th</sup>
Spring Break	Monday, April 2 <sup>nd</sup> - Friday, April 6 <sup>th</sup>
Early Release/End of 4 <sup>th</sup> 9 wks/ Last Day	Friday, May 25 <sup>th</sup>
Memorial Day Holiday	Monday, May 28 <sup>th</sup>
Teacher Work Day/ Post-Planning	Tuesday, May 29 <sup>th</sup>
Professional Development Days	Wednesday, May 30 <sup>th</sup> - Thursday, May 31 <sup>st</sup>

## BOARD OF EDUCATION

*Robbie Chaplin – Chairman*

*John White- Vice Chair*

*Teresa Gee Harris*

*Laura Register*

*Jeff Worsham*

### Administration – Central Office, Annex and Technology

Mallory Barrett	School Food Service Director
Dan Broome	Chief Financial Officer
Noni Brown	Alternative School Director
Katina Cooper	Social Services Director
Laura Elliott	Assistant Superintendent of Curriculum & Instruction
Tom Fallaw	Athletic Director
Todd Gainous	CTAE Director
Cristie Gilliard	Special Education Director
Kermit Gilliard, Jr.	Superintendent
Chris Guest	Technology Director
Danielle Jones	ALPHA Director
Ansu Mason	Virtual School Director
Jackie McCurry	Pre-K Director
Shanary Polite	Assistant School Social Worker
Kevin Strickland	Assistant Superintendent of Operations
Janet Walden	Federal Programs/ Title I
Susan Zipperer	School Psychologist/ 504 System Coordinator

### PRINCIPALS

Chris Lokey	Cairo High School
Chiquila Wright	Eastside Elementary
Dr. Cheryl Larkins	Northside Elementary
Todd Jones	Shiver School
Stacey Whigham	Southside Elementary
Tilda Brimm	Washington Middle School
Mark Willis	Whigham School

## **PHILOSOPHY AND PURPOSE**

The administrators and teachers of the Grady County School System believe that our curriculum should provide the foundations of education for the youth of Grady County. The learning activities of students in Grady County should be based on the varying levels of achievement, interest, and ability of students.

The Grady County School System believes that more productive classroom management, greater individualization of instruction, and improved teacher performance will result in increased student motivation for learning as well as in improved academic performance.

It is our belief that positive school-community relations are important in providing quality educational experiences for the children of Grady County.

Components of our philosophy for the education of youth in Grady County include the following:

1. To develop the communication skills of listening, speaking, reading and writing.
2. To develop skills in computation and basic measurement.
3. To develop the skills of problem solving, including observing, exploring, classifying, guessing and verifying.
4. To develop an understanding and acceptance of the responsibilities and privileges of American citizenship and have an understanding of the structure and function of local, state, and national government.
5. To develop a knowledge of personal hygiene, adequate nutrition, and physical exercise and recognize their relationship to physical and mental health and to school and career successes.
6. To develop appreciation of fine arts, including music, literature, drama, and art through exposure and use of the fine arts.
7. To develop a value of natural resource and recognition of the responsibility to properly utilize, revitalize and conserve the land, air, and water.
8. To learn study skills which will be useful and necessary for all areas of learning.
9. To develop the ability to synthesize academic knowledge in order to apply logical inquiry techniques in daily living situations.
10. To develop decision making skills necessary to function in a changing society.
11. To develop an individual who possesses the necessary attitudes, knowledge and skills for career entry.
12. To develop the skills, knowledge and attitudes necessary to manage time, effort, money, and other personal resources.
13. To learn to treat others with respect, understanding, and consideration.
14. To learn to accept the responsibility of preserving the rights and property of others.

## **EQUAL OPPORTUNITY EMPLOYMENT (GAAA)**

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

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

### **COMPLAINTS PROCEDURE**

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

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the School District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the School District.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and

employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

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

## **EQUAL EDUCATIONAL OPPORTUNITIES – JAA**

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations. Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### **COMPLAINTS PROCEDURE**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the

complaint.

2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

## **COMPLAINTS AND GRIEVANCES, CERTIFIED EMPLOYEES & Non-Certified/Classified Employees (GAE(2))**

Prior to the filing of a complaint, the employee is encouraged to contact Katina Cooper, Director of Social Services and a reasonable effort should be made to resolve the problem or complaint.

### **SECTION 1. PURPOSE; INFORMAL RESOLUTION PREFERRED.**

It is the purpose of this policy to implement the provisions of O.C.G.A. 20-2-989.5 et seq. In accordance with the foregoing, it is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of congeniality where possible. This policy and procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure.

### **SECTION 2. DEFINITIONS.**

- a. "Level One Administrator" means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" shall be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or in the absence thereof, by the Superintendent.
- b. "Central office administrator" means the local school system Superintendent.
- c. "Complaint" means any claim or grievance by a certificated employee of this school district which is filed pursuant to this policy and which comes within the scope of the policy.
- d. "Notification" means delivery in person to the party entitled to notification, by hand delivery, by statutory overnight delivery, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

### **SECTION 3. SCOPE OF COMPLAINT; EXCLUSIONS.**

- a. Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.
- b. Exclusions. This procedure shall not apply to:
  - (1) Performance ratings contained in personnel evaluation and professional development plans pursuant to Code Section 20-2-210;
  - (2) Job performance;

(3) Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;

(4) The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5;

c. A certified employee who chooses to appeal under Code Section 20-2-1160, shall be barred from pursuing the same complaint under this policy.

**SECTION 4. HEARING RIGHTS; EVIDENCE; REPRESENTATION; DECISIONS; RECORDS.**

a. Hearing; Evidence. The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level, and in the case of the local board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals de novo.

b. Representation. The complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney to assist in the presentation of the complaint and the response thereto, at the Central Office Administrator and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.

c. Hearing Officer. The local Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

d. Overall Hearing Time Schedules. The overall time frame from the initiation of the complaint until rendition of the decision by the local board and notification thereof to the Complainant shall not exceed sixty (60) days.

e. Automatic Referral To Next Level. Any complaint not processed by the administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.

f. Records. Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

g. Decisions. Each decision shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.

h. Notice. The decision at each level shall be delivered to the Complainant by a person designated by the Superintendent, either by (1) being hand delivered, (2) being deposited in the U. S. Mail (certified mail, return receipt requested) or (3) sent by statutory overnight delivery. Notice to the Complainant shall be deemed to have been made on the date of hand delivery or delivery to a statutory overnight delivery service or on the date of deposit in the U. S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

**SECTION 5. FIRST LEVEL; PRESENTATION; TIME; CONTENTS.**

The complaint shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent incident upon which the complaint is based. The complaint shall include the following:

- a. The mailing address of the Complainant to which all notices and other documents may be mailed;
- b. The intent of the Complainant to utilize this complaint procedure, clearly stated;
- c. A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- d. A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and
- e. A statement of the relief desired.

The Superintendent shall prepare forms for use in accordance with the foregoing requirements.

**SECTION 6. FIRST LEVEL HEARING AND DECISION.**

The Level One Administrator shall record the date of filing on the complaint, and shall give notice to the Complainant of the time and place of the hearing, either by mail or hand delivery. When notice is given by mail, it shall be sent by first class mail to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education. The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) days of the filing of the complaint. The decision shall be dated and a copy shall be sent to the complainant as provided in Section 4 above.

**SECTION 7. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO CENTRAL OFFICE ADMINISTRATOR**

A Complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the Complainant is notified of the Level One decision. The Central Office Administrator shall record the date of the filing on the appeal and shall notify the Complainant in writing of the time and place of the hearing by mail or hand delivery. The Level Two Administrator shall obtain copies of all minutes, transcripts, documents and other

records relating to the complaint and shall conduct a hearing and render decision within ten (10) calendar days of the date of the filing of the appeal, or the hearing may be conducted by any designated representative of the Level Two Administrator who shall promptly submit his or her recommendations and findings to the Level Two Administrator for final decision. The decision shall be rendered and served on the Complainant and his/her attorney in accordance with Section 4(h).

