

ADMINISTRATOR'S HANDBOOK

2021-2022



ONE TRIBE

**Chattooga High School
Leroy Massey Elementary School
Lyerly Elementary School
Menlo Elementary School
Summerville Elementary Schools**

CHATTOOGA COUNTY SCHOOLS ADMINISTRATOR'S HANDBOOK

TABLE OF CONTENTS

| | | | |
|--|---|--|----|
| School Calendar..... | 3 | GG. Inclement Weather Procedures | |
| Mission, Vision, & Guiding Principles..... | 4 | HH. Infection Control | |
| Introduction..... | 5 | II. Job Descriptions | |
| Board Policies & Legal Issues..... | 6 | JJ. Jury Duty, Court Order, Subpoena | |
| | | KK. Legal Action | |
| | | LL. Lice | |
| | | MM. Loitering | |
| | | NN. Medicine | |
| | | OO. Placement of Twins/Multiples | |
| | | PP. Postage | |
| | | QQ. Public Records | |
| | | RR. Record Retention | |
| | | SS. Reprimands | |
| | | TT. School Resource Officers | |
| | | UU. Sexual Harassment | |
| | | VV. Solicitation of/by Students | |
| | | WW. Student/Employee Handbooks | |
| | | XX. Student Questioning by Other Officials | |
| | | YY. Student Searches | |
| | | ZZ. Tobacco Products | |
| | | Curriculum & Instruction..... | 19 |
| | | Professional Learning..... | 24 |
| | | Special Education..... | 26 |
| | | Student Services..... | 28 |
| | | Technology Services..... | 31 |
| | | Facility Maintenance..... | 32 |
| | | Transportation Services..... | 35 |
| | | School Nutrition..... | 36 |
| | | Human Resources & Benefits..... | 39 |
| | | Public Relations..... | 40 |
| | | Appendices..... | 43 |
| A. Abusive Telephone Calls | | | |
| B. Accident Reports | | | |
| C. Administrative Workload | | | |
| D. Board of Education Meetings | | | |
| E. Policy Adoption | | | |
| F. Breaking Up Fights | | | |
| G. Charges for Lost or Damaged Books | | | |
| H. Child Abuse | | | |
| I. Discipline Problems | | | |
| J. Code of Ethics for Educators | | | |
| K. Communicable Diseases | | | |
| L. Community Use of School Facilities | | | |
| M. Complaints | | | |
| N. Confidentiality of Records | | | |
| O. Copyright Laws | | | |
| P. Crimes | | | |
| Q. Custody Issues | | | |
| R. Desk Ownership | | | |
| S. Dress Code | | | |
| T. Drug-Free Workplace | | | |
| U. Tribunal Hearings | | | |
| V. Duty-Free Lunch (Elementary) | | | |
| W. Electronic Resources | | | |
| X. Emergency Plan | | | |
| Y. Employee Integrity | | | |
| Z. Employee Use of School Facilities | | | |
| AA. Enrollment Counts | | | |
| BB. Field Trips | | | |
| CC. First Aid | | | |
| DD. Fund Raising | | | |
| EE. Guardianship | | | |
| FF. Hostile Conferences | | | |

| Chattooga County Schools 2021-2022 Academic Calendar | | |
|---|---|--|
| August 2, 2021 | : | Pre-Planning |
| August 3, 2021 | : | Pre-Planning/ Meet the Teacher (6-12) |
| August 4, 2021 | : | Pre-Planning/ Meet the Teacher (K-5) |
| August 5, 2021 | : | First Day for Students |
| September 6, 2021 | : | Labor Day/Holiday |
| October 8, 2021 | : | Teacher Workday/ Student Holiday |
| October 11-15, 2021 | : | Fall Break |
| November 1, 2021 | : | District PL Day/Student Holiday |
| November 22-26, 2021 | : | Thanksgiving Break |
| December 17, 2021 | : | Teacher Workday/Student Holiday |
| December 20-31, 2021 | : | Christmas Break |
| January 3, 2022 | : | Teacher Workday/Student Holiday |
| January 17, 2022 | : | MLK Day/ Holiday |
| February 18, 2022 | : | Inclement Weather/Winter Break |
| February 21, 2022 | : | Presidents Day |
| March 18, 2022 | : | Teacher Workday/Student Holiday |
| March 21, 2022 | : | District PL Day/Student Holiday |
| April 4-8, 2022 | : | Spring Break |
| May 27, 2022 | : | Last Day for Students / CHS Graduation |
| May 30, 2022 | : | Memorial Day/Holiday |
| May 31, 2022 | : | Post Planning |
| June 1, 2022 | : | Post Planning |
| June 2, 2022 | : | Post Planning |
| June 3, 2022 | : | Post Planning |
| End of Term/Report Card Dates | | |
| Semester 1 | : | August 5 - January 10 88 days |
| Semester 2 | : | January 11 - May 27 89 days |
| 1st 9wks | : | August 5 - October 7 45 days |
| 2nd 9wks | : | October 18 - January 10 43 days |
| 3rd 9wks | : | January 11 - March 17 45 days |
| 4th 9wks | : | March 22- May 27 44 days |
| Mid-Term | : | September 3, 2021 |
| 1st 9wks Grading Ends | : | October 7, 2021 |
| Report Card | : | October 20, 2021 |
| Mid-Term | : | November 19, 2021 |
| 2nd 9wks Grading Ends | : | January 10, 2022 |
| Report Card | : | January 14, 2022 |
| Mid-Term | : | February 11, 2022 |
| 3rd 9wks Grading Ends | : | March 17, 2022 |
| Report Card | : | March 24, 2022 |
| Mid-Term | : | April 27, 2022 |
| 4th 9wks Grading Ends | : | May 27, 2022 |

MISSION, VISION, & GUIDING PRINCIPLES

MISSION

Enable all students to become productive, contributing citizens who can communicate effectively, gather, and use information, make responsible decisions, utilize technology, and adapt to the challenges of the future.

VISION

Prepare students for success through a rigorous education with high academic standards in schools where students want to learn, parents want their children to attend, and teachers want to teach.

GUIDING PRINCIPLES

1. Students, personnel, and parents deserve a safe, inviting, non-threatening learning environment where they are treated with dignity and respect within an environment that promotes student learning.
2. Teachers, administrators, parents, the community, and students share the responsibility for academic success.
3. Students learn best when they are actively engaged in the learning process.
4. The commitment to continuous improvement is imperative if our schools are going to enable students to become confident, self-directed, life-long learners.
5. Student achievement should be the primary focus of all decisions impacting the work of the school.

MOTTO



INTRODUCTION

The Administrator's Handbook is intended to provide structure and guidance to the leadership staff of the Chattooga County School District in understanding and carrying out their responsibilities to our students, parents, teachers, and others touched by our school.

BOARD POLICIES & LEGAL ISSUES

Abusive Telephone Calls

Any abusive caller should be placed on "hold" and the call transferred to an administrator. Secretaries should not be expected to respond to abusive callers.

Incident Reports

Student accidents require that an Incident Report be completed, signed by the principal and instructor, and sent to the Superintendent's Office. Medical treatment is the responsibility of the parent or guardian. (See Appendix A for form.)

Employee accidents require that a "First Report of Injury" be completed at the time of the accident or within 24 hours after the accident occurs whether medical attention is needed. If medical attention is required, the report should be faxed immediately to the Personnel Office to coordinate treatment with the healthcare provider and the worker's compensation carrier. Accidents requiring medical attention will require drug testing. (See Appendix B for form.)

Administrative Workload

Board policy does not specifically set a workday for administrators. The Chattooga County Board of Education is aware that effective discharge of these responsibilities requires time and effort beyond the normal work-day schedule and that such time requirements will vary from week to week. **When the need arises, the Board expects administrators, as professionals, to expend the additional time required to take care of school business.** See CCBOE Policy [GBRC](#).

Board of Education Meetings

The Chattooga County Board of Education meets on the 3rd Thursday of each month, except for December, which will be held on December 21, 2021. Each meeting will be held at the Chattooga County Education Center, 206 East Penn Street, Summerville, Georgia 30747. All meetings are open to the public. During these meetings, the Board may go into executive session, which is closed to the public. The Board goes into executive session to discuss personnel matters, litigation, and land acquisition.

To address the board, the public (including employees) must request permission in writing to the Superintendent no later than 24 hours prior to the Work Session meeting. This request must state the topic to be addressed and estimated time of the address. Groups, organizations, or agencies may designate a spokesperson. The Board is more likely to respond in that it will have prior knowledge of the topic to be addressed. See CCBOE Policy [BCBI](#).

Policy Adoption

During the Board Work Session, policy matters are presented to the Board of Education. It is at this meeting where most of the questions and comments will be made by the Board. Except in extreme cases, all local board policy decisions are made only after the public, including all employees, have had the opportunity to review and offer comment on proposed policy. Principals are asked to share these policy matters with all employees. Written comments should be submitted as directed on the solicitation notice. At the regular Board of Education meeting, policy matters are formally presented by the Superintendent with a recommendation regarding adoption or additional study.

