

CRISP COUNTY SCHOOL SYSTEM PERSONNEL HANDBOOK 2018-2019



Revised August 2018

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FOREWORD

This handbook is designed to be an outline of the policies and procedures governing the actions of the personnel within the Crisp County School System. Schools, departments, or divisions of the school system may also have handbooks for their staff that detail procedures for a specific group. The intent of this handbook is to outline the philosophy of the Crisp County Leadership Team and to focus on policies and procedures that all employees are expected to abide by.

Another aim of this handbook is to provide you with a valid and convenient source of information about the system's organizational policies. The handbook should be useful as a communication tool within the system and will increase our effectiveness as educators. It is important for every staff member to use these policies to promote the proper educational climate for a successful school year.

Crisp County is fortunate to have so many talented and dedicated professionals in charge of the education of its youth. I am sure you will find veteran teachers, school level administrators and support staff to be a great resource for your questions and concerns. Please also feel free to contact any of our central office staff for assistance whenever needed.

I. ORGANIZATION

A. MISSION/BELIEFS/GOALS – CRISP COUNTY BOARD OF EDUCATION

The vision for the Crisp County School System is:

"Learning today . . . Leading tomorrow"

The mission of the Crisp County Board of Education is to provide a quality education that promotes maximum individual achievement and social responsibility at all levels and improves the quality of life for the citizens of Crisp County.

The Crisp County Board of Education believes that pursuing our vision and accomplishing our mission is predicated upon the following values:

1. All children are deserving of opportunities to acquire a quality education in schools that are safe and secure.
2. Recognizing the worth, dignity, and leadership capacity of every individual, all stakeholders including students, parents, community, faculty, and administrators shall have a voice in the education of our community's youth.
3. All staff strives toward the educational, social, moral, vocational, and personal development of each child.
4. Highly qualified and effective teachers collectively represent the foundation of quality instruction and have the greatest impact on student achievement.
5. Diversified, differentiated, and accelerated learning opportunities are required to optimize each student's unique potential.
6. Strong partnerships among home, school, and community reinforce the value of an education and increase student achievement.
7. Developing well-rounded students who are excited about learning requires us to supplement quality academic curricula and instruction with opportunities to develop students' potentials in the arts, in athletics, and in areas of vocational interest and to encourage public support of these endeavors.
8. A sense of authentic stewardship drives the effective and efficient use of resources including finances, personnel, facilities, transportation, and technology.
9. Respectful, collaborative relationships among all stakeholders at every level of the chain of command strengthen our organization.
10. Excellence shall be the goal of every endeavor at all levels of this organization, and we are intolerant of mediocrity.
11. Personal commitments to regular attendance and a strong sense of work ethic among staff and students powerfully enhance the educational experience and quality of life.

The Crisp County Board of Education has set the following goals:

FACILITIES

Provide safe and modern facilities and other critical infrastructure to support quality teaching.

GRADUATION RATE

Increasing the graduation rate for our school system by mitigating factors that lead to students dropping out of school.

CURRICULUM

Developing of quality programs that are academically rigorous for all students, including increased access to challenging coursework for upper-level students.

PERSONNEL

Hiring the best qualified faculty, staff, and leadership, and nurturing their professional development.

ACCOUNTABILITY

Facilitating data-driven decision making and promoting accountability by implementing a systematic way of monitoring and communicating student, school, and system progress.

PARENT INVOLVEMENT

Increasing opportunities for parent outreach, education, and participation.

COMMUNITY INVOLVEMENT

Partnering with local industries and area technical schools to insure that graduates are work ready.

PUBLIC RELATIONS

Developing a quality public relations program that keeps stakeholders informed of the accomplishments of our school system and that promotes public participation in the decision-making process.

FISCAL RESPONSIBILITY

Minimizing the tax burden for the citizens of Crisp County.

B. DELEGATION OF ADMINISTRATIVE DETAIL

The Board of Education fulfills its primary responsibility to the community by establishing a framework of policies through which the school system functions. The administration of the school system on a day-to day basis is delegated to the Superintendent and his staff. The line of authority proceeds from the teacher to the principal to the Superintendent to the Board of Education. Professional ethics require that this line of authority be followed.

C. BOARD OF EDUCATION MEETINGS

The Crisp County Board of Education holds its regularly scheduled board meetings at 5:00 PM in the Crisp County Board of Education Boardroom the second Tuesday of each month. Most regular meetings are televised on WSST, Channel 55 on the following Wednesday at 5:00 PM.

A work session is usually held in the same location at 5:00 PM on Thursday preceding the regularly scheduled meetings.

Called meetings are held at various times for specific purposes as the need arises. These meetings will be posted on entrances of the Board of Education Building and announced to the media.

In accordance with the "Sunshine Law," all meetings are open to the public, except as otherwise provided by law. Anyone wishing to address the Board must contact the Superintendent in writing at least 5 working days in advance, stating the specific purpose or concern to gain a place on the agenda. The Superintendent will determine how the concern may best be addressed with the Board. Time and number of persons may be limited. Prior approval is necessary in order to be placed on the agenda. See BOE Policy BCBI ([click here to view Board Policy BCBI](#)).

In accordance with the "Sunshine Law," executive or closed sessions are frequently held to discuss matters of personnel, to consult and meet with legal counsel, to discuss future acquisition of real estate, etc. No action can be taken during a closed session.

II. EMPLOYMENT

A. ELECTION AND EMPLOYMENT OF SCHOOL PERSONNEL

The Board of Education appoints a Superintendent of Education as its chief executive officer. Faculty members who compose the staff of each school are appointed by the Superintendent on the recommendation of the principal and are confirmed by the Board. Central office and support personnel are appointed by the Superintendent on the recommendation of the appropriate supervisor and/or principal. The appointments are confirmed by the Board. All appointments are subject to change for the good of the organization as determined by the Crisp County Board of Education and the Superintendent. See BOE Policy GBD ([Click here to view Board Policy GBD](#)).

Members of the Board of Education are elected by districts during county elections for six-year terms on a rotational basis.

1. EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY ([Click here to view Board Policy GAAA](#))

The Crisp County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Crisp County 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. The Crisp County Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, disability or sex by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

B. BACKGROUND CHECKS AND FINGERPRINTING ([Click here to view Board Policy GAK\(1\)](#))

In accordance with the Official Code of Georgia Annotated 20-2-211(e)(1), all newly hired employees of a Georgia Public School system must submit to a background check and fingerprinting.

As of July 1, 2000, routine fingerprinting and background checks are required of all employees of the Crisp County School System. To accomplish this all certified employees will be required to submit to a fingerprint/background check at the time of employment. All certified employees must have fingerprint records on file and submit to a background check for certification renewal. All classified employees will be scheduled for fingerprint/background checks on a five-year rotation basis.

Costs for fingerprint/background checks for certification are the responsibility of the employee. Crisp County School System will assume responsibility for the costs for all other fingerprint/background checks, including initial employment and rotational fingerprinting of non-certified employees.

Any employee with a criminal record will be required to have a written detailed explanation of the criminal activity on file along with the copies of the disposition. These explanations will be used to determine the continuation of employment of the individual with the Crisp County School System and may be shared with the Superintendent and the Board of Education. Criminal records for certified or licensed personnel must be cleared by the Professional Standards Commission. Failure to answer criminal record questions honestly could be grounds for revocation of certification and termination of employment.

The results of these background checks and employee explanations are confidential and are kept separate from the personnel files.

C. CENTRAL OFFICE FILES

For Payroll purposes, each employee must have certain forms on file in the county office and it is the employee's responsibility to see that these forms are sent to the county office. It is also the employee's responsibility that all records are kept current and that the Human Resources department is notified of any changes in name, address or status.

1. **Certificates** – For most positions a minimum of a bachelor's degree is required. Educators must be eligible for a certificate within three years of hire.
2. **Contract** – Each full-time certified employee must be under contract. Each employee executes a contract annually.
3. **Withholding Forms** – Each employee must have active state and federal tax withholding forms on file.
4. **Teacher Retirement Number** – All professional staff members must participate in the Georgia Teachers' Retirement System (TRS). Monthly deductions are made from the employee's salary. New employees presently enrolled in ERS (Employee's Retirement System of GA), it is acceptable to continue with ERS.
5. **Loyalty Oath** – Georgia Law requires that you execute a loyalty oath, which will be furnished to you by the HR Department.
6. **Employment Eligibility** – U.S. Law requires employers to employ only individuals

who may legally work in the United States- either U.S. citizens, or foreign citizens who have made the necessary authorization. The Crisp County School System uses E-Verify to determine eligibility of the employees to work in the United States. Our E-Verify number is 388328 effective 1/28/11. You MUST furnish for review documents which establish your right to work in the United States. Additionally, you must present a photo ID and Social Security Card for payroll purposes.

7. **Security Clearance** – The Crisp County School system requires a criminal background check on all new employees. These records are kept separate from the personnel file and are not a part of “open records.”
8. **Insurance Forms** – Applications for insurance and signature for awareness of Worker’s Compensation Procedures must be on file.
9. **Experience Verification Forms** – Verification of professional employment and/or military experience form, DD214 must be on file.
10. **Transcripts** – As of July 1, 1999, the Crisp County Board of Education requires transcripts be on file in the HR Office.
11. **Annual evaluations and/or letters of commendation or reprimand** that have an effect on the continued employment of an individual as determined by the Superintendent.

D. CLASSIFICATIONS OF EMPLOYEES

1. Certified Tenured Employees

Teachers who have not earned tenure with any other Georgia school system will earn tenure with Crisp County School System when offered and accepted a fourth full time teaching contract with the system.

Teachers who have earned tenure with another Georgia school system will earn tenure with Crisp County School System when offered and accepted a second full time teaching contract with the system.

Tenured teachers have the right to request a hearing when not recommended for renewal of continued employment with Crisp County School System.

Administrators employed in administrative positions after April 7, 1995 will no longer be able to earn tenure, as indicated by OCGA §20-2-942.

2. Certified Non-Tenured Employees

Non-tenured employees are not guaranteed continued employment with the Crisp County School System. Non-tenured employees who are not renewed for continued employment have the right to request the reason for termination. Any terminated employee requesting reasons should do so in writing to the Superintendent. The request and response will become a part of the personnel file.

Any contracted employee who will not be offered a contract for the upcoming school year must be notified in writing before May 15 or a contract must be offered for the next school year.