**SECTION 8. THIRD LEVEL; APPEAL TO BOARD OF EDUCATION.**

A Complainant or Level One Administrator dissatisfied with the decision of the Level Two Administrator may appeal to the Board of Education by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the date of the decision as provided in Section 4. The Superintendent shall record the date of filing on the appeal, and shall promptly give written notice, by mail or by hand delivery, to the Complainant of the time and place of hearing. The Complainant and the Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appear before the Board of Education and be heard. The Board of Education may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The local board shall conduct a hearing and render its decision in writing within twenty (20) calendar days after the hearing, and perfect service thereof on the Complainant and his/her attorney, all in accordance with Section 4.

**SECTION 9. APPEALS TO STATE BOARD.**

Appeals from the decision of the local Board of Education shall be governed by the State Board Rule (BCAEA) governing appeals and O.C.G.A. 20-2-1160.

**SECTION 10. REPRISALS PROHIBITED.**

No certificated personnel shall be subjected to reprisals as a result of filing any complaint under this policy. Any reprisals may be referred to the Professional Standards Commission.

**SECTION 11. COLLECTIVE BARGAINING DISCLAIMER.**

Nothing in this policy shall be construed to permit or foster collective bargaining.

**SECTION 12. REPEALS.**

All policies and parts of policies in conflict

# Complaint Procedures

*If you believe that a federal statute that applies to Title 1, Part A of the Elementary and Secondary Education Act of 1965 (ESEA).*

## A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Grady County Schools (GCS) if that individual, organization, or agency believes and alleges that GCS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

## B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, School-wide Programs
- Title I, Part C: Migrant Education Program
- Title I, Part D: Programs for Neglected or Delinquent Children
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VI, Part B, Rural Education Achievement Program
- Title X, Part C, McKinney-Vento Homeless Assistance Act
- School Improvement 10003(a) and 1003 (g)

## C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Grady County Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Grady County Schools.

## D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that Grady County Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly

violated (include citation to the Federal statute or regulation).

- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Superintendent, Grady County Schools  
122 North Broad St.  
Cairo, GA 39828

Once the complaint is received by Grady County Schools, it will be copied and forwarded to the Federal Programs Director.

#### **E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, Grady County Schools will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date Grady County Schools received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which Grady County Schools may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, GCS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

#### **F. Right of Appeal**

If an individual, organization, or agency is aggrieved by the final decision of Grady County Schools, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Grady County Schools' decision and include a complete statement of the reasons supporting the appeal.

## **Executive Procedure**

The System Superintendent designates the following individual to coordinate nondiscrimination efforts to Dr. Katina Cooper, 122 North Broad Street, Cairo, Georgia 39828, (229) 377-3701.

### **HARASSMENT (GAEB)**

It is the policy of this School District to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any employee or applicant for employment who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that employees are informed through handbooks, training materials and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### **CRIMINAL BACKGROUND CHECK (GAK(1))**

A criminal record check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed and notarized consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this School District shall have subsequent criminal record checks on a

periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or designee.

Criminal record check information shall be used by the school district and its officials and employees only for the purpose of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such manner as may be required by federal and state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.

## **REDUCTION IN FORCE (GAKA)**

### **RESPONSIBILITIES AND PREROGATIVES OF BOARD OF EDUCATION**

The most important functions of the Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Board of Education (hereinafter the "Board") to abolish job positions, to reduce the length of the work year and salary (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

### **REASONS FOR REDUCTION IN FORCE (HEREINAFTER "RIF")**

The Board shall consider a reduction in the professional work force to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

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

## **APPLICABILITY OF POLICY**

Nothing in this policy shall be construed to extend to any employee substantive or procedural rights not required under state law. Specifically, nothing in this policy shall extend to professional personnel any expectation of re-employment or due process rights greater than are available under state law. This policy is not to be construed to mandate the promotion, transfer or reassignment of an employee to any other position with the School District, even though the employee who is to be terminated or nonrenewed may be qualified or certified for a higher or other position.

## **RIF PROCEDURE**

When the Superintendent determines that the application of this reduction in force policy is necessary, it shall be his or her responsibility to prepare for presentation to the Board of Education a plan for the reduction in force (RIF).

In proposing the plan, the Superintendent may: (1) determine the group(s) of employees to which the RIF will be applied, (2) select individuals or positions to be subject to the RIF, or (3) any combination of (1) and (2). The primary factor to be considered by the Superintendent in devising a RIF plan shall be the performance of the educator, one measure of which may be student academic performance; provided, however, that this provision shall not apply if the board of education eliminates an entire program. Other factors to be considered may include, but shall not be limited to, the professional expertise, effectiveness, professionalism, performance of duties and responsibilities, relationship with students, parents and staff, tenure status, level of certification, fields of certification, length of continuous service with the Board, number of successful years in public education, performance of extra responsibilities, and performance of extracurricular responsibilities.

## **NOTICE AND HEARING PROCEDURES**

If the Board accepts the recommendation of the Superintendent, the Superintendent shall notify any employee affected by the application of the plan in a manner consistent with the provisions of Georgia law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

When a termination or nonrenewal is to be based solely on O.C.G.A. § 20-2-940(a)(6), the basis for the employment action will be the necessary reduction in staff and not the performance issue of the employee.

## **PROFESSIONAL LEARNING OPPORTUNITIES (GAD)**

The Board of Education recognizes the importance of establishing, coordinating, and maintaining professional learning programs that address the assessed needs of all students and school and system personnel. Funds budgeted for professional learning shall be used for activities that enhance the skills and knowledge of all school system personnel, school board members and school council members which directly relate to improving student achievement.

The Superintendent shall cause to be prepared and implemented a system-level Comprehensive School Improvement Plan (CSIP) that includes professional learning as a major component, developed according to priorities that are determined annually by the local Board of Education. All components of the local CSIP for professional learning shall be consistent with State Board of Education rules.

The Superintendent shall appoint a Professional Learning Coordinator whose job description shall include responsibilities and functions for administering, coordinating, and directing the local professional learning program. The Superintendent shall ensure that the Board receives an annual report describing the progress in meeting the goals and objectives of the comprehensive professional learning plan.

A Professional Learning Committee shall be appointed annually to advise and assist the system Professional Learning Coordinator in the assessment of professional learning needs, determination of priorities, content and quality of activities, evaluation of the program and modification of the professional learning portion of the system's CSIP.

The Superintendent and appropriate staff shall facilitate the development and implementation of procedures for assuring that each school within the school system has a CSIP that addresses comprehensive professional learning as a major component and is aligned with the system CSIP. The CSIP of each school shall include all components specified in State Board Rule 160-3-3-.04. Such procedures shall include a means for identifying the number of days to be utilized for professional learning for all employees..

## **PROFESSIONAL CERTIFIED EMPLOYEE LEAVE AND ABSENCES (GARH)**

This policy shall apply to all benefits-eligible employees of the Grady County Board of Education ("the Board"). All employees are required to follow the appropriate work calendar established for their positions and may take leave from work only in accordance with this policy or other leave policies enacted by the Board. Unless otherwise provided by the Board, principals and other supervisors are not authorized to rearrange the work calendars of employees. Deductions in pay will be made for absences not covered by this policy.