Breaking-Up Fights

Teachers and administrators have a responsibility to take reasonable actions to protect the safety of students. In fights, the appropriate action depends upon the circumstance.

While some action must be taken to stop the fight, employees have the right to take necessary actions to protect themselves or others. This may include physical force necessary to stop the fight.

Charges for Lost or Damaged Books/Electronic Equipment

Once textbooks/electronic equipment and instructional materials paid for by public funds are issued to a student, the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and his/her parents or guardians.

When textbooks, library books, electronic devices or other instructional resource materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parents/guardians to reimburse the Chattooga County School District for the full replacement cost of the textbook, library book, electronic device or other instructional materials.

In cases involving damaged books, electronic equipment or materials, such materials shall become the property of the student and his/her parents/guardians once replacement funds are received by the school. Students who do not pay for books/electronic equipment issued to them which have been lost or damaged shall not be issued additional books/electronic equipment or materials or receive grade reports or diplomas until their debts are paid in full. In no case, shall a student be eligible to participate in graduation exercises and activities of the Chattooga County School District if debts related to lost or damaged books/electronic equipment or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books, electronic equipment or other instructional materials shall receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source shall be honored.

Child Abuse

Educators are required by legal mandate to report suspected child abuse and neglect to the appropriate authorities. Such reporting pertains to any child under 18 years of age who is believed to have had physical injury inflicted upon him/her (other than by accidental means) by a parent or caretaker or has been neglected or exploited by a parent or caretaker or has been sexually assaulted.

At the school level, employees will report suspected cases directly to the principal or the principal's designee. The principal or designee must report suspected abuse and/or neglect directly to the Department of Family and Children Services (DFCS). This report must be made as soon as possible after the principal or designee has been informed.

In the event the suspected child abuse involves an employee, the principal will report the matter to the Assistant Superintendent / Superintendent. For additional information regarding child abuse by employees, see CCBOE Policy [JGI](#).

Discipline Problem Students

See [District Parent / Student Handbook & Discipline Code](#)

Code of Ethics for Educators

See [GA Code of Ethics for Educators](#)

Communicable Disease

The Chattooga County Board of Education recognizes the importance of protecting the health and welfare of students and employees from the spread of communicable diseases. Please refer to CCBOE Policy [GANA](#) and [JGCC](#) for detailed directions addressing communicable diseases.

Community Use of School Facilities

If a group or individual inquires about using a school system facility, review with them CCBOE Policy [KG](#).

Complaints

Employees: Employees with a complaint (excluding job performance, termination, non-renewal, demotion, suspension, reprimand, evaluation, or certificate renewal) are provided with a copy of CCBOE Policy [GBKA](#) and [OCGA](#) and should follow the procedure therein.

Violation of Equal Opportunity for Employment: Complaints relating to employment or employment practices relating to sex, age, race, color, handicap, religion, national origin, or veteran status should be addressed through CCBOE Policy [GAAA](#) \ [JAA](#), Grievance Procedures: Equal Opportunity.

Parent/Citizen Complaints: Complaints relating to issues such as curriculum, instruction, textbooks, discipline action (not covered through the appeals procedure), school personnel, school services, and school facilities should be addressed through the use of CCBOE Policy [BCBI](#). (See Appendix C for forms.)

Confidentiality of Records

All personnel records maintained in the office are confidential. Do not discuss or reveal confidential information to family members, friends, spouses of employees, or any unauthorized person. Police officials or officers of the court may have access to personnel records in the presence of an administrator. Credentials must be reviewed and confirmed before such records are revealed. See CCBOE Policy [JR](#) dealing with the Family Educational Rights and Privacy Act (FERPA).

Copyright Laws

Each school must appoint a person designated to provide information dealing with copyright laws. In addition, procedures must be developed to provide current copyright information to school personnel and to obtain clearance for duplicating copyrighted material. [Copyright and Fair Use Guidelines for Teachers](#)

Crimes

Employees: The Superintendent shall make an immediate written report to the Board of Education upon receiving information that a school system employee has committed certain specifically identified crimes. These crimes include murder, voluntary manslaughter, aggravated assault and/or battery, any sexual offense, including sexual exploitation of a minor, any offense involving marijuana or a controlled substance, any offense involving theft and unlawfully operating a motor vehicle after being declared a habitual violator. If it is determined that an investigation is warranted, the Professional Standards Commission will be notified.

Students: Any teacher or other employee who has reasonable cause to believe that a student has committed an unlawful act upon school property or at any school function may make a written report of that act and the name of the student to the principal or the principal's designee. If the principal has reasonable cause to believe that the report is valid, he/she shall immediately make a written and oral report to the appropriate

police authority (generally a School Resource Officer). The police authority will then report the matter to the district attorney's office. Among these crimes are aggravated battery, sexual offenses, weapons and/or possession and other activities regarding marijuana and controlled substances. For a complete list of these crimes, see [O.C.G.A. 20-2-1184](#). See CCBOE Policy [JCDA](#) for further information.

Custody Issues

Disagreements, requests, inquiries, or other matters involving custodial vs. noncustodial parents should be addressed by the principal or assistant principal. This should not be left to the secretary, counselor, or other staff member.

(See [Enrollment Handbook](#)) (See [Attendance Handbook](#))

Desks, desk drawers, and file cabinets are considered the property of the Chattooga County School System and are provided for the purpose of storing items necessary to perform work duties. Do not store sensitive personal items in desk drawers or file cabinets.

Dress Code

For information regarding personnel dress code, see CCBOE Policy [GBRL](#).

Drug-Free Workplace

The Chattooga County Board of Education recognizes that a drug free workplace encourages productivity and promotes the safe accomplishment of the system's mission. The Board has declared that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace for all employees. **Each staff member should be given a copy of CCBOE Policy [GAMA](#), Drug Free Workplace.**

Tribunal Hearings

Tribunal hearing officers are appointed by the Board of Education to hear disciplinary matters. If a hearing is called, the student will be suspended from school until the hearing can be held. As required by state law, disciplinary hearings are to be held no later than 10 school days after the beginning of the suspension unless the parent and school mutually agree to an extension.

Prior to the hearing, students and parents/guardians will receive a notice to include the following:

1. The rule which the student has allegedly violated.
2. A description of the student's act.
3. The names of the witnesses who may testify against the student (the list of witnesses may be added to prior to and during the hearing).
4. The maximum penalty that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to require witnesses to be present at the disciplinary hearing. The student must notify the school administrator or the disciplinary hearing officer if the student desires a subpoena to be issued by the superintendent.

At the tribunal hearing before the disciplinary hearing officer, students have the following rights:

1. To present witnesses and evidence.
2. To examine all witnesses presented.
3. To have an attorney, at the student's expense, to represent the student.

A student or a student's representative may appeal any decision of the disciplinary hearing officer by submitting a written notice of appeal to the superintendent within twenty (20) days from the date the decision is made.

When a tribunal hearing is appealed, the Chattooga County Board of Education will review the transcript of the hearing, decide based solely on the record, and notify students and parents in writing of the Board's decision. At the tribunal hearing before the Board, students have the right to be represented, at the students' and parents' expense, by an attorney. Students and parents may appeal the Board's decision to the State Board of Education by giving the superintendent written notice within 30 days of the decision of the Chattooga County Board of Education

Duty-Free Lunch (Elementary Schools)

The Chattooga County School System provides a thirty-minute duty-free lunch for all teachers in grades K-5. Classroom teachers in grades K-5 will not be assigned responsibilities during this time, which is not calculated as part of any daily planning period or other non-instructional time.

NOTE: "... not assigned responsibilities during this time..." means principals cannot require teachers to sit in the lunchroom during this time, even if they do not have supervision responsibilities.

Electronic Resources – Authorized User Policy

Chattooga County Schools is pleased to bring Internet/World Wide Web access to school system staff. The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. Staff access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate the Chattooga County Schools Authorized User Policy shall be subject to revocation of these privileges.

The Internet Safety Policy [IFBGE](#) and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources are defined as the following: Internet, World Wide Web (WWW), chat rooms, podcasts, wikis, electronic mail, data, online resources, services, network information, licensed software, portable media, telecommunication resources, and all hardware on which it is being accessed. Communication over networks is not considered private. As needed, school officials can and will search data or e-mail stored on school system owned computers and networks.

All users are expected to comply with Board of Education policy [IFBG](#), Network Security, and follow school system regulations for the use of electronic resources. Such regulations include, but are not limited to the following:

1. E-mail access provided by the Board of Education shall only be used for school system related business and purposes.
2. Do not damage computers, respect the privacy of other users' files, follow directions of staff; do not be wasteful of resources.
3. Use the internet for appropriate educational resources.
4. Use electronic resources only with permission of designated school system staff.
5. Respect and uphold copyright laws (i.e., giving credit to the rightful author and not distributing protected materials or software).
6. Immediately report any security problems or violations of these conditions to appropriate school system staff.
7. Do not use language that is obscene, insulting, purposely inaccurate or offensive to others.
8. Do not access inappropriate materials or show others how to use them.
9. Do not disseminate personal information regarding minors or staff members.
10. Do not transmit computer viruses or any other malicious programs.
11. Do not intentionally damage or unlawfully disrupt Internet/WWW services or

network/hardware/software that provides delivery of electronic resources.