3. Non-certified At-Will Employees

All non-certified staff, including clerical, paraprofessionals, aides, maintenance, bus drivers, and lunchroom workers, are considered “at will employees” and cannot earn tenure with the school system. Non-certified or classified employees will be evaluated

annually based on performance and attendance. At-will employees can be terminated at the discretion of the school system at any time and are not entitled to a hearing.

E. BENEFITS

1. **Insurance** – Crisp County School System participates in a Cafeteria Plan which allows employees to shelter insurance premiums. See the payroll/insurance clerk for details.
 - a. **Health Insurance** - All professional employees may participate in the state health insurance program. For more information and an approved provider list: <http://www.dch.georgia.gov>
 - b. **This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information.**

Crisp County Board of Education	FEIN: 58-6010115
201 S 7th Street, Cordele, GA 31015	Phone: 229-276-3400
Contact: Ms. Michelle Smith	Ext: 1334
Email: mismith@crispschools.org	

Here is some basic information about your health coverage offered by this employer: As your employer, we offer a health plan to some employees. Eligible employees are:

Employees that meet the eligibility provisions established in Ga. Comp. R. & Regs. Section 111-4-1-.04 and as set forth in the SHBP statutes governing the Plan, O.C.G.A. Section 45-18-1, O.C.G.A. Section 20-2-881, and O.C.G.A. 20-2-911.

With respect to dependents, we do offer coverage. Eligible dependents are:

(1) legally married spouse, as defined by Georgia law; (2) natural or legally adopted children or stepchildren, under age 26; (3) other children under age 26; (4) natural children, legally adopted children or stepchildren 26 or older from categories 2 and 3 above who are physically or mentally disabled prior to age 26, and are primarily dependent on the Enrolled member for support and maintenance.

This coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage

choices.

The employer offers a health plan that meets the minimum value standard.

For the lowest-cost plan that meets the minimum value standard for the employee only, the employee would pay in premiums for this plan \$66.28 per month.

Important: *Issuance of this notice IS NOT an indication as to whether you are eligible for benefits under any group benefit plan offered by Crisp County Board of Education.*

- c. **Life Insurance** – The Board of Education provides a \$5,000 life insurance policy on all employees. Additional Life Insurance may be purchased by the employee.
- d. **Cancer Insurance** – The Board of Education provides a free basic cancer policy on each full time employee. The employee may purchase additional coverage, family and/or ICU coverage, if desired.
- e. **Dental and Disability Insurance** are available at the expense of the employee.
- f. **All insurance plans** have an “open enrollment” period. Please see the payroll/insurance clerk for details.

Some or all of the cost of insurance will be the responsibility of the individual on a payroll deduction basis. Persons on unpaid leave or suspension will be required to supplement funds for cost of insurance when deductions exceed the amount of pay for that pay period.

- 2. **Tax Sheltered Annuity** – Administered through VALIC, VOYA.
- 3. **Teachers’ Retirement System** – Crisp County participates in the Georgia Teachers’ Retirement System. <http://www.trsga.com/>

Public Retirement participation is mandatory at the employee’s expense for all bus drivers, custodians, maintenance, and lunchroom workers.

4. **Credit Union** – Employees may elect to participate in DOCO Regional Federal Credit Union. <http://www.docofcu.com>
5. **Social Security** – Crisp County School System participates in Social Security. Employee contributions are 7.65%. <http://www.ssa.gov/>
6. **Holidays** – Employees will observe holidays based on the approved calendar
7. **Vacations** – In addition to the holidays listed above, twelve-month employees earn vacation time at a rate of 2 weeks per year. Vacations are scheduled through the employee's supervisor. Vacation time is allotted each month at a rate of .83 of a day per month or 10 days per year of employment. Upon departure from the school system, an employee will be paid for up to ten days of unused vacation leave at their current daily rate.
8. **Sick Leave** – Employees must notify their immediate supervisor or designee prior of being absent, stating the reason for such absence.
 - a. Sick leave is granted to salaried personnel under the following conditions:
 - i. Sick leave shall be earned at the rate of 1 ¼ days per 20 day month of employment beginning with the first day of school each year. Employees will accumulate a maximum of 12 ½ days for personnel employed on a 10 month basis, 13 ¾ days each year for personnel employed on a 11 month basis, and 15 days for personnel employed on a 12 month basis.
 - ii. Sick leave shall be used as defined by State Law. . . ."absence due to illness or injury or necessitated by exposure to contagious disease in which the health of others would be endangered by his attendance or duty, or to illness or death in the employee's immediate family." For the purpose of this policy, immediate family shall be defined as father, mother, brother, sister, child, spouse, or a relative living in the residence of the employee concerned. Sick leave may not be used in the death of the employee's mother/father-in-law, grandmother, grandfather, or grandchild. Personal leave can be used for this reason.
 - iii. Attendance is essential to effective operations of the school system. Benchmarks will be set to reduce employee absenteeism. The annual evaluation will include a review of all employee attendance records. Those exhibiting excessive absences, a pattern of absenteeism or inappropriate absences will be documented on the evaluation. Patterns of poor attendance habits could result in a negative evaluation and or termination.
 - b. **Unused Sick Leave** is accrued from year to year. A certificated employee may earn up to 60 days of sick leave, which can be used for any approved sick leave reason such as illness, maternity leave, or family medical leave. Non-certified central office and system level personnel can earn a maximum of 60 days. Bus drivers, school clerical and lunchroom workers can earn a maximum of 45 days.

In accordance with state policy, all unused sick leave, including days exceeding the maximum allowable accumulated days, may be used to earn additional years for

retirement for all employees under TRS. These days may not be used to become “vested.”

- 9. Family and Medical Leave – Employees who have been employed for twelve (12) months or more and who worked at least 1,250 hours during that time may be entitled to twelve (12) weeks of unpaid leave per year under certain conditions as outlined in Policy GBRIG ([Click here to view Board Policy GBRIG](#)). FMLA should be requested in writing to the immediate supervisor and Human Resources 30 days prior to the beginning of the leave, but will also be enacted administratively after an employee's third consecutive absence, for any absences which may qualify. The Crisp County School System allows the use of accrued sick leave for those granted FMLA. Request forms for FMLA must be obtained from the Human Resources Department located at the central office. Family and Medical Leave may be requested for the following reasons:**

An employee may request and/or be given 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 of a son or daughter with the employee;
3. To care for the employee's family member (spouse, son, daughter or parent), if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing his/her job functions.
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).
6. To care for up to a total of 26 workweeks in a single 12-month period for a covered service member with a serious injury or illness.

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. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

****If both spouses work for the Crisp County School System and both are eligible for FMLA leave, they may only take a combined total of 12 weeks leave during any one 12 month period to care for a newborn, adopted child, a child placed with the employee for foster care or to care for a parent with a serious health condition.**

****Entitlement for leave associated with illness of a child occurs only where the child is under 18 years of age or incapable of self-care due to mental or physical disability.**

NOTIFICATION OF ANTICIPATED LEAVE

An employee absent from work for more than 3 consecutively scheduled work-days as a result of a non-work related illness or injury must apply for Family and Medical Leave. Except where circumstances are such that reasonable advance planning is not possible, employees must provide their supervisor and the Office of the Superintendent (Human

Resources) 30 days' notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment - including intermittent and reduced hour leave - so as not to disrupt unduly the operations of the school district, subject to approval of the employee's or family member's health care provider. If an employee fails to return to work after the leave period has expired, the Board of Education may recover the health benefits premium expenditures extended to the employee during the leave period.

REQUIRED CERTIFICATION

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

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

Employees returning to work from FMLA for their own health reasons, Workers Compensation, or for any other personal health reason involving an absence of more than three consecutive days, must submit a return to work notice from their attending physician prior to returning to work. Employees will not be allowed to work without an approved release form from their doctor.

BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The Board 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. Payment for the employee's portion must be received by the benefits office no later than the 25th of each month to maintain coverage.

With the exception of paid vacation, personal, medical or sick leave required to be substituted for unpaid leave, 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.

The employee will be terminated when all leave is exhausted (sick and FMLA). **Any employee that does not return to work within five days of exhausting their FMLA leave will be subject to termination.** Sick leave and FMLA will run concurrently. The employee may apply for reemployment when certified by his/her healthcare provider that the employee is able to return to work.

10. **Personal Leave** – During the school year, an employee may utilize up to a maximum of three (3) days of any accumulated sick leave for the purpose of absenting himself from his duties for personal reasons, including absences for illness or death of persons not in the immediate family. The employee must obtain prior written approval from his immediate supervisor by submitting a Request for Leave form at least 5 working days before the absence is to occur. Extenuating circumstances will be considered on a case by case basis.

No personal leave will be granted the day before or the day after a school holiday, on professional learning days, or during pre and post planning unless there are extenuating circumstances as determined by the Superintendent or designee.

Personal leave may be restricted at the discretion of the Superintendent or principal at any time but especially in the event three or more leave requests are submitted for the same day. Deductions for any days of personal leave beyond three (3) will be at a prorated portion of the employee's salary.

11. **Professional Leave** – Professional leave is granted for attendance at approved professional conferences, visitation in other educational centers and education related activities. Prior approval must be given by the Superintendent or designee at least five (5) school days before the days for which leave is requested.

Professional leave may be granted at the discretion of the Superintendent or designee in the following categories:

- a. Leave time with full reimbursement.
- b. Leave time with partial reimbursement.
- c. Leave time with no reimbursement, but system pays for the substitute.

12. **Jury Duty** – Employees who are summoned to serve on a jury shall be granted jury leave and will not be penalized for this duty. If not selected to serve, the employee must return to work or take a personal day of leave.

Employees serving on a jury will be allowed to retain the money for serving on the jury.

13. **Workers' Comp** – When an injury or accident occurs on-the-job, the employee must notify his or her supervisor immediately. An accident report must be completed. A list of approved medical care facilities are posted in each facility. Failure to do so may result in the loss of benefits. See Workers' Comp Procedures.

F. TRANSFERS

Contracts of employment are between the Board of Education and the individual. Assignments are made to the teaching position in the system where the person can render the most effective service. Transfers can be initiated by the administration or the individual. ([Click here to view Board Policy GBE](#)).

Individual requests for transfer from one assignment to another must be done through our application portal www.crispschools.com (Internal Transfer System) as vacancies occur or as needed based on Principal's recommendations.