### **ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS**

Each benefits-eligible employee of the Board shall be allowed to earn sick leave, with full pay, computed on the basis of one and one-fourth (1 1/4) working days for each completed month of service. All employees may accumulate unused sick leave from one fiscal year to the next up to a maximum of 45 days, although the Teacher Retirement System of Georgia allows participating employees to accumulate an unlimited number of unused sick leave days for credit toward retirement. Sick leave accumulated by a certificated employee or bus driver is transferable from one school system to another, up to a maximum of 45 days. Accumulated leave earned by a certificated employee must be forfeited if such employee withdraws from service for twelve or more consecutive months, but such forfeited leave may be reinstated in accordance with the provisions of O.C.G.A. § 20-2-850. Accumulated leave earned by a bus driver under O.C.G.A. § 20-2-1110 must be forfeited if the driver withdraws from service for 24 or more consecutive months.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, physical disability (including disability related

to maternity), exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or designee may 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 designee may 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, grandparents, grandchildren, parents, siblings, in-law equivalents of the same, or relatives living in the employee's household.

### **SICK LEAVE DONATIONS BETWEEN EMPLOYED SPOUSES**

An employee may donate up to ten (10) days of sick leave to his/her spouse who is also an employee of the school district for purposes of maternity leave, illness, or illness or death of a family member.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)** pages 31-36

**See board Policy GBRIG.**

### **PERSONAL AND PROFESSIONAL LEAVE**

Employees may use up to (3) days of accumulated sick leave for personal or professional leave if prior approval has been given and if the presence of the employee requesting absence is not essential for effective school operation.

A leave form must be filed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. 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.

Professional leave taken at the request of the school district or when required in conjunction with the district's routine professional development or training activities will not be charged against the employee's sick leave.

### **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 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.

### **JURY AND WITNESS LEAVE**

Each employee shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee's attendance at the judicial proceeding in **a work-related matter**. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury or 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 to attend a judicial proceeding in a work-related matter may keep any jury/witness pay they receive.

### **MILITARY LEAVE**

All employees are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military 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 thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually, provide a copy of the official military orders, and 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.

### **DISCLAIMER**

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 there under, or any other federal or state law, the provisions of the applicable law or its regulations, as the case may be, shall control.

## **PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS (GBA)**

The Superintendent or his/her designee shall establish a process for evaluating, verifying, documenting and awarding experience for placement of certified personnel on the state salary schedule in accordance with State Board of Education Rule 160-5-2-.05 and certification rules established by the Professional Standards Commission.

Certification requirements, if any, shall be specified in job descriptions for certified professional classifications and/or in any announcements that may be posted for available positions or vacancies.

All reporting of personnel information shall be consistent with reporting requirements established by the Georgia Department of Education.

### **TEACHER ATTENDANCE INCENTIVE PLAN**

#### **I. Purpose of the Plan**

The purpose of the Teacher Attendance Incentive Plan (TAIP) is:

- A. To improve the quality of instruction by encouraging teachers who have direct teaching responsibilities to students to be in perfect attendance.
- B. To compensate those teachers who are in perfect attendance according to the procedure outlined.

#### **II. Persons Eligible for the Plan**

- A. Teachers who have direct teaching responsibilities with students shall be eligible for the TAIP.  
Administrators, Counselors, Media Specialist, and Instructional Coordinators shall not be eligible for this plan.
- B. If a teacher is employed after the beginning of the school year, they must be under contract for at least 120 days to be eligible.

#### **III. Provisions of Plan**

Teachers who qualify for TAIP shall be compensated as follows:

- A. Perfect attendance, as defined within the plan, consists of one day or less. \$200.00

#### **IV. Procedures for Plan**

- A. Pre-Approved professional leave will not affect eligibility for TAIP compensation.
- B. A teacher who is absent from school for one hour or less due to Illness or personal reasons will not be counted absent as it pertains to perfect attendance. The number of time a teacher uses this privilege is at the discretion of the principal. These hours are not cumulative and shall not disqualify a teacher from receiving TAIP compensation.
- C. All teachers who are absent from school due to illness or personal reasons for more than one hour shall be counted absent for purposes related to perfect attendance.

D. At the end of post-planning, each principal shall submit to the Superintendent a list of teachers who qualify for the TAIP compensation.

### **PROFESSIONAL PERSONNEL RECRUITMENT (GBC)**

The goal of the Board of Education is to secure highly qualified employees needed to operate an effective and efficient school system. Because the Board seeks to employ or appoint the best persons available, the Board intends for the school system to implement effective recruitment and selection procedures based upon alertness to good candidates and qualities that will best serve the mission of the school system.

The recruitment and selection of personnel shall be conducted in such a manner as to assure nondiscrimination on the basis of sex, race, religion, national origin, age, or disability.

Available certificated positions shall be announced in writing within the school system and submitted to a state-wide online job data base maintained by the state.

In operating the most effective and efficient school system possible, the Superintendent may recommend to the Board the transfer or reassignment of personnel into positions that best meet the needs of the school system. Positions that are filled through transfers or lateral reassignments shall not be considered vacant within the meaning of this policy and shall not be subject to the announcement, advertisement or any other provision of this policy.

Applicants must submit applications to the Board of Education office using its on-line application process.

### **PROFESSIONAL PERSONNEL ASSIGNMENT (GBE)**

The employment and assignment of all personnel shall be recommended by the Superintendent and approved by the Board of Education. The Superintendent shall have the authority to re-assign personnel between programs or schools when the Superintendent concludes that such a re-assignment is in the best interest of the system. The Board of Education will be notified of any re-assignments at the next regular meeting.

### **PROFESSIONAL PERSONNEL WORK LOADS (GBRC)**

For teachers, the minimum workday is eight hours and the minimum work week is 40 hours. A teacher shall spend a minimum of seven and one-half hours at school. The workload shall be determined by the school principal and includes the duties for which the base salary is paid. These duties may vary according to assignments, and although this list is not exhaustive, they generally include:

1. teaching and teacher preparation,
2. staff meetings,
3. conferences with students and parents,
4. planning and conferences,

5. related school activities in the community, and
6. extra class responsibilities.

### **PROFESSIONAL PERSONNEL DUTY FREE LUNCH (GBRCA)**

It is the policy of the Grady County School District that every teacher who is employed in grades Kindergarten through five for more than one-half of the class periods of the regular school day shall be provided a daily lunch period of not less than 30 consecutive minutes. Such employee shall not be assigned any responsibilities during this lunch period. The number of hours worked may not be increased as a result of this provision.

### **PROFESSIONAL PERSONNEL TUTORING FOR PAY (GBRGB)**

The acceptance of gifts or money by an educator from students assigned to the educator for coaching or tutoring is prohibited by the Grady County Board of Education, unless the Board has approved the specific tutoring or coaching activity.

### **PROFESSIONAL PERSONNEL SICK LEAVE BANK (GBRIB (1))**

#### **I. Purpose**

The purpose of the sick leave bank is to provide certificated employees with sick leave upon the exhaustion of all accrued sick leave days.

#### **II. Establishment**

In order for the bank to become operational, it must be approved by the Board of Education, and at least fifty (50) percent of the eligible employees must, by application, join the bank. Eligible employees are those individuals employed on a full time basis as certified personnel by the Grady County Board of Education.

#### **III. Bank Administration**

The sick leave bank shall be administered by a committee composed of a classroom teacher from each school, a representative from the principal's office, and a representative from the Superintendent's office. The members of the Committee shall be selected by members of the Bank at each school. The Committee members shall serve staggered terms not to exceed three (3) years. Committee members can be re-appointed.

The responsibilities of the Committee are as follows:

- A. Accept and approve applications for membership in the bank
- B. Monitor and keep account of the number of days in the bank.
- C. Consider all applications to withdraw days from the bank.
- D. To enforce all policies and provisions of the bank.
- E. To recommend any additions, deletions, or modifications to sick leave bank procedures or provisions. Such recommendations shall be submitted to the Superintendent for approval.
- F. Report on a periodic basis the status of the bank to the members.
- G. To approve additional levies of sick leave days to replenish the bank when it reaches level set forth in the guidelines. Notification of the levy will be made to the bank membership at least thirty days in advance.