12. Do not use electronic resources to communicate confidential staff or student information, including student assessment data.
13. Do not install or remove software on any computer or server without permission.
14. Do not share network, email, or AS400 usernames or passwords.
15. Do not utilize the school system email system for non-work-related electronic communication to include buying, selling, and advertising items for personal business or personal purposes.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Substitute teachers should receive instructions on the correct procedures for appropriate computer usage and sign a copy of the Authorized User Policy. Failure to abide by the Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access.

Chattooga County Schools has taken precautions, which are limited, to restrict access to controversial materials; however, on a global network it is impossible to control all. A user may accidentally or purposely discover controversial information. Use of any information obtained via electronic resources is at the risk of the user.

Chattooga County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Chattooga County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Chattooga County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

Emergency Management Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Management Plan.

Fire/evacuation drills are held on a monthly basis and must be reported online to the State Insurance & Fire Safety Office (<https://ociapp.oci.ga.gov/PublicEducation/SchoolFiredrills.aspx>). Drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year.

Employee Integrity

Employees should exemplify honesty and integrity in the course of employment with the Chattooga County Board of Education. It is expected in the performance of the employee's work that the employee will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all other work-related issues in the normal performance of his/her employment.

Employee Use of School Facilities

Community use of school facilities of Chattooga County Schools is extended to all employees. Employees wishing to use school facilities must submit a request to the principal of the school where the facility is located. Employees must adhere to procedures in Chattooga County Board of Education Policy [KG](#), Community Use of School Facilities, including the fee schedule. See Appendix D for forms.

Enrollment Counts

Principals are asked to phone in the enrollment, by grade, for the first five days of school. Please phone or email this information to the Chief Academic Officer at the BOE by 11:00 a.m. The purpose of this request

is to determine if adjustments are needed in personnel allotment.

Field Trips (Check with Chief Academic Officer)

See CCBOE Policy [IFCB](#) / [IED](#) for further information.

([Field Trip Administrative Guidelines and Bus Request Form](#))

Contributions may be requested for a field trip; however, no student can be denied participation because of failure to contribute. Written notification of a field trip must clearly state the purpose of the request of a contribution.

First Aid

School employees have no legal responsibility to know and to administer first aid procedures. However, the better practice would be to provide in-service in simple lifesaving emergency techniques, which may preserve the life of an employee or student until medical help arrives. Such procedures as the Heimlich maneuver or applying a tourniquet to stop severe bleeding are examples of these techniques. Employees are protected by official immunity against negligent acts unless the act is a willful disregard for the safety or well being of students.

Fundraising

No fundraising activity involving the potential "door-to-door" solicitation by students in grades K-5 is allowed. State Board policy prohibits popularity contests based upon the raising of money.

Guardianship

Students must be enrolled in school by their natural parent/legal guardian. If a child resides in Chattooga County with a person other than the natural parent or court appointed guardian, that person should contact Chattooga County Probate Court to file a petition for temporary guardianship. It is not necessary for an individual to retain an attorney for filing a petition, but there is a fee and application required by the court. For more information, contact the District Social Worker at 706-857-3447.

Hostile Conferences

Parents have a right to information concerning their child's education, but when personal conferences become verbally abusive, conferences can be stopped or refused. Administrators should be present at any parent-teacher conference that is suspected to be hostile so that the conference can be terminated if parents become intimidating or unusually hostile.

Inclement Weather Procedures

If inclement weather is approaching our area and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta and Chattanooga television stations (ABC, CBS, NBC and FOX), as well as the following radio stations: 1180 AM Radio Station, and 95.7 FM The Ridge. Additionally, school closings will be posted on the School District's Web site at www.chattooga.schoolfusion.us and social media sites. Chattooga County School District also has an automated calling system that the district uses to notify,

parents/guardians of student attendance, announcement of school events, inclement weather, school closings, and emergency notifications. Parents/guardians can sign up for this service to be notified by this system at the student's school. Parents are responsible for making sure the school has correct contact information. Principals and central office administrators will be phoned as soon as a decision is made.

RULES FOR BUS TRANSPORTATION AND STUDENT DRIVERS DURING SEVERE WEATHER:

- TORNADO WATCH: Principal will make decision on when to release students.
- TORNADO WARNING: Principal will not release buses and student drivers until the warning is lifted or the Superintendent or his designee gives permission.
- THUNDERSTORMS: Principal will make decision on when to release students.

Infection Control

It is extremely important that specific instruction be provided to all employees regarding infection control. It is also important that documented verification be maintained that this topic has been covered and instruction provided. (See policy [GANA](#).)

Job Descriptions

Each employee should have a copy of the job description and the duties/responsibilities for his/her job assignment. ([Job Descriptions](#))

Jury Duty, Court Order or Subpoena

There is no loss of pay for any employee because of absence on the part of the employee for the purpose of attending a judicial proceeding.

Legal Action

If situations occur that are legal in nature, the Superintendent / Assistant Superintendent should be called first. Unless the matter is such that there is ample precedent upon which to base a decision, facts will be gathered and discussed with the Superintendent and School Board Attorney. If the situation is such that immediate legal direction is required, and these individuals are unavailable, administrators may contact the School Board Attorney at 770-534-7341. *Contacting the School Board Attorney should only occur in extreme situations.*

Lice

Parents of children identified as host for parasitic head lice or egg material will be contacted by the school nurse or a school administrator. Any student diagnosed with live head lice will not be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun, and they have been cleared by the school nurse or an administrator. Parent must accompany their child(-ren) to school on the first day of return to be cleared for school attendance and bus transportation (if necessary) (See policy [JGCC](#)).

Loitering

Any person who does not have a legitimate cause or need to be present upon the premises of any public school, and who willfully fails to leave the premises after the principal requests him/her to do so, shall be guilty of a misdemeanor ([O.C.G.A. 20-2-1180](#)).

Medicine

Please make certain procedures for dispensing medicine meet the minimum requirements of the school system. These minimum requirements include the following:

1. No medicine may be kept in a classroom without prior permission. All medicine must be kept in a locked area or in a refrigerator in the office\clinic area. If a student or parent charges that students have access to medicine, there should be ample proof to contradict the charge.
2. All medication must be dispensed by the principal or employees designated by the principal. "Come around the counter and get your medicine," "honey, help me out, go back in that room and get your medicine," and "go in that file cabinet and see if your mama sent your medicine today" are examples of statements that will put you in a legally indefensible position if someone challenges your medicine dispensing procedures.
3. There must be a written record of dispensing medicine. The record should include:
 - Student's name
 - Type of medicine to be dispensed
 - Dosage to be dispensed
 - Dates\times to be dispensed
 - Signature\initials of the person who dispensed the medicine
4. Medicine must be dispensed only with written medical instructions or, in the case of non-prescriptive medicine, instructions from the parents. Encourage parents to use the [Medication Authorization Form](#) (see Parent / Student Handbook) provided by the Chattooga County School District. See CCBOE Policy [JGCD](#) for further information.
5. Prescriptive medicine must be dispensed from the prescription bottle.
6. School personnel should witness and verify that the medicine is actually taken by the student.
7. Students who need to carry prescription asthma, epinephrine auto injector, or diabetic medication are permitted to keep these items in their possession if written permission from the parent is provided with a physician signature and/or current prescription.

The school will not accept more than a one-month supply of prescription or over-the-counter medication. Prescription medication must be in the original pharmacy container. The written instructions on the pharmacy label will be followed. Over-the-counter medications must be in the original unopened container. Dosage will not exceed instructions on label regardless of parent instructions. A secondary prescription bottle must be provided for students receiving medication during the Before School/After School Program. The parent/guardian should bring medicine and related equipment to the principal or his/her designee. Please do not send medication to the school by way of the student.

Forms are available at the school office to provide for special situations such as injections, personal possession of inhalers, EpiPen, etc.

The disciplinary code prescribes severe consequences for use or possession of medications unless used in compliance with school guidelines. This includes but is not limited to counterfeit drugs (look alike drugs).

Placement of Twins/Birth Multiples in Same Classroom

Georgia law [O.C.G.A. 20-2-71](#) mandates that a school must place twins or higher order multiples from the same family together in the same classroom if the children are in the same grade level at the same school and meet the eligibility requirements of the class, and the children's parent/guardian requests such placement, unless factual performance evidence shows proof that the students should be separated. The parent/guardian must request the classroom placement no later than 5 days before the first day of each school year, or 5 days after the first day of attendance of the children if enrolled after the start of the school year.

Postage

Postage stamps and metered postage purchased by the school system are to be used for business purposes only.