Employees are cautioned that requests for transfer are subject to the approval of the Superintendent and all principals and/or supervisors involved. A request for transfer only provides notification to all concerned that the employee wishes to be considered for vacancies that may arise and does not preclude other considerations for the good of the system. An interview may or may not be required.

G. RESIGNATIONS

All employees are expected to give in writing a resignation notification at least 2 weeks prior to their departure. All employees under contract to the Board of Education are expected to fulfill the obligation of their contract. If a situation occurs requiring the employee's release from his or her responsibilities, a written letter requesting a release from your contract must be submitted to the immediate supervisor, giving notice of the anticipated departure date and reasons for the request. Release decisions are made by the Board of Education at regularly scheduled board meetings and may be subject to employment of an acceptable replacement before being granted. Contracted employees cannot sign another contract until they have been released from their current contract. A letter of release will be mailed to the employee from the HR Department after board approval. See BOE Policy GBD ([Click here to view Board Policy GBD](#)).

H. REDUCTION IN FORCE (RIF)

If the Board determines it is necessary to reduce the number of employees in an area due to program elimination or changes, enrollment decline, or diminished resources, every effort will be made to retain as many staff members as possible. Transfers and changes in position may be required. Attrition by resignation and retirement will be utilized as the first means of staff reduction. Reduction in Force, Policy GAKA ([Click here to view Board Policy GAKA](#)), will be followed if further reductions are necessary.

I. TERMINATION OR SUSPENSION

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

1. Incompetence;
2. Insubordination;
3. Willful neglect of duties;
4. Immorality or moral turpitude;
5. Involvement in illegal activity, beyond that of minor traffic violations;
6. Inciting, encouraging or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the local Board of Education;
7. To reduce staff due to loss of students or cancellation of programs;
8. Failure to secure and maintain necessary educational training or certification;
9. Giving false statement on application or other employment materials; or

10. Any other good and sufficient cause.

Tenured employees terminated for any of the above reasons will be afforded a Due Process Hearing.

All personnel are expected to perform all duties as assigned. Failure to perform all/any duties as assigned may lead to the recommendation of termination from employment.

J. CODE OF ETHICS FOR EDUCATORS

The official Code of Ethics for Georgia Educators lists ten Standards of Conduct for which violation may jeopardize employment and certification. It is required that any such violation must be reported to the Professional Standards Commission for investigation, whether the educator continues employment with the system or not. Failure to report violations could result in the loss of one's certificate. See [Click here to view Code of Ethics](#).

Crisp County School System also requires all non-certified employees to meet all applicable Standards listed in the Code of Ethics. Failure to do so could result in disciplinary action, including termination.

Effective January 1, 2018 505- 6 -.01

THE CODE OF ETHICS FOR EDUCATORS

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

(2) Definitions

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

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

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

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

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

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

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

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

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

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

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

(l) "Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the 505-6-.01 Page 2 (m) "No Probable Cause" is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to

recommend disciplinary action.

(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 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). 505-6-.01 Page 3

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting: 1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history; 2. information submitted to federal, state, local school districts and other governmental agencies; 3. information regarding the evaluation of students and/or personnel; 4. reasons for absences or leaves; 5. information submitted in the course of an official inquiry/investigation; and 6. information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to: 1. misusing public or school-related funds; 2. failing to account for funds collected from students or parents; 3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework); 4. co-mingling public or school-related funds with personal funds or checking accounts; and 5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to: 1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee; 2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest; 3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and 4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to: 505-6-.01 Page 4 1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law; 2. sharing of confidential information restricted by state or federal law; 3.

violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and 4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Required Reports - An educator shall file 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.

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

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to: 1. committing any act that breaches Test Security; and 2. compromising the integrity of the assessment. (4) Reporting (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.). 505-6-.01 Page 5 (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 -10 (GaPSC Rule 505-6-.01); 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01); 3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3); 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295); 5. suspension or revocation of any professional license or certificate 6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and 7. any other good and sufficient cause that renders an educator unfit for employment as an educator. (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

K. SUBSTITUTE TEACHERS

All substitutes teachers must complete State-mandated training (part of the training is waived if the substitute has a valid teaching or paraprofessional certificate), submit to a background check and be approved by the Board of Education before being used as a

substitute. A list of approved substitute teachers is compiled by the central office and is forwarded to the principals. Long term substitutes approved by the board will be added to the sub list automatically. Board Policy requires that Substitute teachers be selected from the approved list ([Click here to view Board Policy GBRJ](#)). Preference may be given to those with certification and/or proven experience. Principals are responsible for seeing that substitute teachers are contacted.

The teacher should leave detailed plans for instruction and other duties so that the substitute can be most effective. It is recommended that each teacher have an emergency substitute file in the office with general lesson plans, seating chart(s), bell schedule(s), duty assignments, and a list of classroom rules and procedures along with procedures for reporting problems.

III. DUTIES AND RESPONSIBILITIES

A. EXPECTATIONS

As educators of the Crisp County School System, we recognize and accept as our professional responsibility, the encouragement of the pursuit of truth and scholarship among our students and all citizens, the promotion of democratic principles, and the fostering of a devotion to educational excellence, both individually and collectively. We believe in the worth and dignity of the individual and commit ourselves to the protection of the freedom to teach and to learn and the guarantee of equal educational opportunity for all.

Realizing the magnitude of the profession which we have chosen we also recognize that a profession must accept responsibility for the conduct of its members. We understand that our own individual conduct may be regarded as representative of all educators by those outside the profession. To affirm our responsibility to practice our profession according to the highest ethical standards, we dedicate ourselves to the following commitments to our students, our public, and our profession.

In fulfilling our obligations to these three groups, we accept our responsibility to:

1. Recognize that although teachers participate in the formulation of school policy under the leadership of the administrators of the Crisp County School System, it is the duty of the administrators to recommend policy to the Board. It is the prerogative of the Board to determine policy.
2. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, or religious characteristics.
3. Provide each student with an effective and efficient opportunity to acquire the essential basic skills and fundamental knowledge necessary of survival in a competitive society, and allow the individual student to progress at his own rate in an atmosphere of honesty and openness.
4. Cultivate an atmosphere in the school that will foster academic excellence; encourage a spirit of curiosity, understanding and appreciation for knowledge in our students; encourage the student to examine varying points of view in order to form his own judgment.
5. Develop an appreciation and understanding of the principles of democracy in our students.
6. Respect the community in which we are employed and display loyalty to the school system, community, state, and nation.
7. Never knowingly distort or misrepresent the facts concerning educational matters by direct or indirect public statements.
8. Hold inviolate all confidential information.
9. Refrain from using the school system for private gain or to promote personal views on religious, racial, or partisan political issues.
10. Engage in no additional employment which might impair professional service and accept no compensations which might influence professional judgment.
11. Increase professional growth through continued study, travel, participation in professional organizations and community life, and through wholesome human relationships.
12. Assume the responsibility for interpreting educational programs and policies to the public in a professional manner.
13. Avoid disparagement of students, colleagues or the school system.
14. Strive to raise professional standards to promote the exercise of professional judgment in all dealings with students, colleagues, and citizens, and to achieve conditions, which will attract to careers in education persons worthy of the trust.
15. Adhere to the conditions of a contract or to the terms of an appointment until it has been determined terminated either legally or by mutual consent.
16. Transact all official business through proper channels.
17. Make appropriate use of time granted for professional purposes.

B. PUBLIC RELATIONS

Establishing and maintaining the public's good will toward the school district requires a concerted effort by the entire staff. All personnel share the responsibility of keeping the community informed, involved and interested in the activities of the local school system.

A public that is made aware of its role in the educational process will be a more supportive public in rough waters as well as calm. In the district's endeavors to generate favorable public opinion, its most important ambassadors are the teachers who work with children every day. All professional employees are encouraged to participate in the life of the community and the district, and to demonstrate by their own words, attitudes and actions, the ideals proclaimed by the Crisp County School System.

C. WORK DAY FOR FACULTY AND STAFF

The normal workday for school system employees is eight hours. The schedule for individual schools/departments will be assigned by the principal/supervisor. Sign-in sheets will be provided in each school.

The normal work year for teachers is defined as 190 days (10 months), ten of which are to be used for planning and professional learning. Staff must make up days missed in the event of school closure due to bad weather. A schedule of work is arranged for preplanning week including countywide teacher meetings and meetings of building faculties and department groups. For post-planning, a schedule of work is arranged for completion of records, reports, inventories, requisition of supplies for next year, and evaluation of the year's work. The work in preplanning and post-planning weeks is a part of the contract for the year's work and all teachers are required to participate.

Reduction in Work Schedule - Due to unforeseen State budgetary cuts imposed upon the school system after the budget has been set, it may be necessary to reduce the work schedule for employees. The legislation and laws currently allow school systems to cut up to ten teacher work days and four student days, if needed. Reductions will be reflected in the annual salary earnings reported to TRS.

D. TIMESHEETS AND OVERTIME

Due to the constraints of the budget overtime and timesheets for work off contract will be scrutinized very carefully and will require prior approval in writing from the central office. See BOE Policy GCRD. ([click here to view Policy GCRD](#))

Timesheets – Timesheets are submitted to the payroll office each month by any employee expecting pay for approved overtime. Timesheets must be turned in according to the Payroll Calendar issued annually. See Payroll Due Date Calendar.

Overtime – Overtime is paid for time worked over and beyond the forty hour workweek or outside the contracted days of employment. This must be approved in advance in writing from the central office. A request for overtime is submitted to the Superintendent in writing with the names of the personnel involved, a brief explanation of need and duties to be performed, and source of funding.

E. CERTIFICATION

It is the responsibility of the individual teacher to obtain proper certification for the position and to keep his/her certificate in force. Failure to obtain proper certification may result in possible dismissal or pay adjustment. Forms are available from the Human Resources Office or on the Georgia Professional Standards webpage at <http://www.gapsc.com>.

It is the responsibility of anyone who has a certificate to keep it up to date.

There are two Certificate Categories – Renewable and Non-Renewable.

Renewable certificate validity varies by title and type. During the validity period, the educator must satisfy renewal requirements outlined in GaPSC Rule 505-2-.36 RENEWAL REQUIREMENTS and/or any additional requirements outlined in the rule appropriate to the certificate title and type.

Non-Renewable certificates are valid from one (1) to five (5) years, depending on the title and outstanding requirements for certification. Two Non-Renewable licenses, for Educational Interpreters and Paraprofessionals, are also issued. During the validity period, the educator must satisfy specified requirements to convert the Non-Renewable to a Renewable certificate or license.