- H. The Committee shall make the final decision in awarding sick leave days from the bank. Such decisions are not subject to appeal to the Board of Education.
- I. The Committee shall meet as needed during the school year.

**IV. Bank Membership**

All full-time certified employees are eligible to become members of the sick leave bank. The employee must have worked with the School System as a certified employee at least one (1) year and have accrued no less than five (5) sick leave days at the time of membership application.

The window period for joining the sick leave bank will be from the opening of school to October 1 of each year. Membership requirements are as follows:

- A. A completed membership application, which shall include a statement releasing the Committee and the Grady County School District from any liability for decisions made by the Committee.
- B. Contribution of one (1) sick leave day to the bank at the time of membership enrollment.
- C. Donations of sick leave to the sick leave bank are not refundable and not transferable.
- D. Membership to the sick leave bank is considered continuous unless written notice of withdrawal of membership is received by the Committee within the enrollment period of a subsequent year.
- E. Contributions of one (1) sick leave day each time the balance of the bank falls below twenty-five (25) percent of the number of members in the bank or as needed as determined by the Committee. In the event a member does not have a day of sick leave to contribute to the bank, one (1) day will be contributed as that day is earned.

Membership in the sick leave bank is strictly voluntary. A person may resign from the bank by giving written notification to the sick leave bank Committee. The employee upon resignation from the sick leave bank shall not be eligible to withdraw any sick leave days already contributed. An employee shall not be eligible to rejoin the bank upon resignation from the bank. If employment with the School System ceases, the bank member is placed on inactive membership. Membership status will be upgraded as active upon reemployment with the School System. Employees on approved leaves of absences are considered employed.

**V. Withdrawal of Sick Leave Days**

Sick leave days may be withdrawn for absences due to serious personal injury or illness of the employee. Any disability that is elective in nature (i.e. cosmetic surgery) is not covered. Maternity leave is excluded from coverage as well.

After a participating employee's accumulated sick leave has been exhausted, he/she will be eligible to draw from the bank after the member has been absent for five (5) continuous working days without sick leave pay or Workers' Compensation. Sick leave days from the bank would become effective on the sixth day of absence.

Participating certified employees shall be eligible to draw ten (10) day increments from the sick leave bank up to a maximum of fifty (50) sick leave days per school year (July 1 - June 30). Each application shall be accompanied by a physician's statement. Photostat copies of the doctor's statement will be accepted.

Applications for additional increments will be submitted within seven (7) days of the beginning date of the original or previous application. If a member is incapacitated and cannot act on his/her own behalf, a family member (spouse, children, etc.) or designated person is authorized to transact necessary sick leave bank actions. Any unused sick leave days in the increments granted shall be restored to the bank.

Any participating employee withdrawing sick leave days shall not be required to replace those days except as a regular contributing member to the sick leave bank. Exception: Alleged abuse of the sick leave bank shall be investigated and, on the finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to such other disciplinary action as determined by the Board of Education to be appropriate.

## **FEDERAL FAMILY AND MEDICAL LEAVE ACT (GBRIG)**

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulations. The Board of Education ("Board") does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

### **A. ELIGIBLE EMPLOYEES**

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take unpaid leave under the FMLA.

### **B. DEFINITIONS**

"Covered Active Duty" means, for members of the regular Armed Forces, duty during deployment to a foreign country; for members of a Reserves component of the Armed Forces, duty during deployment to a foreign country under a call or order to active duty pursuant to federal law.

"Covered Servicemember" (for qualifying exigency leave) means the employee's spouse, child or parent under a federal call or order to covered active duty.

"Covered Servicemember" (for military caregiver leave) means the employee's spouse, child, parent or next of kin who 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 or illness; or (2) a veteran who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

"Instructional employee" means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

"Next of Kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

"Outpatient Status," with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of

providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Parent" means a biological, adoptive, step or foster mother or father or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law."

"Parent of covered service member" means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered servicemember. The term does not include parents "in law."

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care requiring an overnight stay in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, all as further defined in the FMLA regulations.

"Serious Injury or Illness" means, an injury or illness incurred by a covered servicemember in the line of duty on active duty (or that existed before active duty and was aggravated by line of duty active service) that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, "serious injury or illness" means a qualifying injury or illness incurred during or aggravated by active duty during the five years before undergoing treatment, recuperation, or therapy, and that manifested itself before or after the member became a veteran.

"Son or daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care due to a mental or physical disability at the time FMLA leave is to begin.

"Son or daughter of a covered servicemember" means a covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember acted in the place of a parent, and who is of any age.

"Spouse" means a husband or wife as defined or recognized under Georgia law.

#### C. AMOUNT AND TYPE OF LEAVE TAKEN

An eligible employee may request leave for one or more of the following reasons:

1. Birth of a son or daughter and to care for the newborn child;

2. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions;
5. Any qualifying exigency arising from the fact that the employee's family member (the covered servicemember) is on covered active duty. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; child care and school activities; financial and legal arrangements; counseling; rest and recuperation (up to fifteen calendar days per instance); post-deployment activities; parental care; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and
6. Military caregiver leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. § 825.200(b)(4).

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

An eligible employee is eligible to take up to 26 weeks of military caregiver leave during a "single 12-month period." The "single 12-month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 12-month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for (run concurrently with) all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District's normal leave policies. Because leave pursuant to an employee's disability benefit plan or workers' compensation absence is not unpaid, the provision for required substitution of accrued paid leave is not applicable in such cases.

D. INTERMITTENT OR REDUCED LEAVE

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The District will require a certification, in the form designated by the District, to document the necessity of such intermittent leave or reduced schedule leave.

E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Superintendent or his/her designee. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days notice of foreseeable leave, he or she must explain why such notice was not practicable if so requested by the District. When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District's usual and customary leave requirements. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the District.

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA-qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

F. BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered servicemember or other circumstances beyond the employee's control. The District may require certification from

the health care provider that a serious health condition of the employee or family member, or the covered servicemember's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

**G. REQUIRED CERTIFICATION AND REPORTING**

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered servicemember be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the

District and the employee.

Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

The District may require that a first request for leave because of a qualifying exigency arising from active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting the required information to support a request for exigency leave will be provided by the District upon request.

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

#### H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal serious health condition or to care for a covered servicemember that would constitute at least 20% of the total number of working days during which the leave would extend, the District may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if

1. the leave will last at least three weeks; and
2. the employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if

1. the leave will last more than two weeks; and
2. the employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

## **HOSPITALIZATION INSURANCE**

Board employees may choose to be included within the State Merit System hospitalization insurance program. Each school office or the central office can make information available regarding this program.

## **ARRANGEMENT FOR SUBSTITUTES (GBRJ)**

The Grady County Board of Education is committed to adopting practices that contribute to student achievement. One such practice is the daily presence of teachers who actively pursue their assigned duties in a professional manner. The Board recognizes that events occur occasionally which cause teachers to be absent from their duties and that employment of a substitute teacher to carry out teaching duties is in the best interest of the students.

The Board strongly recommends that substitute teachers with the highest qualifications be used, and that instructional leadership and classroom management be maintained by the substitute so as to assure the least possible interruption of student progress.

The Georgia Board of Education has established a priority order of qualifications for substitute teachers in grades K-12. As a minimum, each substitute teacher must hold a high school diploma or equivalent.

Priority shall be given with the highest qualifications. The qualifications are ranked as follows:

1. Possession of a valid or expired professional teaching certificate (or letter of eligibility for same) based on a baccalaureate degree or higher.
2. Completion of a baccalaureate degree or higher.
3. Completion of at least one or more years of postsecondary training beyond a high school diploma ranked in order of number of years completed.
4. Possession of a high school diploma.
5. Possession of a GED Certificate.

Substitute teachers in categories four and five cannot work in any one classroom more than ten consecutive days.