Public Records

All school system records except those, which by order of a court, or by law, or which may invade individual privacy, are open for personal inspection by the public. Requests for access to school system public records should be made through the Assistant Superintendent. Examples of records deemed to be accessible include financial records (excluding individual payroll records), purchase orders, bid sheets, specifications for purchases, budgets, and minutes of meetings of the Chattooga County Board of Education. Examples of records deemed not to be accessible include staff members' home address, telephone numbers, marital status, evaluations, recommendations, other personnel file data, and student records and rosters.

Record Retention

The Georgia Record Retention Schedule is established in response to the Georgia Records Act, or Open Records Act. [O.C.G.A. 50-18-99](#) addresses records management programs for local governments and states in part that "all records created or received in the performance of a public duty or paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts."

As a public entity, the Chattooga County School District and its member schools must maintain records in accordance with the Georgia Records Act. The Records Retention Schedule for Education is maintained by the Georgia Archives and can be accessed online at www.georgiaarchives.org. For additional information, contact the Administrative Services Department.

Reprimands

Only the Superintendent may write an official letter of reprimand to a teacher or other school employee for any valid reason. A copy of the letter of reprimand remains in the employee's permanent personnel file, and the employee receiving such a letter has the right to appeal the decision of the Superintendent to the Board of Education. Correspondence from a principal and/or supervisor is not an official reprimand but is a communication of direction or redirection.

School Resource Officers

The School Resource Officer (SRO) Unit is operated by the Chattooga County Sheriff's Department. Each SRO is assigned to a high school, and the elementary and middle schools in the high school cluster. Generally, the SRO should be the first point of contact whenever administrators determine that assistance from a law enforcement official is required. In the event the SRO is unavailable during an emergency situation, administrators should call 911.

The SRO reports directly to the unit supervisor, not the principal. The administrative team and the SRO should collaborate with one another to identify and address issues affecting the school. School

administrators, not SROs, assign school disciplinary consequences. If an incident at the school is a violation of the law, the administrator should contact the SRO, and the SRO will determine whether law enforcement action is appropriate. Any decision to arrest or not to arrest remains with the SRO and is the responsibility of the SRO, not the administrator. (911 back door phone number is 706-857-3400)

Sexual Harassment

All staff members are entitled to a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Among behavior that might be considered sexual harassment is behavior (1) which is not welcome, (2) which is personally offensive, (3) which debilitates morale, and (4) which interferes with work effectiveness.

Offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive verbal or physical conduct of a sexual nature is strictly prohibited. Furthermore, no individual shall threaten or insinuate, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect the staff member's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

If any staff member has questions concerning this policy or if any staff member believes he or she has been subjected to sexual harassment, the staff member should contact the Assistant Superintendent. If any staff member feels the Assistant Superintendent for Administrative Services cannot be responsive to a possible violation, the staff member may contact the Superintendent directly. Administrators cannot insist on some sort of formal written complaint before taking action nor can they guarantee anonymity. Also, an administrator cannot ignore a report of sexual harassment when the person making a complaint states, "I don't want you to do anything about it, I just want it to stop."

Solicitation of/by Students

No business, individual, or organization may solicit students at school for the purpose of selling a product, service, or membership. These groups may not distribute flyers, cards or any other items that would constitute advertising by naming or promoting businesses, individuals, or organizations that would profit from this advertising.

Student and Employee Handbooks

Students and employees should be asked to sign for their handbooks, indicating they have received the handbooks and either understand the contents or are aware of how to seek assistance in understanding the handbook. Individual schools are to develop procedures for ensuring that students and employees who enter the school system during the year have received the handbook and have had the contents of the handbook explained.

Student Questioning by Other Officials

Department of Family and Child Services (DFCS): When DFCS representatives arrive to investigate suspected child abuse, they should be granted permission to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, you may wish to advise or inform parents that such interviews are being requested.

Parents who are under scrutiny may try to instruct you not to allow caseworkers to meet with their children without prior notice and an opportunity for the parents to be present. Interviews should be permitted over

this objection when a social worker is carrying out the duties and responsibilities prescribed in the Child Abuse Reporting Act. Should an administrator be present during these interviews? It is not required, but sometimes an administrator's presence will result in the child being less uncomfortable or stressed by the questioning, thus possibly encouraging the truth to come out.

Amendments (1990) to the Child Abuse Reporting Act allow photographs of the child's injuries to be taken by social workers without the permission of the child's parents or guardian. These amendments require that the photographs "be taken in a manner which shall not reveal the identity of the subject." Inspection of children should be left to social workers, physicians, or hospital staff. School employees should not undress students, either partially or totally, in an effort to determine whether physical abuse has taken place.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in disputed custody cases. The Guardian Ad Litem investigates the various aspects of the case by interviewing the children, the parents, and other witnesses. In addition, the Guardian Ad Litem may conduct interviews and/or inspect the records of the Department of Family and Children Services, Juvenile Court, mental or medical health providers, and the child's school. Any request to inspect or obtain a student's record should be submitted in writing along with court documentation establishing the Guardian Ad Litem relationship with the child.

Law Enforcement: Law enforcement personnel do not have the right, as a matter of course, to interview students at school simply because it is convenient. In the absence of a warrant for arrest, interrogation of students either as suspects or witnesses to criminal acts should not take place without parents being informed. School administrators are not subject to charges of interference if they do not allow interrogation. It is important for law enforcement personnel to be questioned as to why a student is to be interrogated before deciding if the interrogation is allowed.

Students may be questioned or released to an officer of the law under the following conditions and after permission is granted by the Superintendent or his/her designee:

1. **Issuance of a warrant** - the principal is shown an arrest warrant.
2. **Issuance of a detention order by the Juvenile Court** - the principal is shown a detention order.
3. **Felony Charge** - an officer of the law states that a student has committed a felony and the officer has probable cause to believe the student has committed the felony.

When an officer is investigating a crime and is interested in students as material witnesses, the principal will not release students to the officer for questioning or for removal from campus without the consent of the parents/guardians. Consent may be granted by the following:

- Actual presence of the parent with the officer,
- Written consent of the parent,
- Via telephone consent of the parent (if, in the opinion of the principal, it is bona fide and reliable),
or
- Consent of the probation officer of the Juvenile Court when the student is a ward of the court.

When consent cannot be obtained, the principal may allow the officer to interrogate students at the school in the presence of a faculty member. Students may not be released from a Chattooga County School to an officer unless that officer signs a receipt which states that the officer shall assume full responsibility for the care of the students. Arrests and interrogations of students during school hours are to be discouraged.

Student Searches

In most situations, student searches should be conducted by school administrators without the aid of law enforcement officers. Before a student is searched, the administrator should have a reason to believe that the student has in his/her possession an article or substance which is illegal, prohibited by school rules, or dangerous. This reason may be something the administrator has seen, heard from the student involved, heard from another student, or observed about the student.

The administrator does not have to be convinced beyond any doubt that the student has the item in his/her possession but must have some reason which can be explained and articulated to believe that the student has the item. This reason usually is related to one of the following:

- A student being observed by school officials or employees to be in possession of some improper goods,
- A student being seen to be acting strangely or in such unusual manner as to suggest the likelihood of such possession, or
- Where reliable sources report to school officials any of the matters referred to above. A "hunch" or a "feeling" that cannot be articulated and supported will not suffice.

All student searches should be witnessed by another professional employee of the school system. Students should be searched in as inconspicuous manner as possible. Generally, the search should be in private, and reasonable efforts should be made to avoid humiliating or embarrassing the student.

Mass searches of groups of students should not be permitted except in unusual circumstances when delay resulting from further investigation is likely to result in danger to life or property or serious disruption of the school program. Mass searches do not allow for inconspicuous searches nor does a mass search allow for the identity of the students to be protected.

Before any action is taken by the administrator to search a student, the school official should explain to the student his/her suspicion. The student should be given an opportunity to voluntarily empty his/her pockets, pocketbook, or otherwise produce the item sought. If a physical search is to be conducted, it should be conducted by an administrator of the same sex and the witness should be of the same sex.

Pocketbooks, satchels, and other such items can be searched more easily and with the least restrictions. "Pat-down" searches of students, while legally defensible, are much more controversial and should only be conducted by a building level administrator of the same sex and only with the permission of the student and/or parent. ***Strip searches should never occur.*** Asking students to remove jackets, shoes, socks, vests, or other such apparel is not considered a strip search.

If a student refuses to produce the item, the administrator should give the student several choices to produce the item. For example, "You can either let me have the marijuana, prove to me that you do not have it on you, or I will call your parents and we will see if they can resolve this." It should be made clear to the student that the student will not leave the office until the issue is resolved. Do not use the threat of calling the police unless you are willing to carry through on the threat. If you involve the police, you are granting the student constitutionally protected rights that are not recognized when you are dealing with the student within the confines of the school system.

The appropriateness of any search must be judged on a case-by-case basis, depending on the age and sex of the student, the student's behavior background and history and the seriousness of the charge. A more extensive search may be needed for a more serious event. A legally defensible search of a student to recover

an item of little consequence may result in far greater negatives (e.g., costly legal representation, poor public relations, deteriorating student morale) than any positives related to the recovery of the item.

School property, such as lockers and desks, may be searched by school administrators at any time.