Types of certificates:

1. Adjunct
2. Clearance
3. Educational Interpreter
4. Leadership
5. Non-Instructional Aide
6. Paraprofessional
7. Permit
8. Service
9. Support Personnel
10. Teaching

Titles of Renewable Certificates:

1. Standard Professional
2. Performance-Based Professional
3. Advanced Professional
4. Lead Professional
5. Life

Please refer to 505-2.02 CLASSIFICATION ([Click here to view Certificate's Classification](#))

The Level of certification indicates the completion of minimal formal requirements for the field including earned degrees. They range from 1-7.

Teachers holding non-renewable certificates are responsible for completing coursework, tests, applications and/or any other requirements for a Clear Renewable Certificate within the allotted time. Failure to do so could result in reassignment or termination and voids the teacher's eligibility for future non-renewable certification. Questions about certification should be referred to the HR Department.

Certificates must be renewed every five years.

Professional Development funds and/or in-house professional development courses may be available for coursework necessary to meet certification requirements. Opportunities to earn at least 2 units will be available to all faculty members each year. Please contact the Curriculum Office for more information.

Name or address changes on certificates can now be done electronically by the HR

Department. Teachers wishing to make such changes should notify the HR Department in writing. Include the new social security card, name and address currently on file along with the changes requested. Changes will be immediate and shown on the next certificate issued.

Teachers without proper certification will be paid on the salary schedule for a beginning paraprofessional with zero years experience until the payroll office receives certification. Once certification is received salary will be recalculated accordingly to include all monies due from the time of the issue date on the certificate.

F. CONTENT ASSESSMENTS

As of July 1, 1997, any individual applying for Georgia Certification must post a passing score on the appropriate content assessment(s) for the field being requested. Effective September 1, 2006, the official content assessment for the State of Georgia will be the Georgia Assessments for the Certification of Educators (GACE). Test dates, sites and information are available on the GACE web site at:

<http://gace.ets.org/>

The Teacher Certification Test (TCT) and Praxis assessments were formerly used as the official State certification test.

For more information about certification visit the GAPSC web site at:

<http://www.gapsc.com/>

G. PROFESSIONAL QUALIFICATIONS

The Crisp County School System requires that all teachers of *core* academic subjects must have professional qualifications. Please note that a teacher who has professional qualifications may not necessarily be fully certified. To be fully certified and have "Professional Qualifications" a teacher must meet all of the state's certification requirements and be assigned appropriately for the field in which he or she is teaching.

The Crisp County School System requires that teachers must be eligible for a teaching certificate by the Georgia Professional Standards Commission and be teaching in their field(s) of certification.

New teachers must:

- a. Hold a bachelor's degree from a GAPSC-accepted accredited institution of higher education.
- b. Hold a valid Georgia teaching certificate or be eligible or be eligible for a waiver.
- c. Have evidence of specialized training in the subjects they teach, such as an academic major or the equivalent in the subjects and a passing score on the teacher certification test for the area/subjects taught.
- d. Have a teaching assignment that is appropriate for the field(s) listed on the Georgia teaching certificate.

Exceptions to the requirements listed above for new teachers include:

- a. Teachers participating in the Georgia Teacher Alternative Preparation Program.
- b. Teachers participating in post baccalaureate programs.

- c. Special education teachers with non-renewable certificates.
- d. Select teachers with non-renewable certificates, formerly called provisional certificates.

Veteran teachers must:

- a. Hold a bachelor's degree from a GAPSC-accepted accredited institution of higher education.
- b. Hold a valid professional teaching certificate.
- c. Have a teaching assignment that is appropriate for the field(s) listed on the teaching certificate.

Exceptions to the requirements listed above for veteran teachers include:

- a. Teachers holding Georgia life certificates.
- b. Teachers from out-of-state with appropriate experience.

H. CONTINUING PROFESSIONAL GROWTH

All Crisp County Schools are accredited by the Southern Association of Colleges and Schools (SACS). As members of SACS, all professional employees must complete at least ten hours of study within each five year SACS accreditation period. Failure to meet this requirement could cause the school system to lose accreditation and be grounds for termination of employment. Opportunities to earn at least 2 PLUs will be available to all faculties each year. Funds for certification in critical needs areas may be available through professional learning.

For more information on SACS, please visit <http://www.sacs.org>.

I. EXTRA-CURRICULAR DUTIES

Various extra-curricular duties are required in each school and will be assigned by the principal. Some of these duties include early or late afternoon building duties, supervision of bus ramps, restrooms, halls, and drinking fountains. Other responsibilities may be for assembly programs, clubs, and student activities or for any other school need that may develop during the year.

J. REPORTING

1. Reporting Complaints and Grievances

It is the policy of the Crisp County Board of Education to resolve all problems, disputes, or controversies at the lowest possible administrative level as fairly and expeditiously as possible with 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. Performance ratings contained in personnel evaluation and professional development plans; job performance; termination, non-renewal, demotion, suspension, or reprimand of any employee; or the revocation, suspension, or denial of certificates of any employee are excluded from this procedure.

The first stage in the grievance procedure is informal discussion with the building

principal or immediate supervisor. If the grievance cannot be resolved at this level, the next step is to submit a written notice to the principal or supervisor within ten days of the most recent incident. Forms for this notice are available in the principal's office, the office of the Superintendent or by [Clicking here](#) .

If after review the grievance cannot be resolved at this level, the complainant may submit the written grievance and the response to the Superintendent's office within ten days of the time she receives the written response.

Within ten days after the receipt of the properly filed written grievance, the Superintendent shall render her/his decision in writing. The complainant may be represented by counsel at this level.

The decision of the Superintendent may be appealed to the Board of Education within ten calendar days. The local Board shall conduct a hearing and render its decision in writing within twenty calendar days after the hearing. No certified personnel shall be subjected to reprisals as a result of filing a complaint. See BOE Policy [by clicking here](#) GAE.

2. Reporting Abuse

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 Crisp 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. (Board policy JG1)

3. Reporting Harassment

It is the policy of this school district to prohibit any act of harassment of students or employees by other students based upon race, color, sex, national origin, 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 by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

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 for a student or employee. There may be other speech or conduct which employees or students 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 student, employee, parent or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

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 students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy. ([Board Policy](#))

K. INVENTORY

Each teacher is responsible for maintaining an accurate inventory of all furniture and equipment in his/her room.

Computer equipment at the schools, including CPUs, scanners, and printers are to be inventoried separately by the media specialist. Changes in software and hardware should be reported promptly to the media specialist.

Textbook inventories must be kept by book number and student issued to. The teacher will assess the condition of books upon issue and return.

L. CONFIDENTIALITY

All employees are expected to protect the rights and privacy of their students and coworkers in matters of academics, finance, personal information and health. Gossip and “talking out of school” are considered unprofessional.

M. DISCRIMINATION

The Crisp County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability or sex in its employment practices, student programs and dealings with the public. It is the policy of the Crisp County 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. The Crisp County Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, disability or sex by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

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 here. [Click here for Board Policy GAAA and complaints procedure](#)

N. ASSESSMENT OF PERFORMANCE/EVALUATIONS

Assessment of performance will be completed for every staff member during the school year in accordance with a schedule established by the Superintendent and with procedures prescribed by the Crisp County Board of Education Job Description/Evaluation, Teacher Keys Effectiveness System (TKES). All classified employees will have an annual evaluation. The form used for the annual evaluation is the Crisp County Job Description/Evaluation.

Annual evaluations for certified staff must be completed by April 1. Any teacher who will not be recommended for re-employment must be informed in writing from the Superintendent prior to May 15.

Effective July 1, 2014, teachers will be evaluated using the state mandated Teacher Keys Effectiveness System (TKES). Administrators will be evaluated using the state mandated Leader Keys Effectiveness System.

1. PROFESSIONAL DEVELOPMENT PLANS (PDP)

Professional Development Plans are assigned to teachers based on needs determined through the evaluation process. A plan may include required professional learning, college courses, readings or simple adjustment of practices.

O. ABSENCES

Employees must notify their immediate supervisor at any time they must be absent. Any employee who has been absent must sign the monthly absentee report, which is filed with the county office. Sick leave is earned at a rate of 1 ¼ days per 20 day month of employment. Sick leave must be earned before it can be used.

P. Telephone and Cell Phone Usage

Q. DISTRIBUTION OF LISTS

Lists of pupils or teachers may not be distributed to persons or organizations outside of the school district without the approval of the Superintendent. Phone numbers and addresses are considered private information and should not be given out to those outside the system without written approval.

R. SAFETY ON THE JOB/WORKERS' COMPENSATION

Employees are responsible to practice safety on the job. Think before reaching or climbing for materials. Ask for help.

All incidents/accidents and/or injuries must be reported to your immediate supervisor immediately. If the injury prevents an immediate report, the employee must report the accident/injury within 24 hours or have someone do so on his/her behalf. When an employee is injured on the job and that injury necessitates seeing a physician immediately, that employee may visit the appropriate panel physician during normal working hours on Board time; however, any follow-up visits or referral visits must be scheduled around the employee's normal working hours. If such visits cannot be

scheduled around normal working hours, employee shall notify his/her supervisor far enough in advance as to facilitate an adequate substitute for them. The time the employee is out for such a visit shall be covered by personal or sick leave. Call the workers' comp clerk for details or assistance.

S. PROFESSIONAL DRESS

Teachers are expected to dress in the manner appropriate to their position. The dress code for teachers should meet or exceed that designated for students at that school. Teachers should not wear clothing that is too casual, too revealing or too tight. The school principal may have additional requirements. Please check with your administration, if in doubt. **REMEMBER: STUDENTS ARE INFLUENCED BY THE MANNER IN WHICH YOU DRESS.** Jeans are appropriate on planning days, but NOT on days when students are in class, unless authorized by the building principal for special activities. Shorts are appropriate for Physical Education Teachers, in the P.E. areas; however, shorts are not appropriate for classroom teachers. Skorts, dress shorts, culottes, or split skirts are permissible as long as length requirements are met.

T. PURCHASES

All purchases must be made through an approved Purchase Order. Materials or supplies will be requested electronically through Munis. Each school has personnel and procedures trained to enter requests into Munis. Requests must have prior approval of the principal.

All preview materials must also be requested through an approved Purchase Order with the conditions of the preview clearly marked on the purchase order.