All of the above categories except one require successful completion of four hours of initial substitute training before a person can be placed on the substitute teacher list.

This priority classification of qualified available substitute teachers for grades K-12 shall be followed in filling temporary vacancies of one to 45 days in length. Any classroom teacher vacancy that extends 46 or more days in a school year must be filled with a certified in-field teacher.

The principal or designee must secure a substitute teacher from the priority list. A person in a lower priority classification may be selected at the discretion of the principal if that person has performed effectively on previous occasions and/or has the appropriate in-field expertise, except in situations where longer periods of time are required by state and federal law.

However, the following exception is permissible. When efforts to secure a substitute teacher from the approved list have failed, the Superintendent may select the best qualified person available to be used on a day-to-day basis, not to exceed 10 days in a school year.

School leadership personnel shall ensure that instructional leadership and classroom management are maintained by the substitute teacher to assure minimal interruption of student progress.

This policy shall take effect on 7/1/94.



## **CLASSIFIED PERSONNEL COMPENSATION GUIDES AND CONTRACTS**

The Superintendent shall establish salary schedules for all non-certificated personnel using such non-arbitrary factors as:

1. Level of authority
2. Previous experience and training
3. Length of working time required

Included in these personnel groups are secretarial and clerical, maintenance, custodial, bus drivers, auxiliary personnel and lunchroom workers. This salary shall not be less than minimum wage.

In establishing paraprofessional salary, previous experience outside of Grady County will be recognized, for pay purposes, if the paraprofessional was licensed during the experience and the school system would verify same.

### **Contracts**

Existing Georgia statutes and State Board of Education policy do not require contracts with non-professional personnel.

It is the policy of the Grady County Board of Education not to enter into contracts with non-professional personnel.

### **CLASSIFIED PERSONNEL HIRING**

Fingerprinting/Criminal Records Check Support Personnel

Effective July 1, 2000, all personnel, non-certificated as well as certificated, employed by the Board shall be fingerprinted and have a criminal record check.

It is the policy of the Board that subsequent criminal record checks of non-certificated personnel continued in employment in the school district shall occur every 5th year of employment.

### **CLASSIFIED PERSONNEL ASSIGNMENT**

The employment and assignment of all personnel shall be recommended by the Superintendent and approved by the Board of Education. The Superintendent shall have the authority to re-assign personnel between programs or schools when the Superintendent concludes that such a re-assignment is in the best interest of the system. The Board of Education will be notified of any re-assignments at the next regular meeting.

### **DRUG SCREENING FOR BUS DRIVERS (GCRA(1))**

The Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing, of employees in safety-sensitive functions. The goal of this Board is to provide our employees and students with an environment that promotes health and safety.

In order to meet this goal, the Board hereby endorses the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies, regulations and procedures for transportation workplace drug and alcohol testing programs. The Board shall require testing for alcohol and controlled substances by employees engaged in safety sensitive functions in accordance with federal and state law, which shall include pre-employment, post-accident, random, follow-up and reasonable suspicion testing.

Operating a school bus or other commercial vehicle requires a Commercial Driver's License (CDL) and is considered a safety-sensitive function. Individuals who are employed by the Board of Education to operate safety-sensitive vehicles include, but are not limited to: mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators.

The Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees. Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose tests results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education's discretion, be terminated.

Drivers must inform their immediate supervisor of any therapeutic drug use, whether by prescription or "over the counter", and must provide a statement from their treating physician that the substance does not adversely affect the driver's ability to operate the bus. The Superintendent or designee shall establish the procedures needed to ensure that all employees who are subject to the alcohol and drug testing requirements of this policy are provided information that explains the testing requirements with which they must comply.

### **CLASSIFIED PERSONNEL WORK LOAD**

Non-professional personnel shall be employed on an hourly basis. The supervisor shall determine the time the employee should begin work each day and leave work each day. A sign-in sheet shall be used to document the hours worked each day.

### **CLASSIFIED PERSONNEL LEAVES AND ABSENCES**

All clerical staff, paraprofessionals, maintenance and custodial personnel, school nutrition personnel, bus drivers and transportation personnel shall be eligible for sick leave earned at the rate of one and one-fourth (1 1/4) days for each completed month of service. Any unused sick leave may be carried forward from one fiscal year to the next until a maximum of 45 days is accumulated.

Personnel of the Grady County Board of Education employed on a one-half (1/2) time basis or less are not entitled to sick leave.

Sick leave may be granted upon the approval of the employee's immediate supervisor or designee in which the person is employed for absences due to illness or injury or necessitated by exposure to contagious diseases in which health of others would be endangered by his/her attendance on duty, or to illness or death in the person's immediate family. Immediate family is defined as father, mother, sister, brother, husband, wife, child, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, and any relative who lives in the home of the employee.

A medical statement signed by a licensed physician will be required to substantiate sick leave for absences of three (3) or more consecutive work days, or at any time when absences occur frequently or habitually provided the employee is forewarned and documentation recorded.

During any school year, the supervisor may grant, in writing a maximum of three (3) days of accumulated sick leave for personal or professional reasons upon written request.

Persons will be charged with sick leave for absence only on days upon which they would otherwise work, and no charge for sick leave shall be made for absence on Sunday, holidays, or other non-work days.

Each supervisor is responsible for the conduct of his/her staff regarding leave policies and may refuse to grant sick leave time when it shall be determined that the staff member is not utilizing sick leave as prescribed by the policy of the Grady County Board of Education and the laws of the State of Georgia.

All classified staff shall be subject to the Georgia Professional Standards' Code of Ethics For Educators. Unethical conduct includes but is not limited to falsifying, misrepresenting, omitting or erroneously reporting reasons for absences or leave.

Employees shall receive no compensation by the Grady County Board of Education for unused leave.

## **SICK LEAVE Procedures**

### **Non-Professional Personnel**

All clerical staff, regular teacher's aides positions, maintenance and custodial personnel, school nutrition personnel, bus drivers and transportation personnel shall be eligible for sick leave earned at the rate of one and one-fourth (1 1/4) days for each completed month of service. Any unused sick leave may be carried forward from one fiscal year to the next until a maximum of 45 days is accumulated.

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A medical statement signed by a licensed physician will be required to substantiate sick leave for absences of three (3) or more consecutive work days, or at any time when absences occur frequently or habitually provided the employee is forewarned and documentation recorded.

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Employees shall receive no compensation by the Grady County Board of Education for unused leave.

## **HOSPITALIZATION INSURANCE**

Board employees may choose to be included within the State Merit System hospitalization insurance program. Each school office or the central office can make information available regarding this program.

## **EMPLOYEE PANEL OF PHYSICIAN NOTIFICATION**

An employee who suffers any injury while performing their duties, however minor it may seem, must immediately or by the end of the work day report this injury to the principal or department administrator. The administrator or designee shall then complete an Employer's First Report of Injury and submit to the claims administrator within 24 hours.

A Worker's Compensation notice has been posted for your information. This notice contains the list of physicians from whom an employee must seek treatment for their injuries. In the case of an emergency, an employee should seek emergency care from the nearest hospital emergency room. However, all follow-up care should be rendered from a physician on the Panel of Physicians.

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

## **FEDERAL FAMILY AND MEDICAL LEAVE ACT (GBRIG)**

See Federal Family & Medical Leave Act above- pages 31-36

## **CLASSIFIED PERSONNEL JURY DUTY**

An employee serving on jury duty shall receive full pay during absences caused by such service. Such employee will be allowed to retain any compensation for serving on jury duty.

## **CLASSIFIED PERSONNEL VACATIONS (GCRH)**

Twelve-month non-professional personnel shall be eligible for vacation according to the following:

Personnel with one to five consecutive years of experience with the school system will earn five days of vacation.

Personnel with more than five years of consecutive years of experience with the school system will earn ten days of vacation.