Tobacco Products

The use of tobacco is not permitted on BOE property or in any Board of Education vehicle. Please see CCBOE Policy [GAN](#) / [JCDA](#) for definitions of property, tobacco, and employee.

CURRICULUM & INSTRUCTION

K-12 Curriculum

The curriculum of the Chattooga County School System is directly aligned to that of the Georgia Department of Education. As the Georgia Department of Education releases Georgia Standards of Excellence (GSE), teachers are trained to implement this new curriculum. Curriculum is designed to ensure that all students experience quality teaching and learning throughout the education process. All standards released by the Georgia Department of Education can be accessed at www.georgiastandards.org. The Chattooga County School System curriculum can be accessed at [CCS Curriculum K-12](#).

Standards Expectations Crosswalk Chart

The chart below is to be used to cross-reference where external standard expectations fit within the framework of Chattooga County School System’s four strategic goal areas.

| Standards Expectations | Goal Area One: Student Achievement | Goal Area Two: Stakeholder Engagement and Loyalty | Goal Area Three: Continuous System And School Improvement | Goal Area Four: Efficient and Effective Operational Processes |
|--|---|---|---|--|
| Chattooga County Performance Objectives | | | | |
| TKES | 1. Professional Knowledge 2. Instructional Planning 3. Instructional Strategies 4. Differentiated Instruction 5. Assessment Strategies 6. Assessment Uses 8. Academically Challenging Environment | 7. Positive Learning Environment 10. Communication | 9. Professional | |
| LKES | 1. Instructional Leadership | 2. School Climate 8. Communication and Community Relations | 3. Planning and Assessment 5. Human Resource Management 6. Teacher/Staff Evaluation 9. Professionalism | 4. Organizational Management |
| AdvancED | 3. Teaching and Assessing for Learning | | 1. Purpose and Direction 2. Governance and Leadership 5. Using Results for Continuous Improvement | 4. Resources and Support Systems |

Home Study

The Chattooga County School District recognizes that parents or guardians may teach their children at home in a home study program which meets the requirements of state law and this Board Policy. The regulations for withdrawing a student to participate in the home study program and the regulations for re-entering the District after participation in the home study program are as follows:

Withdrawing a student to enter Home Study Program

1. When a parent/guardian requests a local school to withdraw his/her child for the purpose of entering a home study program, the school should:
 - a. Refer the parent/guardian to the Georgia Department of Education's website for Home School information and the Declaration of Intent Form; and
 - b. Inform the parent/guardian that, if a student withdraws during the semester, he/she will lose credit for all courses enrolled for the semester.
2. District curriculum guides, syllabi, texts, supplemental materials, and other related instructional materials are not available on a loan, lease, or purchase basis to a home study parent/guardian.
3. The parent/guardian must withdraw his/her child from the local school **after** the Declaration of Intent has been submitted to the Georgia Department of education and a copy of the submitted Declaration of Intent has been provided to the withdrawing school.
4. The state regulations governing the operation of a home school are contained in O.C.G.A. 20-2-690 and are available through the Georgia Department of Education.

Entering a student in a local school from Home Study Program

1. Elementary/Middle School (Grades K-8):
 - a. All students entering a Chattooga County elementary or middle school from a home study program shall be evaluated for placement based on the following criteria:
 - i. State Board of Education policy and District Board Policy requirements relating to entrance into kindergarten.
 - ii. Chronological age based on a certifiable document.
 - iii. Performance on standardized tests and/or instructional placement tests.
 - iv. Age, physical size, social and emotional maturity of the student.
 - b. After reviewing the above criteria, the local school shall place the student in the appropriate grade level. A review of this placement will be conducted after 4½ weeks to determine final placement.
2. High School Students (Grades 9-12):
 - a. All student entering Chattooga High School from a home study program shall be admitted and evaluated for placement based on the guidelines found in Board Policy JBC(4) – *Awarding Units and Transferring Credit*
 - b. The student/parent will present a transcript of work done in the home study program to the school at the time of registration. The transcript should include the specific names, numeric grades earned, and the number of clock hours of instruction for each course.
 - c. Students who have been enrolled in a home study program must pass the applicable End of Course Tests, as well as meet State of Georgia and District graduation requirements before a diploma will be issued.
 - d. Eligibility for extracurricular participation is the same for home school students entering the system as that required of all District students.

High School Graduation Requirements

Students must satisfy the graduation requirements in effect at the time they entered the ninth grade. The requirements vary between State Graduation Rules IHF (5) and IHF (6). The Georgia State Board of Education has adopted significant changes in graduation requirements in recent years, and it is imperative that administrators and counselors are knowledgeable of those changes. Specific questions may be addressed to the High School Counseling Department.

The High School Graduation Test (GHSGT) and the Georgia Writing Assessment are no longer a state of Georgia requirement for graduation for high school seniors.

The following four courses require an End of Course Test: Algebra 1, U.S. History, Biology, and American Literature and Composition. The End of Course Test grade will count as 20% of the student's final grade when added to the coursework grade. Each student must earn course credit for any course to count toward meeting graduation requirements.

Student Assessment

Student assessment serves three distinct purposes: (1) it provides detailed information regarding individual student achievement and growth, (2) it helps to identify strengths and weaknesses in the instructional program, and (3) it offers an element of accountability at the system, school, and classroom levels. System and school administrators should carefully analyze results from student assessments. State-mandated assessments are administered to all appropriate Chattooga County students. In addition, the PSAT (pre-SAT) assessment is administered to all tenth grade students. Standardized assessments given to Chattooga County students are listed in the system test calendar or may be accessed on the [Georgia Department of Education Website](#). ([Test Calendar](#)) The [Testing Protocol](#) for Chattooga County Schools can be found on the District web page.

Full-time Equivalent (FTE) Counts and Procedures

With school system funding based on accurate FTE counting, FTE reporting at the school level is extremely important. At the building level the principal is directly responsible for all counts. The principal may delegate the responsibility to an assistant principal. The only FTE responsibility of the data entry employee is to input the correct information provided by the principal or the designee. At no time should the data entry employee be responsible for verifying information.

Textbook Selection and Adoption

Textbook selection and adoption are done within the guidelines of the state-adopted cycle of textbook adoption and follows the State Board of Education's policy. It is the philosophy of the Chattooga County School System to adopt textbooks on the appropriate cycle and to provide textbooks for students so that texts are always as current and up to date as possible. Teachers are expected to use the system-adopted textbooks or any other system- adopted instructional materials. Any school entering a pilot or field-testing project should secure approval of the Office of Academics.

Textbook Orders/Inventories

Schools are expected to use only those textbooks that are adopted as the school system's basal textbooks. The Office of Academics will place textbook orders based on the next school year's projected enrollment. The principal or his or her designee is responsible for maintaining an accurate inventory of textbooks and informing the Office of Academics of needs in a timely manner. Textbooks that are lost, stolen, or damaged must be replaced by the student and paid for based on the current value of the book. If a book is adopted on a six-year adoption cycle, for example, the value should be prorated over a six-year period.

Student Fairs and Competitions

Building level administrators are encouraged to involve students in fairs and competitions at all levels and in all areas (science fairs, social studies fairs, mathematics competitions, essay contests, etc.). Some honors classes at the high school level are required to be involved in the research based, student designed projects that would lead to social studies or science fair competition.

Remedial Education Program (REP)

This program is administered through the Special Education Department. It is required by State Board rule, the Quality Basic Education Act, and Georgia Public School Standards, and seeks to provide remediation for students who meet the eligibility requirements set by the Georgia Department of Education. Students are served by providing additional instructional assistance in the regular classroom setting.

English for Speakers of Other Languages Program (ESOL)

The system employs ESOL teachers to serve limited-English proficient students in Chattooga County Schools. Students are served when they are properly identified by guidelines established by the Georgia Department of Education. Students are served daily.

Career, Technical and Agricultural Education (CTAE)

The mission of CTAE programs is to ensure that every student graduate from high school with the academic skills, hands-on experience in real work environments, and intensive career guidance required to succeed in college and/or employment. Each student is encouraged to develop an Individual Career Plan (ICP) which includes a career pathway.

Career pathways are state-approved career enhancement programs defined as coherent, articulated sequence of rigorous academic and career related courses leading to an Associate Degree, and/or an industry-recognized certificate or licensure, and/or a Baccalaureate degree and beyond. Career, Technical and Agricultural Education (CTAE) provides all students with the opportunity to select at least three sequenced electives in a career pathway, along with recommended academic coursework, to prepare them to continue their education at any level or enter the world of work.

Gifted Education

The gifted education program, Special Activities in Gifted Education (SAGE), is offered in all schools for students who qualify for the program based on the guidelines and regulations established by the Georgia Department of Education. Students may be referred for eligibility testing by teachers, counselors, administrators, parents, or by students themselves. Gifted services are provided by approved DOE rules and regulations. ([Gifted Manual](#))

Honors Program

The Honors Program serves students in grade 9-12 in English, math, science, and social studies. The Honors Program is intended to prepare students for Advanced Placement classes or Dual Enrollment courses.