U. OTHER PEOPLE'S MONEY

Every teacher, from time to time, will have in his/her possession funds belonging to the students or to the school. These funds are the teacher's responsibility; therefore, teachers should not leave such money in a desk drawer or in any place where theft or loss may occur. For the teacher's protection, as well as for good business practice, it is important that receipts be given for money collected.

State law requires principals to keep a detailed record of all monies collected and spent in the schools. Teachers are required to deliver to the principal all funds collected. Principals will issue receipts for all funds turned in to the office.

Solicitation of funds by or from students without the consent of the principal and/or Superintendent is prohibited.

V. FUND-RAISING PROJECTS

Student fund-raising activities take time away from the real purpose of education. For this reason and others, such activities are prohibited by the State Board of Education unless specific approval is given by the system Board of Education.

W. SOLICITATION AND VENDORS

Except for the lunchroom services, no vendors are permitted to sell on school grounds,

including teachers with outside business concerns. All salesmen and/or publishing company representatives must receive prior approval from the Superintendent's office.

X. OUTSIDE EMPLOYMENT

Employees of Crisp County Schools have occasionally sought additional employment. This is permitted but the following cautions are advised.

1. A secondary position should not interfere with time committed to the system under the terms of employment.
2. No employee should accept payment for services from students or their parents for services that should be provided as a part of their assigned position. This includes tutoring, lessons and training.
3. No solicitation of goods or services should be conducted on school grounds or use school facilities or materials.

If in doubt prior approval from the Superintendent is recommended. Refer to The Code of Ethics and BOE Policy GBU.

[Board Policy GBU](#)

Y. USE OF SCHOOL FACILITIES AND EQUIPMENT

School facilities and/or equipment should not be used by any employee for personal gain. Use of facilities and/or equipment must have written approval from the Superintendent. Equipment cannot be removed from school property.

1. COMPUTER USAGE

All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No procedure can lay down rules to cover every possible situation. Instead, it is designed to express the Crisp County School System philosophy and set forth general principles when using electronic media and services.

The use of Crisp County School System automation systems, including computers, computer devices, printers and copiers, multimedia projectors, fax machines, and all forms of Internet/intranet access, is for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the school system or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

- Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
 - Discriminatory or harassing;
 - Derogatory to any individual or group;
 - Obscene, sexually explicit or pornographic;
 - Defamatory or threatening;

- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Crisp County school system policy

Use of School system computers, networks, and Internet access is a privilege granted by the Board of Education and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate education purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of files or other school system data;
- Destroying, deleting, erasing, or concealing school system files or other school system data, or otherwise making such files or data unavailable or inaccessible to the school system or to other authorized users;
- Misrepresenting oneself or the school system;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the school system's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of school system networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on school system systems and applications.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The Crisp County school system owns the rights to all data and files in any computer, network, or other information system used in the school system and to all data and files sent or received using any school system technology. The School system also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their

content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using school system equipment or school system-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by school system officials at all times. The School system has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with school system policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate school system official.

It is a violation of school system procedure for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

2. ELECTRONIC MAIL TAMPERING

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

3. STATEMENT FOR INTERNET/INTRANET BROWSER(S)

The Internet is to be used to further the school system's mission, to provide effective service of the highest quality to staff and students, and to support other direct administrative purposes. Teachers and staff are responsible for monitoring student use of technology and especially Internet use to determine its appropriateness.

4. PERSONAL ELECTRONIC EQUIPMENT

The School system prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image- or voice-recording device without the express permission of the School system and of each person whose image and/or voice is/are recorded. Students with such devices should leave them at home unless expressly permitted by the school system to do otherwise. This provision does not apply to designated school system personnel who must use such devices in connection with their positions.

Staff and students should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, "smart" phones, or similar devices, mobile computing devices, or other data storage media) to connect them to school system electronic systems unless expressly permitted to do so by the school administration. Any staff member or student bringing a personal computing device, data storage device, or image-recording device onto school system premises

thereby gives permission to the school system to inspect the personal computer, data storage device, or image-recording device at any time with personnel of the school system's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question.

Anyone who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to school at all.

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Including, but not limited to instant message and remote control programs. Only software registered and/or approved through the Crisp County School System may be downloaded. Employees should contact the local media specialist, building administrator or technology department if they have any questions.

Z. VISITORS

For safety reasons all schools operate as closed campuses. Although all parents or guardians are always welcome visitors at our schools, all visitors must report to the main office for proper clearance and visitor passes before proceeding through the building during school hours. All employees have the responsibility to report any concerns to their immediate supervisor.

IV. STUDENTS

A. STUDENT ADMISSION REQUIREMENTS

Students must be five years of age on or before September 1 to be admitted to kindergarten. Students must be six years of age on or before September 1 to be admitted to the first grade.

Crisp County School System allows students in good standing from outside the county to attend its schools as tuition students. Children of employees of the Crisp County School System may currently attend school without charge. All out of county students are subject to a status review each year to determine their continued eligibility. These students must report their home county and home school system for FTE reporting. The Board of Education reviews out of county policies and finances and reserves the right to impose tuition and or change out of county admission annually.

B. SUPERVISION OF STUDENTS

The principal is responsible for caring for students from the time they arrive on school property until they leave. In so far as possible teachers must assume responsibility for seeing that rooms are properly heated, lighted, and ventilated.

If a student is sent home for any reason during school hours, the appropriate school official is responsible for contacting an adult in the home before the student is left at home.

Teachers requiring students to remain after school for various activities, including practice, tutorials, detention, etc., are responsible for the supervision of these students. No student should be left unattended on school property.

C. THE INSTRUCTIONAL SCHOOL DAY

CC Pre-K Center	Pre-K	7:45 to 3:00
CC Primary	K-3	8:25 to 3:00
CC Elementary	4-5	7:55 to 3:05
Crisp County Middle	6-8	8:00 to 3:20
Crisp County High	9-12	8:00 to 3:30
Crisp County Learning Center		

D. REPORTING STUDENT ABSENCES

A student who is absent from school must bring a written note from his parent or guardian stating the reason for his absence. It is the responsibility of the homeroom teacher (or 1st teacher of the day) to collect and scrutinize these notes and document appropriately. If authenticity is in doubt, the teacher should perform appropriate follow up to verify the excuse or turn the matter over to the office for verification.

Teachers noticing a pattern or other attendance problems should report this to the office and/or the system social worker.

E. STUDENT DISCIPLINE

Students and parents expect every teacher to administer firm, impartial, consistent, and courteous discipline. Routine discipline matters should be handled at the lowest possible level, in the classroom. All teachers should have an approved Classroom Management Plan which outlines activities and a sequence of consequences for students. Parental involvement is the key to successful discipline. Teachers referring students too frequently for minor offenses lose some of their authority over students. It is understood; however, that office referrals are sometimes necessary.

O.C.G.A. §20-2-738

- (a) A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with local board policy.
- (b) A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each school principal shall implement the policies and procedures of the Superintendent and local board of education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and

parents or guardians of students. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardians written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

- (c) If a teacher removes a student from class pursuant to subsection (b) of this Code section, the principal or the principal's designee shall discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, the principal or the principal's designee shall explain the evidence which supports his or her removal from class and give the student an opportunity to present his or her explanation of the situation. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher gives his or her consent, the student shall be returned to the class, and the principal or the principal's designee may take action to discipline the student, as may be warranted, pursuant to paragraph (1) of subsection (e) of this Code section. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher withholds his or her consent to the student's return to his or her class, the principal or the principal's designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal and shall also take steps to convene a meeting of a placement review committee. The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher. An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings; provided, however, that the student shall not be returned to the class of the teacher who removed him or her, as an appropriate temporary placement, unless the teacher gives his or her consent. The temporary placement shall be in effect from the time of removal until the decision of the placement review committee is issued or, if applicable, a placement determination is made pursuant to paragraph (2) of subsection (e) of this Code section.
- (d) Local board policies adopted pursuant to Code Section 20-2-735 shall provide for the establishment at each school of one or more placement review committees, each of which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member, and the principal shall choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee shall have the authority to:

- (1) Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or
- (2) Refer the student to the principal or the principal's designee for appropriate action consistent with paragraph (2) of subsection (e) of this Code section.

The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student. Local boards of education shall provide training for members of placement review committees regarding the provisions of this subpart, including procedural requirements; local board policies relating to student discipline; and the student code of conduct that is applicable to the school.

- (e)(1) If a placement review committee decides to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to Code Section 20-2-735:
- (A) Place the student in an alternative education program;
 - (B) Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section; or
 - (C) Make another disciplinary decision or recommendation consistent with local board policy.
- (2) If a placement review committee decides not to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee shall determine an appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to Code Section 20-2-735:
- (A) Place the student into another appropriate classroom or an alternative education program;
 - (B) Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section;
 - (C) Make another placement or disciplinary decision or recommendation consistent with local board policy; or
 - (D) Implement or recommend any appropriate combination of the above and return the student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

- (f) Within one school day of taking action pursuant to subsection (e) of this Code section, the principal or the principal's designee shall send written notification of such action to the teacher and the parents or guardians of the student and shall make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.
- (g) Parents or guardians of a student who has been removed from class pursuant to subsection (b) of this Code section may be required to participate in conferences that may be requested by the principal or the principal's designee; provided, however, that a student may not be penalized for the failure of his or her parent or guardian to attend such a conference.
- (h) The procedures contained in this Code section relating to student conferences and notification of parents or guardians are minimum requirements. Nothing in this Code section shall be construed to limit the authority of a local board of education to establish additional requirements relating to student conferences, notification of parents or guardians, conferences with parents or guardians, or other procedures required by the Constitutions of the United States or this state.

Students who become serious behavior problems may be suspended by the principal for a period not to exceed ten school days at any one time. Long term suspensions exceeding 10 days or expulsions can only be assigned through due process by the Student Hearing Tribunal.

F. CORPORAL PUNISHMENT

Corporal punishment shall only be used as a last resort. In order to maintain proper control and discipline over students placed under his care and supervision, any administrator employed by the Crisp County Board of Education may, in the exercise of his sound discretion, administer corporal punishment on any such student or students providing that parental consent has been given for corporal punishment. Such corporal punishment shall not be excessive or unduly severe, and such punishment shall be administered only in the presence of the principal or the principal's designee. See BOE Policy JDA.