The Superintendent or designee shall establish procedures for taking vacation days.

## **PARAPROFESSIONAL LEAVES AND ABSENCES**

Each employee of the Grady County School System shall be allowed a leave of absence of not more than eight hours in each calendar year without loss of pay for the purpose of donating blood. This absence shall be computed at two hours per donation, up to four times per year.

## **PARAPROFESSIONAL MILITARY LEAVE**

All employees (except temporary personnel) shall be entitled to military leave for ordered military duty with full employment compensation, and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from his/her duties while performing ordered military duty.

1. Military leave shall be used while in the performance of "ordered military duty" and while going to, and returning from, such duty, not exceeding a total of 18 calendar days in any one calendar year and not exceeding 18 calendar days in any one continuous period of such absence.

2. "Ordered military duty" means any military duty performed in the service of the State of Georgia or the United States including but not limited to attendance at any service school or schools conducted by the armed forces of the United States by any employee as a voluntary member of any force of the organized militia or any reserve force or component of the armed forces of the United States pursuant to orders issued by the competent State or Federal authority, without the consent of the employees.

3. In the event the governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee shall be paid his/her salary or other compensation while performing such duty for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such State active duty service.

## **PARAPROFESSIONAL RELIGIOUS LEAVE**

Each employee of the Grady County School System shall be allowed to use personal leave days for observance of religious holidays that are not school holidays.

## **DRUG FREE WORK FORCE ACT OF 1990**

According to the Drug Free Work Force Act of 1990, the following provisions apply to all school systems personnel for criminal drug offenses committed on or after July 1, 1990.

- I. The following penalties result from conviction of any school system employee who is convicted of a criminal offense involving drugs.
  1. First Offense: Termination or job suspension for a minimum of two months and completion of a licensed drug abuse treatment and education program.
  2. Second of Subsequent Offense: Job termination and ineligibility for public employment for a five-year period.
- II. The following penalties result from conviction of a criminal offense involving drugs or any person who is seeking employment with the school system.
  1. First Offense: Ineligibility for any type of employment with the school system for a three-month period from the date of conviction.
  2. Second of Subsequent Offense: Ineligibility for any type of employment with the school system for a five-year period from the most recent date of conviction.
- I. The following provisions apply to school system employees who notify their employer of their illegal use of drugs.
  1. Employees are allowed to maintain their jobs for a one year period as long as they follow an approved drug treatment program.
  2. Employers cannot separate the employees from their jobs during this one-year period solely on the basis of the employee's drug dependence.
  3. Employers may restructure the employee's work activities to protect persons or property.
  4. Employers cannot use statements made to them by employees concerning their drug problems in any civil, administrative or criminal proceeding as evidence against the employees.
  5. These four provisions stated above are available to a school system employee only once during a five-year period; however, these provisions do not apply if the employee has refused to be tested or has tested positive to illegal drugs.

## **EMPLOYEE TOBACCO USE (GAN)**

It is the policy of the Board of Education to prohibit the use, possession or distribution of any form of tobacco in any building, facility or other property owned or leased by the School District, or at any time in any school owned vehicle, including school buses. This prohibition includes the use of other tobacco products and "electronic cigarettes" or similar devices and vapor products designed to simulate the use of tobacco by employees, student teachers, students, visitors, volunteers and parents/guardians at any time, including non-school hours.

The prohibition on the use of tobacco products by employees shall extend beyond school hours and beyond campuses where employees are directly instructing or supervising students or when students are being transported to and from school activities. Direct supervision shall include coaching, directing music, acting as a sponsor or advisor of a school club or other similar organizations, and similar instructional roles.

Signage declaring all district grounds and facilities as tobacco-free will be posted in all buildings, vehicular entrances to grounds, at building entrances and in all indoor and outdoor facilities.

School district employees who violate this policy will be subject to appropriate disciplinary action, including reprimand, suspension or termination. Students who violate this policy will be subject to disciplinary action in accordance with the student code of conduct. Others who violate this policy will be asked to refrain from the use of prohibited products or leave the premises.

## **DRUG-FREE WORKPLACE (GAMA)**

The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the Board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

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

## Reporting Suspicion of Fraudulent Activities

### **Purpose:**

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

### **Definitions:**

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

**Waste:** 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:** 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:** 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)**

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

**Statement of Administrative Regulations:** Grady County Board of Education thoroughly and expeditiously investigates and reported cases of suspected fraud, waste, abuse, and corruption to determine if disciplinary, financial recovery and/or criminal action should be taken.

**Confidentiality:** All reports of suspected fraud, waste, abuse, and corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

### **Procedures and Responsibilities:**

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, should report their concerns to the Grady County Board of Education at 229-377-3701.
2. Any employee with the Grady County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. Employees have the responsibility to report suspected fraud, waste, abuse, and corruption. All reports can be made in confidence.
3. The Grady County Board of Education shall conduct investigations of employees, providers, contractors, or vendors. 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 will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.
6. The Grady County Board of Education does not allow retaliation for reporting such incidents.

### **Conflict of Interest**

Professional Code of Ethics 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.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This includes any employment of a party or awarding of a contract that would result in a tangible personal benefit to a system employee. In addition, Grady County School employees must neither solicit nor accept gratuities, favors, or anything of monetary value from an order. Failure to abide by these policies may result in disciplinary action which may include a written reprimand, short term suspension, or termination of employment.

### **SOLICITATIONS (GAI)**

The soliciting of sales, the advertisement of products or the endorsement of one product over another by school personnel is prohibited by the Grady County Board of Education.

### **INFECTIOUS DISEASES (GANA)**

An "infectious disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal.

The Board of Education authorizes the Superintendent or designee to develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures shall be consistent with the requirements of the Georgia Board of Education Rule 160-1-3-.03 and shall require the following actions:

1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard

precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC).

2. The immediate notification of the person, or if the person is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee or student has an infectious disease.
3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease.
4. The disclosure of health-related information only as permitted by state or federal law.

## **GRADY COUNTY SCHOOLS PROCEDURES FOR PREVENTING THE SPREAD OF HIV INFECTION AND OTHER COMMUNICABLE DISEASES**

Although the fear of AIDS is widespread, the transmission of the disease by casual contact with contaminated blood and body fluids is extremely infrequent. The virus is very fragile, and requires a substantial dose introduced into the system in order to result in infection. Hepatitis B, on the other hand, is much more hazardous as it is a very sturdy virus transmitted by very small doses. Several other diseases are transmissible, but occur much less frequently.

Saliva has not been implicated in HIV transmission, but precautions should be taken to prevent contact with saliva to minimize risk. Washing contacted areas with soap and water is very important in preventing the spread of infection.

Hence, all blood and body fluids should be considered potentially infectious, and treated with respect.

In general:

- Avoid direct skin contact with blood or other body fluids, especially if there are breaks in the skin.
- If contact is unavoidable, wash the contacted areas with very generous amounts of soap and water and Isopropyl Alcohol.
- If the materials get in the eye, irrigate the eye with copious amounts of water.

### **Materials Needed to Minimize the Risk of Exposure to Blood and Body Fluids:**

- 1). Rubber gloves, disposable
- 2). Plastic bags with closure mechanism
- 3). Paper towels
- 4). Bucket
- 5). Household bleach (e.g. Clorox)
- 6). Water

### **To Clean the Area or Items Contaminated with any Body Fluids or Blood:**

- 1). Gloves should be worn at all times.