Advanced Placement Program

While there are system guidelines and procedures for enrolling students in the Advanced Placement Program, students may choose to enroll in these classes if they wish to undertake a more rigorous curriculum. The program consists of Advanced Placement courses in English, mathematics, social studies, and science.

Dual Enrollment

The Dual Enrollment Program allows Chattooga High School students to be enrolled in college level courses at the high school campus. Students successfully completing these courses will receive both high school and college credit. These courses are recognized and accepted at many colleges in the state of Georgia. To qualify for this program, students must meet cut score requirements on the ACT, SAT, ACCUPlacer or End of Course tests. For more information on Dual Enrollment, please see the Chattooga High School counselor.

Georgia Scholar Program

This program is administered by the Guidance Department at Chattooga High School and includes such available scholarships as the Governor's Scholarships, the Robert F. Byrd Scholarships, and the Governor's HOPE (Helping Outstanding Pupils Educationally) Program.

Human Sexuality Education Program

The Chattooga County School System complies fully with the Georgia Department of Education, State Board of Education rules, and the Quality Basic Education Act in offering a program of human sexuality education for students in grades 6-12. A Health Education Committee previews and recommends all instructional materials for use in the human sexuality curriculum. Parents are given the opportunity to review instructional materials and resources at the school, and parent permission is obtained for students to participate in the program.

Teacher Induction

Teachers are the most important school-related factor in determining student success. Research suggests that one effective teacher can accelerate students' learning over more than one grade level, while an ineffective teacher can cause students to fall behind. Strong induction processes will ensure that effective teachers stay in the classroom and ineffective teachers are supported to become effective teachers. Research shows teacher turnover can be significantly reduced with a focus on improving instruction when supported by an intensive, mentor-based induction program (South Carolina Department of Education, 2006) ([Teacher Induction Plan](#)).

Title I Program

The Title I Program is administered by the Office of Federal Programs based on Federal and State Department of Education guidelines as established in the Improving America's Schools Act of 1994. The purpose of the Title I program is to provide an academic program for at-risk students who meet the eligibility requirements set by the program guidelines through acceleration and modified instructional strategies. The Title I Director is responsible for writing and administering the system's annual project and evaluation report. Each participating school must write an educational plan as prescribed by the Department of Education. Local school eligibility is determined by student socio-economic status.

When Title I materials are located at the building level, each school involved is expected to enter the appropriate information on the school system's Title I inventory. This is done at each school site.

Title VI Program

Title VI funds are allocated for the fiscal year by the Georgia Department of Education. Decisions are made to spend the funds based on system goals and needs. Title VI funds may be spent on such needs as 1) the support of local education reform efforts which are consistent with reform efforts under Goals 2000 and Georgia's school improvement efforts, 2) the support of state and local efforts to accomplish the National Education Goals, 3) to implement promising state and local restructuring programs, 4) to provide continuing innovative and educational improvement including support for library services and instructional and media materials, and 5) to meet the special educational needs of at risk and high cost students.

When Title VI materials are located at the building level, each school involved is expected to enter the appropriate information on the school system's Title VI inventory. This is done at each school site.

PROFESSIONAL LEARNING

Professional Learning is an organization's process for supporting the improvement of instruction through the professional growth of educators and support personnel. It is the process for continuous self-study and improvement of individuals, departments, schools, and the school system.

Purpose

The knowledge base of educational professionals is central to student learning and professional learning is the primary vehicle to advance and reinforce that knowledge. Professional knowledge involves three overlapping components:

- **Academic Content** – that which undergirds the content learned by students;
- **Curricular and Instructional Strategies** – the process of organizing content and helping students learn; and
- **School Improvement** – the cooperative work done by faculties to make the school better (Joyce and Clift 1983).

In this view professional learning is change, and change is learning – using materials, acquiring skills, adopting practices, thinking, and understanding (Fullan, 1991). The 1980s focused on getting school faculties to *teach* better. Today's educational initiatives require that faculties *learn* better as well.

Effective Professional Learning

The goal of professional learning is for all educators to have a marked spirit of continuous improvement; that is, no teacher ever stops learning how to teach. Seen in this light, effective professional learning will:

- Promote student learning.
- Change the culture of learning for both adults and students.
- Cause the formal learning activity to become a process rather than an event, which requires educators to seek and test improvements as a part of everyday work in schools.
- Establish a culture where learning by personnel becomes a natural part of the work setting.
- Build an environment where collaborative work is the norm. (Joyce and Showers, 1980).

School-Focused Professional Learning

School-focused Professional Learning is defined as the process through which a school's staff identifies the school's strengths and areas that need strengthening and uses this information as a basis for school improvement. This process is accomplished by building-level planning that is student-centered, results-focused, attuned to staff needs and interests, and consistent with the school and system long-range plans.

System Professional Learning

The local school system is required to maintain a comprehensive improvement plan, guaranteed through assurances that are part of the system's consolidated application that is submitted to the Georgia Department of Education. Included are plans for the accomplishment of system goals. The plan is developed for the approval of the Superintendent upon advisement of senior staff members and school administrators. ([Professional Learning Plan](#))

Certificate Renewal

Several changes in certificate renewal requirements have recently been made or proposed by the GaPSC. Please carefully read the appropriate sections regarding your certificate renewal at the [GaPSC web page](#).

Professional Learning Courses

Professional learning courses are determined by evaluation data, instructional needs data, expressed needs of local staff members, certification requirements, individual school requests, special group requests such as paraprofessionals or counselors, and specific content areas. Schools that wish to offer professional learning courses on-site should submit course proposals for approval at least two weeks prior to the activity. (See Appendix E for Professional Learning Forms)

Student Teaching

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

1. All requests for placement of any pre-service student must be sent to the Assistant Superintendent. Under no circumstance should a principal, teacher or other school official agree to place a pre-service student without the appropriate approval from the Assistant Superintendent.
2. The Assistant Superintendent will consult with principals in placing pre-service students with teachers holding the Teacher Support Specialist certificate endorsement unless such a placement is not possible.
3. Building level administrators are expected to cooperate with college officials in supervising any pre-service students approved for their school site. Any concerns about the performance of the pre-service student should be immediately communicated to the appropriate college official.
4. All approved pre-service students who are placed in Chattooga County Schools are expected to adhere to policies and procedures set forth by the school system, as well as those consistent with the Code of Ethics for Educators.
5. It is the expectation of Chattooga County Schools that the college or university in which the pre-service student is enrolled will remove any pre-service student whose performance is detrimental to the students in the school system.

Employees of the Chattooga County School System who wish to participate in internships, practicums or student teaching must forego employment by the school system for the duration of these activities.

Advanced Degrees

Those who are enrolled or expect to enroll in a college or university for the purpose of earning an advanced degree are NOT required to submit a "Request" form to the Assistant Superintendent. Using quarter or semester hours earned at a college or university for certification renewal is appropriate. Upon completion of any Professional Learning activity, including college courses, which are to be used for certification renewal, it is the educator's responsibility to complete certification renewal forms. Enrollment in college courses will be at the expense of the participant.

All school system personnel are encouraged to maintain a file containing copies of all licenses and documents pertaining to renewal.

SPECIAL EDUCATION

Overview of Special Education Services

The Chattooga County School System provides specially designed instruction to meet the unique needs of students with disabilities. Students are eligible for special education between the ages of 3 and 21. Students are evaluated to determine if they have a disability under the Individuals with Disabilities Education Act (IDEA) and state guidelines in the following areas: autism, deaf/blind, emotional and behavioral disorders, hearing impairment, intellectual disability (mild, moderate, severe, profound), orthopedic impairment, other health impairment, significant developmental delay, specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment. If a student is determined to be eligible, an Individualized Educational Program (IEP) is developed. The IEP outlines the specific special education, related services, and placement the school system will provide.

Special education services are provided in the areas of specific learning disabilities, intellectual disabilities, emotional and behavioral disorders, other health impairments, speech-language impairments, orthopedic impairments, hearing impairments, and visual impairments. Classes and programs in low incidence areas are located in selected schools. Special transportation may be required if a student attends a school outside of the home school district or if there is a special need such as a student who uses a wheelchair.

Services for severe emotional and behavioral disorders are provided through the system and the Chattooga Academy (G-NETS) Program. This regional program maintains satellite classrooms in Chattooga County, as well as classrooms at the main center in Griffin. Appropriate services and placement for a student are determined through the IEP process.

Special Education Policy and Procedure Manuals are placed at every school.

School Psychology Services

A school psychologist is employed by the Chattooga County Board of Education and assigned to schools in the county. The school psychologist works with school staff in identifying students who have special learning and/or behavioral needs through the Student Support Teams in each school. She is also essential in the evaluation and determination of eligibility of students for special education programs. Students are evaluated according to the state and federal rules and regulations specific to initial and reevaluation criteria. Additionally, the school psychologist provides consultative and resource services to students and school personnel when needed.