G. STUDENTS LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave school without prior authorization from the parent or guardian. The parent, guardian, or a designated adult identified by the parent to the school officials may come into the office and accept responsibility for the student. If the parent is unable to make these arrangements, the student will remain at school under adult supervision. No school personnel should release a student to an unauthorized person.

Arrangements to check out for dental or doctor appointments must be made by calling the principal at least one day prior to the appointment. Any other reason for checking out of school must comply with BOE Policy JBD.

H. FIELD TRIPS

Field trips are an important part of a well-rounded educational program. Appropriate planning for such trips should be accomplished and prior approval must be given by the

principal before such trips are taken. All field trips must have a stated instructional purpose.

If transportation is involved, approval of the trip must come from the appropriate central office personnel.

Close scrutiny will be given to all requests for field trips to Atlanta. Field trips are limited by the following guidelines:

Pre-K: Limited to those required.

K-5: One instructional field trip per grade per school.
School transition trips.

One instructional gifted trip per school.

6-8: One instructional field trip per grade.

Competition or performance.

Two instructional gifted trips per school.

9-12: Approved instructional field trips.

Competition or performance.

Reward Trips and trips for fun are not permitted.

Persons who request field trips should calculate the costs and record them on the field trip form prior to sending them for approval.

I. DISPLAY OF FLAGS AND PLEDGE OF ALLEGIANCE

The official flags of the United States of America and the State of Georgia are to be displayed conspicuously and appropriately by each school. In the Crisp County School system, students must be given the opportunity to pledge allegiance to the United States flag during a scheduled period of the day. The teacher will either lead the pledge or appoint a student to lead it. Students from various school organizations may lead the pledge each day through use of the school's public address systems. Students have a right to choose not to pledge allegiance, but must not distract from the participation of others. It is the responsibility of the classroom teacher to monitor the participation of the students within the individual classroom to assure that a sense of decorum is maintained.

J. MOMENT OF REFLECTION

In compliance with Georgia law, at the opening of school on every school day in each public school classroom within the Crisp County School System, the teacher in charge shall conduct a brief period of silent reflection for not more than 60 seconds with the participation of all the pupils. This moment of silent reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of silent prayer. Students and/or staff may not under any circumstances use the moment or silent reflection to audibly pray, singly or in unison.

K. TITLE IX COMPLIANCE

It shall be the policy of the Crisp County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or other governing documents of such athletic association that do not comply with the Georgia Equity in Sports Act.

It shall be the policy of the Board to conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports. [Click here to view Board Policy IDFA](#)

L. STUDENT SUPPORT TEAM

The Student Support Team (SST) is a building-level group that facilitates the generation of alternative instructional strategies and support services to be used by teachers who have seemingly exhausted their own remedial repertoire. When dissatisfied with their ability to meet the needs of students who are experiencing educational problems, teachers may turn to the RTI process as a means of seeking recommendations and suggestions that can be used in their classrooms. Essentially, the Student Support Team has as its primary goal helping students whose educational performance and process is unsatisfactory. The Team becomes the vehicle for exchanging ideas, methods, and techniques that can be implemented in the classroom. The principal of each school will appoint a chairperson for the SST in his/her school.

The Student Support Team is the first step in referring a student to the disciplinary tribunal and ultimately to the alternative school for habitual disruptive behavior. SST minutes will be required documentation for all such referrals.

Please see the Student Support Team Handbook for further information.

M. TESTING

Crisp County School System gives Milestones tests to all students in grades 1-8 each year.

Passing scores on all required parts of the Georgia High School Graduation Test are required for graduation. In addition, a Georgia End of Course Test is required for Algebra I, American Literature, Biology, Economics, Geometry, Ninth Grade Language Arts, Physical Science, and US History. The EOCT must be averaged as 15% of the final grade for the course and will appear on the report card.

As required by law, standardized test scores will be a part of the annual evaluation for all certified instructional staff.

N. FIRE DRILLS

Teachers should take any sounding of the fire alarm seriously.

Fire drills are required at all schools. Procedures and routes are to be discussed with classes early

and often during the school year and teachers should closely supervise the safe and efficient evacuation of all students during a drill. Everyone should fully clear all exits, move away from the building, and roll should be checked. All students unaccounted for should be reported to officials immediately.

O. STUDENTS REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

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

Listed below are some definitions for "sexual abuse" and "sexual misconduct" but not limited to

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

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

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

APPENDIX

A. BOARD OF EDUCATION MEMBERS

Mr. Lonnie Nelms Chairman
Mrs. Lydia Adkins ViceChairman
Mrs. Lelee Phinney
Mr. Justin Posey
Mr. Scott Forehand
Mr. Charles Kerr
Dr. David Mims, Superintendent

B. ADMINISTRATION AND CENTRAL OFFICE STAFF

Dr. David Mims	Superintendent
Ms. Pam Brazier	Director of Federal & State Programs & Assessment
Mrs. Cindy Hughes	Assistant Superintendent of Student Services
Mrs. Patricia Fachini	Director of Human Resources
Mrs. Kristen Stokes	Director of Special Education
Mrs. Ashley Beaver	Director of Flint Area Learning Program
Mrs. Lisa Simpson	Director of Social Services
Mrs. Donna Beavers	Director of Finance
Mrs. Lisa Leggett	Director of School Nutrition
Mr. Barry Doyle	Director of Technology
Mr. Ken Little	Director of Maintenance
Ms. Renate McGee	Director of Transportation
Mrs. Angela Britt	Administrative Assistant, Special Education
Mrs. Lori Weaver	Payroll Officer
Mrs. Melanie Ramsey	School Nutrition Program Supervisor
Mrs. Dorothy Corbin	School Social Services Paraprofessional
Mrs. Joy Ergle	Administrative Assistant, Special Education
Vacant	School Psychologist
Vacant	School Psychologist
Mrs. Kim Hockensmith	Accounts Payable
Mrs. Joanne Culppeper	IT/District Data Collections Coordinator
Mrs. Regina Morgan	Receptionist
Mrs. Trina Barber	Budget Analyst
Ms. Michelle Smith	Human Resources Administrative Assistant
Mrs. Jennifer Thomas	Technology Specialist
Mrs. Ann Whelchel	Administrative Assistant, Superintendent's Office

C. SCHOOL ADMINISTRATION

Crisp County High School

Mr. Rusty Sowell	Principal
Mr. Ben Mallory	Assistant Principal
Ms. Lynn Pitts	Assistant Principal/CTAE Director
Ms. Carla Googe	Assistant Principal
Mrs. Dametra Patterson	Counselor
Ms. Michelle Grinnell	Counselor
Mrs. Tara Shurley	Academic Coach

Crisp County Middle School

Mr. Brandon Williams	Principal
Ms. Lisa Goodin	Assistant Principal
Mr. Kevin Blampied	Assistant Principal
Mrs. LaChele Walker	Assistant Principal
Mrs. Hope Sowell	Counselor/Graduation Coach
Ms. Janice Burnette	Counselor
Ms. Krista Cannon	Academic Coach

Crisp County Elementary School

Mrs. Jennifer Abercrombie	Principal
Mr. Stacy Stephens	Assistant Principal
Ms. Michelle Waldrip	Counselor
Mrs. Morgan Brown	Academic Coach

Crisp County Primary School

Mr. Kinney Coleman	Principal
Mr. Edward Hammock	Assistant Principal
Mrs. Josephine McGriff	Assistant Principal
Ms. Cindy Rachels	Counselor
Mrs. Becky Forehand	Counselor
Mrs. Stephanie Payne	Academic Coach
Mrs. Angela Gibbs	Academic Coach

O'Neal Pre-Kindergarten Center

Mrs. Monica Warren	Director of Early Learning
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D. IMPORTANT PHONE NUMBERS

<u>Site</u>	<u>Address</u>	<u>Phone</u>
Central Office	201 S. 7 th Street PO Box 729 Cordele, GA 31010	276-3400
Crisp County High	2402 Cougar Alley	276-3430
Crisp County Middle	1116 E. 24 th Avenue	276-3460
Crisp County Elementary	1001 W. 24 th Avenue	276-3420
Crisp County Primary	330 Old Hatley Rd.	276-3450
Crisp County Learning Ctr	500 E. 14 th Avenue	276-3444
Flint Area Learning Program	607 E. 8 th Avenue	273-5653
Transportation	103 S. 1 st Street	276-3440
Technology Repair Center	607 E. 8 th Avenue	273-3646
Warehouse	619 E. 8 th Avenue	276-3438
STAR Program	1120 E. 24 th Avenue	276-3460
Head Start	1110 S. 12 th Street	276-9880
Family Connection	Crisp Co. Community Council PO Box 5032 Cordele, GA 31010	271-1054

E. PROCEDURES AND RESPONSIBILITIES CONTACT LIST

LEAVE FORMS

1. Site approval by site supervisor (Principal, Director, Assistant Superintendent, etc.)
2. Central Office approval – Dr. David Mims
3. Attach copy of approval to “sub” timesheet (if applicable), submit to Lori Weaver according to payroll schedule.

REQUESTS, PURCHASE ORDERS AND WORK ORDERS

1. Pre-K Requests & Purchase Orders – Dr. David Mims
2. K-12 Instructional Requests & Purchase Orders – Dr. David Mims
3. Media Requests & Purchase Orders – Dr. David Mims
4. Technology Requests, Purchase Orders and work orders –Barry Doyle
5. Maintenance Requests, Purchase Orders and work orders – Ken Little
6. Special Education Requests & Purchase Orders – Kristen Stokes

INVOICES

All invoices should be signed and dated once the material has been received and is ready for payment. The invoice and receiver copy of the Purchase Order should be sent to Kim Hockensmith.

TRAVEL REIMBURSEMENT FORMS

All requests for travel reimbursement are approved by Dr. David Mims

CERTIFICATION & LICENSING

All questions regarding teacher or paraprofessional certification should be directed to Patricia Fachini in the HR Office.

WORKERS COMPENSATION

All questions or comments regarding workers compensation or to report an accident should be directed to Michelle Smith in the HR Office.

PROFESSIONAL LEARNING

1. Questions regarding professional learning opportunities should be directed to Pam Braziel.

2. Questions regarding professional learning credits needed for certificate renewal should be directed to Patricia Fachini in the HR office.

EVALUATIONS

1. All questions regarding teacher, support personnel and classified personnel evaluations should be directed to Patricia Fachini in the HR Office.
2. All questions regarding TKES & LKES or administrative evaluations should be directed to Cindy Hughes.