- 2). Mix bleach solution (one part concentrate to nine parts water 1:10 dilution)
- 3). Wipe up contaminant as well as possible with dry paper towel, proceeding from the outside of the spill towards the center. Use towels wet with bleach for the completion of the initial clean-up.
- 4). Place all towels in plastic bag after use.
- 5). Flood, or thoroughly wet the contaminated area with the bleach solution.
- 6). Allow the solution to stand at least five minutes, wipe up with towels, and place towels in the bag.
- 7). Repeat steps 5 and 6 above two times.
- 8). Using the bleach solution, wet the contents of the bag thoroughly.
- 9). Seal the bag tightly.
- 10). Place the sealed bag in a second, clean bag.
- 11). Then discard the gloves into the second bag.
- 12). Seal the second bag tightly. It should be incinerated, but may be disposed of in the landfill.
- 13). Wash the hands, forearms and face thoroughly with soap and water.
- 14). The decontaminated area may then be cleaned with usual procedures.

Soiled surfaces shall be promptly cleaned with disinfectants, such as household bleach (diluted 1 part bleach to 10 parts water). Disposable towels or tissues shall be used whenever possible and all cleaning equipment shall be disinfected after use. Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to any body fluids.

# Code of Ethics for Educators

Effective June 15, 2015

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

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

### (2) Definitions

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

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

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

(d) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

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

(f) "Revocation" is the invalidation of any certificate held by the educator.

(g) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

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

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

(j) "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.

(k) "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia 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.

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

### (3) Standards

(a) **Standard 1: Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the Commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

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

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student 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 who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

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

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

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

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

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

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

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

4. reasons for absences or leaves;

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

6. information submitted in the course of professional practice.

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

1. misusing public or school-related funds;

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

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

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

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

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items

or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and

4. violation of other confidentiality agreements required by state or local policy.

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

1. abandoning the contract for professional services without prior release from the contract by the employer, and

2. willfully refusing to perform the services required by a contract.

(i) **Standard 9: 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.

(j) **Standard 10: 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 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.

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

1. committing any act that breaches Test Security; and

2. compromising the integrity of the assessment.

(4) Reporting

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

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

(5) Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 (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 (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; and

7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

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

## **COPORAL PUNISHMENT (JDA)**

Teachers and principals have the authority to take reasonable measures to maintain proper control and discipline among students placed under their supervision. Such measures to enforce proper control and discipline may include the administration of corporal punishment to a student, subject to the following requirements:

- 1 A corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the student was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
3. Corporal punishment must be administered in the presence of a principal or designee, who must be informed beforehand and in the presence of the pupil of the reason for the punishment.
4. The object used to administer corporal punishment shall only be that specified by the Superintendent of the Board of Education.
5. The principal or teacher who administers corporal punishment must provide the child's parent or guardian, upon request, a written explanation of the reasons for the punishment and the name of the principal or designee who was present, provided however, that such explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment.
6. Corporal punishment shall not be administered to a child whose parents or legal guardian has requested in writing that their child not receive corporal punishment.

## **SPECIAL USE OF SCHOOL BUSES (EDDA)**

The buses owned by the Board of Education shall be used to transport pupils and school employees to and from public schools and for the following purposes:

1. School buses may be used for instructional field trips and for school-related activities, provided such use is within the State of Georgia and is approved in accordance with Policy IFCB. 2
2. The Board of Education may, upon proper request, grant approval for the use of buses for transportation of the elderly, handicapped, and 4-H activities if the cost of such transportation is reimbursed in full from funds other than school funds.
3. The Board of Education may, upon proper request, grant approval for the use of buses to provide transportation to students and others to attend summer camps or to participate in other recreational or educational activities if the cost of transportation and any insurance costs are reimbursed in full from public or private funds other than public school funds.

## **SEX EDUCATION (IDBA)**

The Board of Education believes that the purpose of family life and sex education is to help students acquire factual knowledge, skills, attitudes, and values which will result in behavior that contributes to the well-being of the individual, the family, and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

In addition to the requirements listed below, the customary policies and regulations concerning the approval of new curriculum content, units and materials shall apply to any course(s) dealing with family life and sex education offered by the school system:

1. Prior to teaching a unit on Sex education/AIDS Prevention, each school shall send a letter to each parent/guardian informing them of their right to review all materials to be used print or non-print. Procedures shall be included by which the parent/guardian may request that the students be restricted from receiving the unit of instruction.
2. Instructional materials to be used in family life/sex education will be available for inspection by the parent or guardian during school hours.
3. If, after review of materials used and a conference with the instructor and principal, a parent may request in writing that the student not participate in a given aspect of the course. An alternative educational assignment shall be arranged for the student with approval of the principal.

## **SOLICITATIONS OF STUDENTS (JKA)**

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

#### Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

#### Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;  
or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student

and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

### **CHILD ABUSE OR NEGLECT (JGI)**

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that a child is being or has been abused shall notify the principal or the school system's designee, who shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Grady County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

### **CHILD ABUSE AND NEGLECT REPORTING PROCEDURES**

Grady County Schools are to follow state guidelines for reporting suspected child abuse and neglect cases locally. These are identified as:

Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, 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 assaulted shall be referred to a child welfare agency providing protective services where the child lives and having been designated to the county's Department of Family and Children Services by state law and the Georgia Department of Human Resources.

These procedures are to be followed in reporting suspected cases:

1. A school counselor, assistant principal, or principal will be notified by all school personnel who suspect child abuse or neglect.
2. The person named above, preferably the principal, or his/her designee shall notify the system social worker/visiting teacher who is considered the school liaison with protective services staff of the Grady County Department of Family and Children Services.
3. The system social worker/visiting teacher shall take individual investigative steps before finally reporting these cases to the protective services staff of the Grady County Department of Family and Children Services.
4. In the event that the system social worker cannot be reached within a reasonable length of time on that same day, the school principal or his/her appointed designee shall report the suspected child abuse or neglect case to the Grady County Department of Family and Children Services.
5. If a worker cannot be reached there, law enforcement officials should be

contacted.

6. The system superintendent shall be notified by this designated person of all referrals on child abuse and neglect received.
7. This reporting is legal under Section 99.31 (a)(5) and 99.36 of the Family Educational Rights and Privacy Act.

### **SOME INDICATORS OF CHILD ABUSE**

#### **Physical Abuse**

Unexplained bruises and welts  
Unexplained burns  
Unexplained fractures  
Unexplained lacerations or abrasions  
Behavioral extremes  
Afraid to go home  
Reports injury by parents

#### **Physical Neglect**

Consistent hunger, poor hygiene, inappropriate dress  
Unattended physical problems or medical needs  
States there is no caretaker

#### **Sexual Abuse**

Difficulty in walking or sitting  
Torn, stained or bloody underclothing  
Pain or itching in genital area  
Bruises or bleeding in external genitalia, vaginal or anal areas  
Venereal disease, especially in pre-teens  
Pregnancy  
Bizarre, sophisticated or unusual sexual behavior or knowledge  
Delinquent or runaway  
Sexual aggression to smaller children, toys, pets  
Reports sexual assault by caretaker

## **WEAPONS (JCDAE)**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: **1.** Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. **2.** Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Any item(s) used in a threatening or intimidating manner shall also be considered a weapon.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct and/or student handbook.

### Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct and Student Handbook which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

## **Exceptions**

The exceptions to this policy are those individuals specifically provided by Georgia law which is now, or may hereafter, be specified.

The Superintendent shall prepare and have posted in a prominent place in each school the following notice:

### **NOTICE**

**IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.**

**THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, OR ANY OTHER KNIFE, STRAIGHT-EDGED RAZOR OR RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER.**

**VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL PROSECUTION.**

### **Discipline Action and Procedures**

All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

## **FUND RAISING ACTIVITIES**

All fund raising projects shall be in compliance with Georgia Board of Education policy, state, and local laws. The selling of any article or subscription in or through any public school in Grady County by school children must be approved by the Board of Education and recorded in the minutes prior to being carried out.

Students in K-5 are prohibited from participating in door-to-door fund raising activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges or orders.

All fund raising projects must be approved by the principal and submitted to the Superintendent by a given date so set by the Superintendent. This list should include the purpose of each fund raising project.