Hospital/Homebound

The Hospital/Homebound Program for students receiving services is administered through the Special Education Department. Hospital/Homebound teachers provide services to eligible students after the end of the school day and are paid for planning and providing instruction to eligible students in their homes, alternative locations or in the hospital. Travel for the teacher is also reimbursed. More information on Hospital/Homebound services can be found through the [Special Education Department](#). Specific criteria must be met and medical documentation provided for a student to be eligible to receive services through the Hospital/Homebound service delivery.

Preschool Special Education Programs

The Preschool Special Education Program is designed to serve the special education needs of eligible children ages 3-5 years. Services are provided through three delivery models: home-based, community-based (such as day care centers, preschool, or Head Start, etc.), and facility-based classes. Preschool students are evaluated to determine if they have a disability as defined by IDEA and to determine if special

education services are needed. Parents are actively involved in the assessment and the identification process as well as in the development of the IEP for their child. Preschool students must meet federal and state eligibility guidelines. If eligible, an IEP is developed to outline the special education, related services, and the placement for the student.

Discipline of Students with Disabilities

All students in the Chattooga County School System are provided a handbook, which outlines acceptable and unacceptable behavior. At the secondary level this handbook outlines the policies regarding disciplinary procedures, including offenses and consequences. A special education student who has violated these policies is subject to the usual disciplinary procedures unless the IEP specifies alternative procedures.

A special education student may be suspended (out of school) for ten (10) cumulative days without being afforded the opportunity of a Tribunal. The IEP Committee determines if there is a relationship between the alleged misconduct and the student's disability. If a relationship exists, the IEP Team determines the appropriate actions. If no relationship exists, the student may be punished in accordance with the student handbook. However, a student with a disability cannot be suspended (out of school) for more than 10 cumulative days in one school year, without continuing to receive his/her special education services. It is considered a change of placement if the suspension exceeds 10 days, and special education services must be provided.

STUDENT SERVICES

Student Support Services

Students in the Chattooga County School System come from a variety of backgrounds and situations. Hopefully, all influences in a child's life are positive, but this is not always the case. Student support personnel work with students, families, teachers, and administrators to resolve problems that may prevent children from having a successful school experience. At a minimum, the school system employs at least one half time counselor for every elementary school, middle school, and high school. They are responsible for coordinating programs and services to meet the guidance, testing, career development, and social and psychological needs of students in grades K-12. Counselors consult with teachers and administrators about student needs. They provide individual, group, and family counseling as needed. Counselors refer students and families to appropriate resources in the school system and the community.

The school social worker provides unique services to students, families, and communities in order to help students attain maximum benefits from the school program. He/she serves as a resource to counselors, teachers, and administrators in meeting the behavioral, emotional, social, and health needs of students. The social worker provides individual, group, and family counseling, and social assessments. He/she acts as a liaison between the school and home, and between the school and community agencies such as the Department of Family and Children Services, Juvenile Court, and local mental health facilities. He/she is also responsible for enforcing the compulsory school attendance law.

School nurses promote and protect the health status of students. They interpret the health status of children to parents and school personnel, refer parents and others to appropriate community health resources, and provide ongoing health counseling for students, parents, and school personnel. School nurses are instrumental in providing for a healthy and safe school environment conducive to learning. School nurses must consult with the school administrator before sending a student home.

Multi-Tiered System of Supports (MTSS)

The MTSS is required of all schools by the Georgia Department of Education and is intended to improve the delivery of instructional services to students who are experiencing problems of an academic, social, emotional, or behavioral nature, and to serve as a resource for teachers and other educators in the delivery of these services. Schools are expected to follow Chattooga County Board of Education policy in the MTSS process, and all procedures outlined in the [Chattooga County Schools MTSS Manual](#). The Principal or Assistant Principal is responsible for the MTSS Team at each school.

Chattooga County Schools use the Multi-Tiered Student Support (MTSS) method for meeting the instructional needs of students who are experiencing problems in school and assisting the teachers in addressing those problems. The MTSS provides services through the regular education program, including instructional planning and consultation that includes those individuals responsible for the education and well-being of the student.

Implementation of MTSS procedures occurs for any student experiencing problems in school before a referral is made to other supplemental or support services. However, it is recognized that there are situations where the MTSS process may be bypassed for individual students. In such cases, there shall be clear justification for such action. Interventions and modifications shall be attempted for the student.

MTSS consists of a nine-step process to include:

1. Universal screening
2. Tier one – Full class instruction
3. Tier two – Full class of interventions
4. Fidelity check of full class interventions
5. Progress monitoring during tier two
6. Tier three – Small group interventions
7. Fidelity check of small group interventions
8. Progress Monitoring during Tier 3
9. Referral to special services through SST process

In conjunction with MTSS, each Chattooga County School has a MTSS team. The purpose of this team of professionals is to recommend alternative instructional strategies for students who are having behavioral or academic difficulty in school. Students are referred for Special Education testing through the MTSS process. Upon referral all available information about the individual student will be reviewed and considered to explore a wide range of educational options including special placements.

Athletics

High School and Middle School athletics are offered in Chattooga County Schools. The athletic programs offer students an opportunity to learn the team concepts associated with self-discipline and self-esteem, as well as other character traits associated with team participation.

To participate, eligibility requirements established by the GHSA require that all high school students must pass five classes in the preceding semester and be on track for graduation. All freshmen are eligible during their first semester but must meet the GHSA eligibility requirements to compete in their second semester. All middle school students must pass five out of six classes the preceding semester in order to participate. In addition to eligibility requirements, all high school and middle school students must have on file an annual physical by a certified physician.

Please remember that sports participation is an extracurricular activity and should not interfere with the academic progress of the student. Many studies have shown that athletic participation often helps the academic success of students. Participation in athletics is a privilege and offers no guarantee of individual playing time. The students will have to earn their playing time. Positive parental support of our coaches and our teams is encouraged.

The Chattooga County School System does not discriminate based on gender in its athletic programs. See CCBOE Policy [IDFA](#) for further information. The sports equity coordinator for this school system is the Chattooga High School Athletic Director. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Proof of Residency

The proof of residency policy was created in response to the rapid expansion and development of the Chattooga County community. The policy is designed to assure that every effort is made to receive accurate residence information from parents/guardians who enroll children and youth within the school system. It is important that all school system employees be familiar with our current Board policy when considering the residency of each student enrolled in the school system.

The Residency Policy: Proof of residency is required when a student initially enrolls in school and whenever a change of residence occurs. At the time of enrollment, parent/guardians must provide specific proofs of their residency in the form of a document that verifies ownership in a property inhabited by them

on a fulltime basis in addition to two current utility bills. If a parent/guardian is leasing a home or apartment, a current lease and two current utility bills should be provided at the time of enrollment. A parent who owns property in the county but does not reside in the county is not considered a resident for the purposes of this policy. See CCBOE Policies [JBC\(1\)](#), [JBCB](#), and [JBCCA](#) for further information regarding residency.

The Affidavit of Residency: A parent/guardian who resides full time in Chattooga County, but is unable to provide the required proof of residence, may complete an affidavit regarding their residency. Separate affidavits must be signed by the parent and the legal owner or authorized tenant of the property where the parent and student reside. Affidavits must be completed with authorized school personnel at locations within the school system designated for affidavit completion. The affidavit will be in effect until the parent or guardian provides proof of residence as required by this policy but no longer than the end of the current school year.

Verification of Residency: Students and their parent/guardians are expected to be full-time Chattooga County residents for the entire period of enrollment in the Chattooga County Schools. In instances where residency is questioned a school system representative may visit the address given by parents to verify residency of the student and parent/guardian. Students who are found to be inappropriately enrolled through this process may be immediately withdrawn from school. Parents/guardians are subject to prosecution for providing false information on a legal document ([O.C.G.A. 16-10-71](#)) and may also be charged tuition for the period of time that a student in their care is found to be inappropriately enrolled in Chattooga County Schools, together with all court and legal expenses incurred by the Board of Education in collecting school tuition.

TECHNOLOGY SERVICES

Network Security Policy

Administrators should provide direction to their staff regarding appropriate and inappropriate uses of technology. System staff shall refer to CCBOE Policy [IFBGE](#) for specific guidelines for the use of electronic communication, network, software, hardware, and related technology services.

Work Orders

How are school technology work orders and projects submitted?

Technology work orders must be submitted via the web by any individual requesting assistance. The Help Desk tab is located on the opening district page, or it can be reached at the following URL <http://helpdesk.chattooga.k12.ga.us>. Work orders are completed in the order in which they are submitted. School administration should contact the Technology Director whenever there is a critical technology need in the school.

The Technology staff will complete any necessary modifications or alterations to hardware and software. Schools must contact the Technology Director whenever vendors may be in schools to work on school system technology hardware and software.

School technology related projects, outside the day-to-day break/fix technology work orders, will be submitted in writing or via email to the Technology Director.

Technology Purchases

Technology hardware and all curriculum related software shall be purchased through or coordinated with the Technology Department. The Technology Director shall be contacted for special/unique technology hardware and software requests. This includes technology related grants.