CURRICULUM AND INSTRUCTION

1. All questions regarding PK-12 curriculum and instruction should be directed to Pam Braziel
2. All questions regarding Alternative School should be directed to Bruce West.
3. All questions regarding Academic Standards should be directed to Pam Braziel .
4. All questions regarding School Improvement Plans and Benchmarks should be directed to Pam Braziel.
5. All questions regarding textbooks should be directed to Dr. Pam Braziel.
6. All questions regarding Special Education should be directed to Kristen Stokes.
7. All questions regarding Response to Intervention (RTI) Team should be referred to the building RTI chairman or Debbie Keeney.

TESTING

All questions regarding state testing and local diagnostic testing should be to Pam Braziel.

STUDENT SERVICES

1. All questions regarding Character Education & Second Step should be directed to Lisa Simpson.
2. All questions regarding social workers, and school drop out prevention should be directed to Lisa Simpson.

STATE STANDARDS. POLICIES. SACS. AND GAC

All questions regarding legal standards, policies, SACS and GAC should be directed to Dr. David Mims.

GIFTED, TITLE I, REP, AND EIP

All questions regarding the gifted program, Title I, REP and EIP should be directed to Pam Braziel.

COMPETITIVE GRANTS

All questions regarding grant applications should be directed to Pam Braziel.

TRANSPORTATION

All questions regarding buses and school zones should be directed to Renate McGee.

SUBSTITUTES

1. All questions regarding the substitute list and training for subs should be directed to Michelle Smith.
2. All questions regarding payroll for subs should be directed to Lori Weaver.

FIELD TRIPS

All questions regarding field trips should be directed to Cindy Hughes.

TIMESHEETS

1. All questions regarding overtime or work on a timesheet must be made in writing to the appropriate central office supervisor.
2. Overtime must be approved by the Superintendent or his designee in advance. Authorization for timesheet work will be given in writing with an account number.
3. All time sheets should be properly completed with account numbers and a detail of work. Completed time sheets should be forwarded to Lori Weaver according to the timesheet payroll schedule.

F. TRAVEL AND REIMBURSEMENT

A Travel Expense Form must be submitted by the employee and approved by the appropriate department in the Central Office for an employee to be reimbursed for travel.

Travel is reimbursed in accordance with state guidelines (Due to the changes in fuel prices reimbursement rates may change. Current rates can be obtained by going to the following website):

[Click here for Travel Regulations](#)

The following areas have been designated as High Cost Areas in Georgia: Atlanta, Augusta, Brunswick and Savannah. For these areas the higher rates may apply.

G. SAMPLE TRAVEL FORM: [Sample Travel Form click here](#)

H. DRUG FREE SCHOOL POLICY

Rationale

The foremost priority of the Crisp County School System is to provide a safe and secure environment for all students with deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prohibit drug use and to maintain a drug-free educational environment.

Requirement for Drug Curricula and Teacher Training

The Crisp County School System offers students instructionally sound drug education units that are progressively reinforcing from kindergarten through high school. Appropriate grade level curricula are measured by the following criteria:

- a. Is well integrated with the traditional curricula;
- b. Builds awareness of the harmful effects of alcohol, tobacco, marijuana, cocaine and other mind altering drugs;
- c. Contains a strong no-use message;
- d. Sets positive standards of behavior for youth;
- e. Contains current, accurate information;
- f. Reveals health consequences from latest research;
- g. Provides students multiple opportunities to build decision making and peer refusal skills; and
- h. Projects parents, teachers and other authority figures as reasonable and supportive allies in the decision to remain drug free.

All teachers responsible for student instruction in the selected drug education curriculum shall be exposed to in-service training to include: (a) essential information about drugs and their effects on physical growth development and emotional maturation, and (b) hands on work with various exercises initially presented by a qualified resource person.

Definition of Illegal Drug Activity and Reporting Procedures

A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicant of any kind. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. This rule applies for all students when:

- a. On the school grounds before, during and after school hours, or at any other time when the school is being used by any school group;
- b. Off the school grounds while in attendance at a school activity, function or any other school related event;
- c. Off the school grounds while in attendance at school, any school sponsored function, or when otherwise subject to jurisdiction of school officials, or;
- d. Engaged in travel to and from school.

Procedures in Reporting Drug-related Activity

- a. Report the information to the school principal or his designated representative.
- b. Notify the student's parents or guardians.
- c. Notify police, if appropriate.
- d. School officials confer with the student and parents to inform them of prescribed penalties.

Search and Seizure

The school principal or his authorized representative may institute a search if there are reasonable grounds.

Searches based on reasonable grounds may proceed without hindrance or delay, but shall be conducted in a manner that is not excessively intrusive in light of the age and sex of the student.

In the event the search of the student's person, or his personal possessions, locker, or vehicle reveals the student is concealing a substance prohibited by federal, state or local law, school officials may notify local law enforcement authorities so that they may take appropriate action.

Procedures for Handling Drug Abuse Violations-Students

Student violators will be subject to the following penalties as prescribed by policy. See [Board Policy JCDAC](#)

Category I

Offenses which may result in short-term suspension: smoking, dipping, or chewing.

A principal or other personnel designated to perform the duties normally performed by the principal may suspend a student for violation of school rules for a period not exceeding ten (10) school days. Oral notice and an opportunity to discuss the matter with the principal must be given to the student as soon as is practical, and written notice shall be given within twenty-four (24) hours to parents or guardians stating the reason for suspension.

Category II

Offenses which would normally result in short-term suspension but may result in long-term suspension or expulsion:

- Possession or use of counterfeit drugs
- Misuse of prescription drugs
- Possession or use of controlled paraphernalia (pipes, papers, etc.)

A principal or other personnel designated to perform the duties normally performed by the principal may suspend a student for violation of school rules for a period not exceeding ten (10) school days. Oral notice and an opportunity to discuss the matter

with the principal must be given to the student as soon as is practical, and written notice shall be given within twenty-four (24) hours to parents or guardians stating the reason for suspension.

A student shall be subject to suspension for a period in excess of ten (10) school days for violations of school rules only by action of the Student Hearing Tribunal or the Crisp County Board of Education. Decision to suspend a student for more than ten (10) days shall come only after the student has been afforded notice, opportunity for hearing, and other procedural rights consistent with state and federal due process requirements.

Category III

Offenses which **MUST** be referred to the Student Hearing Tribunal and would normally result in long-term suspension for the remainder of the semester but may result in expulsion for up to 12 months:

- Distribution, sale or attempted sale of alcohol, controlled substances (drugs, marijuana, etc.) or counterfeit drugs
- Distribution, sale or attempted sale of controlled paraphernalia (pipes, papers, etc.)
- Possession or use of alcohol or controlled substances.

The Tribunal shall have the power and authority to impose the following defined disciplinary measures:

- a. Long-term Suspension – the suspension of a student from a public school for more than ten (10) school days, but not beyond the current school semester.
- b. Expulsion – the expulsion of a student from a public school beyond the current school semester.

Option:

Students who have been assigned to long-term suspension for these offenses may be offered an option of attending, with their parents/guardians, a Crisp County Board of Education approved alcohol/drug orientation and education program. If this option is taken, the long-term suspension will be reduced to short-term suspension. A written statement will result in reinstatement of the long-term suspension assignment. Any expenses involved in attending the program will be assumed by the student and parents/guardians.

Procedures for Intervening With a Suspected Drug User

Suspected drug users are referred to the counselors/principals by school personnel, peers, parents, etc. The following is a suggested sequence of meetings for confronting a suspected drug user.

1. Private meeting(s) with student followed by a
2. Parent conference(s) – this meeting should include information gathered from other faculty members to determine if they observed similar documentable performed decrements. The student may be included in the conference or called

in for part of it. The counselor/principal will make appropriate referrals to a treatment center or other resource for an evaluation or other services.

3. Documented follow-up contact with parents and/or referral agency to assess progress. If improvement has not occurred, this should be documented and consequences for continued failure to resolve problems should be stated. Drug use should be suggested as a possible explanation and resources for assistance offered. If parents and child continue to deny the existence of problems and improvement is not forthcoming, the school should continue to apply appropriate consequences with the expectation that the accumulated evidence will ultimately convince the parents to take action.

Confidentiality

All pupil personnel records are confidential as far as third parties are concerned, with the school and the parent being the first and second parties. The Family Educational Rights and Privacy Act (FERPA) prohibits disclosure of education records unless (1) required by court order or subpoena; (2) warranted by health or safety emergency; or, (3) parents or an eligible student provide written consent.

School employees may disclose information obtained through personal observation - i.e. report student drug transactions to the police.

The guidance counselor must inform parents when a student admits to having a drug problem, after first giving the student the option of informing the parent.

Drug-Related Emergency

A drug-related emergency, e.g., severe intoxication, overdose, should be handled like a serious accident or illness.

In the event of such an emergency, school staff should follow these steps:

1. Call for medical assistance immediately (ambulance, rescue squad).
2. Contact parents at once.
3. If parents cannot be reached, continue with emergency medical assistance.
4. Attempt to obtain information about the ingested drug from the student.
5. Designate a faculty member to accompany the student to the medical facility.

Formal Communication of Drug Policy

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with BOE Policy JCDAC is mandatory and parents and students will be given a copy of this policy.

An annual student handbook shall serve to communicate school drug policy to students, school staff, and parents, and to provide information about available drug and alcohol counseling, rehabilitation, and re-entry programs.

School personnel, students, and parents will be apprised of additions and or changes in drug policy.

I. ALCOHOL AND DRUG COUNSELING/REHABILITATION SERVICES FOR THE CRISP COUNTY AREA

The Crisp County School System does not endorse any particular resource, listed or unlisted below, but is offering information on some area resources which offer alcohol and drug abuse services to youth and families. Costs charged by agencies are the responsibility of the youth's family, not the Crisp County School System.

Public Services

Middle Flint Area Mental Health, Mental Retardation and Substance Abuse Program
Crisp County Office
213 E. 23rd Avenue
Cordele, GA 31015
229-276-2367

Drug Abuse Helpline (24 hours)
800-338-6745
Offers information, referrals, and telephone counselors.