## **MATERIALS AND SUPPLY FEES**

In view of State Board Policy JS and Standard D1.1:h, no student shall be assessed tuition or fee as a condition of enrollment in any school or full participation in any instructional program. Resident students shall not be required to provide materials or equipment, except those materials basic to all courses as defined in Policy JS.

## **HOMEWORK**

Homework is an integral part of the instructional program. To be of most value it should be as individualized as classroom instruction. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, listening to or viewing suggested radio and television programs, or completing work begun in the classroom. Some purposes of homework are to stimulate independent study habits, to develop responsibility and self-direction, and to reinforce school learning by providing necessary practice for developing skills and proficiency.

## **LENGTH OF SCHOOL YEAR**

The school year for pupils shall be 180 school days, or equivalent hours. In the event days are lost due to an emergency, the number of school days may be less than 180 days as outlined by State Board Policy.

The length of the school year for teachers is defined by the rules of the State Board of Education and by appropriations by the general assembly.

For non-teaching employees the length of the school year will vary according to the demands of each specific position.

## **MAINTENANCE REQUESTS**

Requests for maintenance work are to be made by authorized administrative staff to the Director of Operations, according to Grady County procedure. Faculty and staff should report maintenance needs to school personnel authorized to submit requests.

## **MAKE UP WORK BY PUPILS**

When a pupil is absent because of a legal reason as defined by State Law or when the absence is apparently beyond the control of the pupil, the pupil shall be given an opportunity (a minimum of 3 days) to make up the work missed.

## **PROFESSIONAL RESPONSIBILITY OF PERSONNEL**

It is the responsibility of all personnel employed by the Grady County Board of Education to promote a positive image of themselves and their school system at all times. It must be remembered that any negative remarks and/or actions on the part of personnel reflects on all staff and the school system as a whole.

In keeping with professional ethics and fairness to fellow colleagues and loyalty to the school system, if adverse criticism of an individual, a school, or the school system is heard or observed, the staff member should correct the misconceptions or misinformation; or direct the party or parties making such remarks to the proper school personnel for clarification and/or additional information.

## **PUBLIC RELATIONS**

Public relations shall be a continuing responsibility of all school personnel. The principal shall be responsible for the public relations program for his/her school in the local community. This program cannot be overemphasized because if there is adequate understanding among citizens in the school community and the school district concerning the purposes, goals, and aims of education in the school system, there is more likely to be adequate citizen support for good schools and a willingness to pay for them.

## **PURCHASES**

All purchases must be approved by the principal and follow the central office procedures for purchases. It is against Board procedures to reimburse teachers/staff for purchases. A purchase order should be obtained for school and district purchases.

## **REPORTING OF CRIMES**

Senate Bill 440 known as the "School Safety and Juvenile Justice Reform Act of 1994" requires that all school personnel report student crimes. This bill makes it mandatory that any school employee who has reason to believe that a student at a school has committed certain criminal acts upon school property or at any school function report such information directly to the principal of the school who must report it to the Superintendent and the appropriate police authority or district attorney. Any person who willfully fails to do so shall be guilty of a misdemeanor.

The offenses which are required to be reported are as follows:

1. Aggravated assault with a firearm.
2. Aggravated battery.
3. Sexual offenses.
4. Carrying deadly weapons at public gatherings.
5. Possession of a weapon within a school safety zone or at a school function.
6. Possession of marijuana and controlled substances.

Any questions regarding compliance with this law should be directed to your school principal or the superintendent.

## **SCHOOL FINANCES**

All monies related to school matters or activities must be receipted through the principal's office.

## **SPECIAL EDUCATION PROGRAM**

Many special services are available to students in the Grady County Schools. Programs are available in the areas of vision, hearing, speech, behavior disorder, learning disabilities, severe emotional problems, and intellectual disabilities. A teacher, parent, or any concerned person who suspects that a student has problems in one or more of these areas may refer the student to person in charge of the RTI at the school.

In most instances, special education students are enrolled in both regular education and special education. In order for the students to have a successful educational experience, it is mandatory that proper communication be carried out between the special education teachers and regular education teachers.

## **Hospital Homebound Services**

Hospital/Homebound services are available to students who are expected by their doctors to be absent from school 10 days or more. Referral forms are available in each school.

## **SUBSTITUTE TEACHERS**

In the case of absences, teachers are to contact their school principal who will in turn contact a substitute from the approved substitute list. The regular teacher has the responsibility to insure that the substitute teacher has the necessary instructions from which to teach including lesson plans, class rolls, and schedules. The substitute teacher shall provide the regular teacher with a brief report of the day's activities.

## **SUPERVISION OF STUDENTS**

The Board of Education recognizes the desirability of certain school day field trips and extended trips. Students on school day instructional field trips will be counted present according to local and state policies. Absences for students on non-instructional school day, field trips and extended trips must be approved by the Board prior to the trips being made. If possible, extended trips should be scheduled over weekends or holidays.

Procedures shall be developed by the administration to ensure that all trips are educational, safe, conducted in a wholesome atmosphere, and properly supervised.

No employee of the Board shall derive or realize any monetary profit, gift, gratuity, or other personal benefit from the conduct or organization of such trips without prior written approval by the Superintendent.

The penalty for violation of this policy, as well as the enabling procedures, shall result in disciplinary action which may include a written reprimand, short term suspension without pay, or termination of employment.

## **SURVEYS AND QUESTIONNAIRES**

No surveys or questionnaires are to be completed by faculty members or pupils unless approved by the principal. Only those surveys and questionnaires will be considered by the principal that are related to requirements for advanced degrees being pursued by staff of the Grady County Schools.

## **TEACHER DRESS**

Teachers shall present a neat and well-groomed appearance at all times at school or on the job. The way teachers dress can have a positive or negative influence on their students. Regardless of the type shorts, jeans, clogs, flip-flops, and the like are not considered as appropriate dress for any teacher. **Jeans are permissible on Fridays with a school shirt.** Some exceptions may be approved by the principal such as; field days, field trips, work days, etc. Leggings may be worn under a dress that is the appropriate length (knee length). Piercings should be in ears only. Hair should be well groomed. Mustaches and beards should be neat and well-trimmed.

All clothing that allows extreme exposure such as some sundresses, unbuttoned shirts, or blouses, etc. and clothing that is too tight are not considered appropriate for the school environment.

## **THEFT OF EQUIPMENT**

Theft of equipment should be reported to the principal, superintendent, and police or sheriff's department. A copy of the investigating officer's report is to be sent to the superintendent's office to be filed with the inventory records.

## **TRANSFERS**

Professional staff members may request a transfer from one school to another by making a written request to the Superintendent. A transfer will not be granted without the approval of both principals and the Superintendent.

Professional staff members may be transferred to other schools and/or positions upon the recommendation of the Superintendent.

## **USE OF PRIVATELY OWNED VEHICLES TO TRANSPORT STUDENTS**

Teachers are discouraged from transporting students in teacher owned cars. In some instances these trips may be approved. However, teachers should have adequate liability coverage as the Board of Education may not be held liable in case of an accident.

## **OUT OF DISTRICT TRANSFERS**

All students within a district shall be required to attend the school that serves that district. Requests for students to attend a school outside the district in which they live must be made to the Grady County Board of Education in writing prior to attendance in an out of district school. Such requests will be considered only for good and sufficient reasons. Approval shall be for one year and transportation shall be provided by the parent or guardian.

In the event of overcrowding at a school, the Board reserves the right to rescind all out of district transfers.

All funds allocated for instructional purposes shall remain with the school in the district in which the student resides.

Georgia law provides that students shall be allowed to attend the school in which a parent or guardian is employed. These procedures shall apply to all school employees.

## **INTERNET ACCEPTABLE USE (IFBG)**

It is the belief of the school system that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b) (2) of the Children's Internet Protection Act of 2000.

Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.