AA
Agilis House
502 E. 11th Avenue
Cordele, GA 31015
229-273-9045 or 229-273-0936
Tues, Thurs, and Sunday at 8:00 PM

NA
Agilis House
502 E. 11th Avenue
Cordele, GA 31015
229-273-9045 or 229-273-0936
Mon and Wednesday at 8:00 PM
Saturday 10:00 PM
Helpline 800-342-3487

AI-Non
Christ Episcopal Church
408 S. 1st Street
Cordele, GA 31015
Thursday at 8:00 PM

Private Services

Charter By-the-Sea
2927 Demere Road
St. Simons, GA 31522
800-822-4646

Charter Lake Hospital
3500 Riverside Drive
Macon, GA 31204
800-225-5253
478-474-6200

Coliseum Psychiatric Hospital
Addiction Recovery Unit
340 Hospital Drive
Macon, GA 31201
800-548-4221
478-741-1355

Greenleaf Center
2209 Pineview Drive
Valdosta, GA 31602
800-247-2747

128 E. 1st Street, Suite 325
Tifton, GA 31794
800-247-2747
229-382-1054

Houston Medical Center
1601 Watson Blvd.
Warner Robins, GA 31093
800-648-2649
478-542-7777

Midstep
283 Love Avenue
Tifton, GA 31793
229-386-3537

J. REQUISITIONS AND PURCHASE ORDERS

To maintain the budget we must abide by sound and proper purchasing procedures. All purchases must be handled through a pre-approved purchase order. Principals approve orders based on the needs of the school; directors approve orders based on the needs of the system, and the Accounting Office approves orders based on available funds. If funds are not available, the Superintendent makes the final decision.

Reimbursements to schools and individuals for purchases that have already been received and paid are against procedures and must not take place.

For general equipment repair, call the Accounting Office for a Purchase Order number prior to having the repairs done. For major equipment repair, contact the Superintendent's office for approval prior to contacting the Accounting Office.

K. PURCHASING PROCEDURES

All purchases must follow the Board Policy and the guidelines outlined below:

- 1) All orders require an assigned purchase order number prior to placing the order.

If the order is charged to your general fund budget (Fund 100), then the principal has the authority to approve the order and it will not require central office approval.

- (1) Textbook orders still need to be approved by the Assistant Superintendent of Curriculum.
 - b) If the order is charged to a different funding source, then central office approval is required by the Assistant Superintendent who oversees those funds.
 - c) If the order is charged to SPLOST, then the Superintendent must approve the purchase order.
- 2) Verbal approval may be necessary in advance for B or C above, however purchase order procedures must still be followed. This means that a PO number must be assigned prior to placing an order. **VERBAL APPROVAL ONLY WITHOUT FOLLOWING THE PROPER PROCEDURES TO OBTAIN A PO NUMBER IS NOT ACCEPTABLE FOR PLACING AN ORDER.** **If the procedures are not followed, the school/department or individual may be responsible for payment.
 - 3) A requisition must be computer generated using the school system's new financial software. (Munis) There are individuals designated to enter requisitions at each school. Please follow the procedures for submitting a requisition at your school.
 - 4) The Accounting office staff will review the requisition for completeness and accuracy before converting it to a purchase order. Once the requisition has been converted, the originator will be notified via email and will receive a copy of the PO.
 - 5) When an order is received, the items should be verified with the packing slip and received in the system.

- 6) **Partial orders:** Partial orders result if all items are not received on the same day. In this case, it may be necessary to make partial payments to vendors. If so, then please make sure all items that have already been received are showing as received in the system. This allows the Finance Department to pay partial invoices.
- 7) If an order can not be entirely filled within 60 days of the order placement, the item(s) on backorder must be cancelled and re-ordered at a later date. This is to prevent a multitude of open purchase orders that are past 60 days old.
- 8) If a vendor is not already set up in the system, a Vendor Request form must be sent to the company and completed so that the Finance Department can add them as a vendor before any requisitions are entered.

M. Workers' Compensation Procedures

1. When an incident/injury or accident occurs on the job, the employee must immediately notify his or her supervisor. Failure to do so may result in the loss of benefits.
2. If professional medical care or treatment is needed, the employee must select one of the physicians or medical facilities listed in our Worker's Comp panels posted at each location, and receive an authorization form from his or her supervisor to see this physician.
3. **Workers' Compensation will not pay for treatment at the emergency room for non-emergency situations. You will be responsible for your emergency room bill if treatment is for a non-emergency situation.**
4. Follow-up doctor visits should be scheduled before or after work hours where possible.

N. Board Policies and Procedures

- A. Board Policies and Procedures (For the latest Board Policies visit the eBoard website at [Click here](#))

Employee Computer User Agreement

ACCEPTABLE USE POLICY OF THE CRISP COUNTY SCHOOL SYSTEM'S COMPUTER RESOURCES AND INTERNET SERVICES

FOR FACULTY AND STAFF

The Crisp County School System appreciates the educational value of providing students and staff access to the System's Computer Resources, including access to the Internet. Positive educational use of these resources has resulted in powerful learning experiences. The Board considers access to these resources to be an important educational research tool for students and staff in the 21st Century. However, access to the System's Computer Resources and Internet is a privilege, not a right. As such, certain responsibilities fall upon the user to ensure proper use of these resources.

For purposes of this policy, the term "Computer Resources" shall refer to all of the System's computers, Palms, software, network capabilities, e-mail, Internet access and other technological

supports. The term Users shall refer to anyone adult or student using the system's computer resources at anytime.

All users of the System's Palms, computers, software, local area networks, wide area networks and Internet must comply with this policy. Failure to comply may result in disciplinary action, as well as the suspension, restriction, and/or revocation of access privileges. Employees may also be subject to further disciplinary action including fines and/or suspension or termination for violation of the Code of Ethics, State and Federal Copyright laws.

Administration:

1. The Superintendent of Schools shall designate the Technology Director/ designee to oversee the System's Computer Resources. Each school will designate the Media Specialist or Tech Contact to serve as the school-level Technology Resource.
2. The Technology Director/designee shall monitor and examine all Computer Resources activities, as deemed appropriate, to ensure proper use of the system.
3. The Technology Director/designee shall ensure that system policy and rules governing use of the Computer Resources is disseminated to all Computer Resources users. Media specialists will assist with dissemination of information to faculty and staff.
4. The Technology Director/designee shall ensure that users are alerted to the privacy limitations placed on Computer Resources users, as detailed herein.
5. Building Principals shall ensure that parents/guardians are informed of the System's Acceptable Use Policy regarding the use of the Computer Resources. Parents/guardians who object to their child's use of the System's Computer Resources must notify their child's building principal, in writing, of their decision. The Technology Director/designee is to also be notified in writing of those students whose parents/guardians have opted for them to be excluded.

Procedures for Proper Use:

1. Information technology resources may not be used for illegal or harmful purposes, including:
 - a. intentional harassment of others
 - b. intentional destruction or damage to equipment, software, or data
 - c. intentional disruption or unauthorized monitoring of electronic communications
2. Software is normally distributed under three kinds of licenses: proprietary, public distribution, and shareware. Unless otherwise indicated, users should assume that all software made available by CRISP COUNTY SCHOOL SYSTEM (CCSS) is proprietary and may not be legally copied.
3. CRISP COUNTY SCHOOL SYSTEM (CCSS) will not knowingly provide support for software that a user possesses in violation of its license agreement. Consultants and staff may ask for proof of ownership before helping users with their software.
4. CRISP COUNTY SCHOOL SYSTEM (CCSS) will not knowingly allow pirated software to be used on CCSS-owned computers. We will remove any suspect software loaded onto CCSS-owned computers or servers.
5. CRISP COUNTY SCHOOL SYSTEM (CCSS) will not knowingly allow use of its resources for the illegal copying of digital media. Note: U.S. Copyright Law protects copyright owners from the unauthorized reproduction, adaptation, or distribution of sound recordings, including the unauthorized use of copyrighted mp3 files.

Recognition of Copyrights

The CRISP COUNTY SCHOOL SYSTEM (CCSS) respects copyright laws and insists that its faculty, students, and staff do likewise. Copying proprietary software is theft, and will not be tolerated. Illegally copied software subjects the system to risk of litigation, and denies software authors the compensation they deserve. Moreover, use of such software could result in your suspension or dismissal from the system, and either criminal prosecution or a civil suit for copyright infringement, or both.

Similarly, if you make materials available for others to retrieve or use, be sure to respect their copyrights. In general, every document, image, or sound is copyrighted upon creation, and may only be used or redistributed with the permission of the copyright holder.

Ethical Usage:

1. Users should not use information technology resources, including personally-owned computers connected to the System network, for non-System, personal, unsanctioned, or commercial activity.
2. Users should make no attempt to alter the condition or status of any computing network component in any manner.
3. Users should make no attempt to alter software other than their own, or to copy software intended only for execution.
4. Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other CRISP COUNTY SCHOOL SYSTEM (CCSS) resources.
5. Users should not provide, assist in, or gain unauthorized access to System computing or network resources.
6. Users should not attempt to circumvent or defeat computer or network security measures.

Security:

1. The System uses various measures to ensure the security of its computing resources. Users should be aware that the System cannot guarantee such security and should apply appropriate safeguards for their accounts, such as guarding their passwords and logging out of computers when done.
2. System administrators of other departmental and individual computer systems are responsible for the security of information stored on those systems and for keeping those systems free from unauthorized access.
3. Privacy and confidentiality of information on system computers, email and internet should not be assumed. CRISP COUNTY SCHOOL SYSTEM (CCSS) staff may examine accounts or files of users to investigate security problems, possible abuse of the CCSS System computing system, or violations of regulations. GaDOE can and will monitor internet traffic for appropriate educational usage.
4. Much of the student information is confidential and can not be distributed to unauthorized persons. Measures should be taken to ensure that student information is secure at all times by logging out of the system when not in use.

Account Usage:

1. Users may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity originating from that account, at all times.
2. Users should protect their passwords and keep them confidential. Any problem resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password) may be treated as grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.
3. Users should not abuse any electronic mail, bulletin board, or communications system, either local or remote, by sending rude, obscene, or harassing messages (including chain letters) or by using these systems for non-essential purposes during the times when the computers are in heavy demand. Users should identify themselves clearly and accurately in all electronic communications, i.e., no anonymous postings. Unofficial mass e-mailings (i.e., spam) are prohibited.
4. Users should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner.

The Crisp County School System is committed to the highest standards of ethical and professional conduct. Any employee who violates any handbook standards may be disciplined up to and including termination of employment. This employee handbook does not create a contract between the Crisp County School System and any of its employees