FACILITY MAINTENANCE

Additions/Alterations to Board of Education Property

To comply with State Department of Education regulations; Federal, State, and County codes and ordinances; to monitor and to control modifications to buildings and property; and to provide for the safety of those who use our facilities, all alterations of any sort shall be submitted in advance and approved by the Executive Director of Facilities or his/her designee, regardless of the funding source for the work or who performs the work.

Additions and/or alterations are interpreted to mean additions, renovations, revisions, alterations, modifications, changes to any facility including, but not limited to, signs, lighting, fencing, drainage systems, playground systems, shrubs, trees, plantings, painting, colors, wall and floor coverings, plumbing, electrical, HVAC, electronic work, etc.

Submit in writing as clearly as possible an outline of the projects, plans, or specifications to the Facilities Department at least 30 days prior to the time you wish to attain approval. Allow a reasonable time for review and comment. Approval in no way implies funding will be provided. Principals who are unsure as to what plans they should submit should contact the Facilities Department for clarification. All requests must come from an administrator. Booster clubs, PTOs, and other parties can be involved, but all communications to the Facilities Department must come from the administrator.

Modifications to instructional spaces must be designed by an architect and approved by the State Department of Education. This requirement cannot be circumvented. As this is a time-consuming procedure, please plan accordingly.

After review and approval, most additions and/or alteration plans will require submission, review and approval by the local City and County Building Dept. and/or Fire Marshall. It is the responsibility of the entity performing the work to obtain all required permits and inspections prior to beginning work.

Principals should not expect requests for modifications in May, June or July to be completed by the time school starts. Please give adequate time for reviews and approvals.

The Facilities Department staff will be happy to meet with any school personnel or others to discuss any additions or alterations. Meetings should always be scheduled to include and involve the administrator/principal.

Asbestos Reports

All questions relating to asbestos should be directed to the Facilities Department.

Climate Control

The energy budget for the Chattooga County School System is, in fact, a pot of money the school system chooses to give to the utility companies. This choice should not be made without consideration to how much money can be saved out of this budget by common sense planning and organization. Principals who choose to cool the entire building to 75 degrees in the summer or heat the entire building to 70 degrees during the weekends and Christmas break are also choosing to expend that pot of money to the utility companies.

Fire Extinguishers

All fire extinguishers must carry yearly updated certificates. A list of fire extinguishers and locations should

be maintained in the office.

Occupancy Permits

Occupancy permits are required for all buildings used for educational purposes through the 12th grade. An occupancy permit issued for a portable classroom will remain in force as long as that portable classroom is within our school system. New occupancy permits are required when we move a portable classroom within our school system.

Pesticides

Legislation enacted by the 1996 General Assembly requires all public schools to:

1. Post notices of when and where pesticides are to be used within the interior of a school building.
2. Make product information and material safety data sheets for the pesticide(s) being used available for public review.
3. Post telephone numbers (as part of the notice) at which emergency information about the pesticide(s) may be obtained.
4. Retain for five (5) years material safety data sheets and other documents relative to the pesticide(s).

Safe and Healthy Facilities

To protect against the threat of fire, items such as electric skillets, crock pots and other such cooking devices are prohibited for use in any location of the school other than the kitchen. In addition, candles or other open flame devices are prohibited in any location of the school other than science labs that are equipped for such use. Please contact the Facilities Department for additional information regarding fire, safety and health regulations for school facilities.

Work Order Procedures

The following procedures should be followed when items need nonemergency repair:

- Login into Chattooga.k12.ga.us
- Click on help desk.
- Enter account name and password.
- Click on report a problem.
- Select problem type.
- Enter required information.
- Submit request.

Your request is then sent to your work order administrator for review. All minor repairs with-in custodians' capabilities will be handled in house. Work orders unable to be repaired by custodians will be sent to the Maintenance Supervisor. The request is then assigned to a technician and scheduled for repair.

Technicians have been instructed not to make repairs without a work order (unless it is an EMERGENCY).

When the technician has completed the work order they will be returned to the Maintenance Supervisor. The work order will then be closed, and an e-mail sent to the person who initiated the request, with action taken.

Emergency work order procedures:

- Contact principal or their representative
- Call appropriate emergency agency.
- Call maintenance supervisor at BOE (706-859-3051)

- Complete all steps from nonemergency procedures.

Following these procedures will allow maintenance to handle quickly and efficiently all your work order request.

All work orders are prioritized for the safety, comfort and well being of all students and employees. Top Priority will be given to any repair needed that will increase the productivity of the teacher and/or student. A work order can be submitted by going to the [Help Desk](#) tab on the district home page or to the following URL <http://helpdesk.chattooga.k12.ga.us/>.

Energy Conservation

Energy conservation is an area where we can all make a big difference. The following are a few ways we have reduced our costs thus far:

- Turn off lights when not in use.
- Remove all refrigerators and microwaves except where needed.
- Set cooling temperature to a minimum of 75.
- Set heating temperature to a max of 70.
- Turn your thermostats off each day when you leave (if you do not have a programmable thermostat)

TRANSPORTATION SERVICES

Bus Discipline

Bus drivers have the authority to verbally redirect students, to utilize seating assignments for all students riding the bus, and to temporarily assign seats for individual student misbehavior. Bus drivers do not have the authority to suspend students off of the bus. Bus drivers are expected to report student misconduct to school administrators utilizing School System's Bus Referral Forms for determination of disciplinary action.

Buses

The transportation department maintains a fleet of buses of varying sizes and specifications. All buses meet state and federal requirements for transporting students to and from school and school activities. Personal vehicles cannot be used for student transportation. However, multi-purpose vehicles that are owned and maintained by the Chattooga County Board of Education are authorized except vehicles specifically prohibited by law; ex. 15 passenger vans.

Driving a Bus

To drive a school bus, an applicant must obtain a Commercial Driver's License with Air Brakes and a Passenger & School Bus endorsement. Applicants must complete the following:

- 12 hours (minimum) of classroom instruction
- 6 hours of driving without students on board
- 6 hours of driving with students on board
- Training must occur under the supervision of a certified trainer.
- Drivers must be at least 21 years of age and have 5 years of driving experience.
- Charter Buses: State Approved Charter Company

Drug Testing of Drivers

All persons employed as bus drivers as of July 1, 1994, who hold a CDL must submit themselves to random drug testing, including random testing for evidence of alcohol use. Any bus driver found to have used an illegal drug will be terminated. Any bus driver found to have any measurable alcohol in his or her system during the school day is subject to disciplinary action as deemed appropriate. Any bus driver who refuses a drug or alcohol test will be terminated. Drug testing is a requirement of any employee, including coaches who hold a CDL, who may drive a vehicle provided by the Board of Education.

Emergency Evacuation Procedures

Each school and the District Office will maintain an up-to-date copy of the School Safety Operations Manual which outlines the Emergency Evacuation Procedures. Georgia Board of Education rules require that ALL students receive instruction in safe bus riding and emergency evacuation procedures. This requirement is for all students regardless of whether they are transported to and from school on a regular basis. Simply posting rules and evacuation procedures does not satisfy this requirement. Simulated drills are to be conducted twice during the school year. Contact the Transportation Director for assistance in meeting this requirement. Documentation will be kept on file.

Police Involvement with Unruly Students on the Bus

In extreme cases of unruly or threatening behavior, bus drivers may contact the Transportation Director to request assistance from law enforcement officials. If this assistance results in the students being taken into

custody by law enforcement officials, parents and school administrators will be notified by the Transportation Director.

SCHOOL NUTRITION PROGRAM

Breakfast and Lunch Prices

| School | Meal | Student Regular Price | Student Reduced Price | Adult Staff | Visitors (Adult/Child) |
|-------------|-----------|-----------------------|-----------------------|-------------|------------------------|
| Elementary | Breakfast | 0.90 | .30 | 2.00 | 2.50 |
| Elementary | Lunch | 1.80 | .40 | 3.75 | 4.00 |
| Middle/High | Breakfast | 0.90 | .30 | 2.00 | 2.50 |
| Middle/High | Lunch | 1.95 | .40 | 3.75 | 4.00 |

Charging of Meals

All school cafeterias have computerized cashiering with pre-payment ability. We encourage pre-payments for the convenience of students. Parents may check student balances and make payments on www.k12PaymentCenter.com. The Nutrition Department at the Central Office has the capability to process credit or debit card payments in person or over the telephone. There is a fee for this service.

Limited charges are allowed. However, charge balance letters will be sent home by the student monthly. If charges are not paid and become excessive, the Nutrition Department will make phone calls to parents/guardians. If a successful resolution is not met, the administration may make a referral to the school social worker or seek reimbursement through legal means.

Free and Reduced Lunch Application Procedure

- Every student receives free and reduced lunch applications on the first day of each school year or on the first day of his/her enrollment in the system.
- After the application is completed, it should be submitted to the lunchroom manager. (Note: If a family has more than one child in the school system, only one application needs to be submitted.)
- The manager will send the application to the Food Service Department at the Central Office.
- The Food Service Department will compute the application for approval. A letter will be sent to the lunchroom manager indicating the child's free or reduced meal status. The manager will give this letter to the child to take home to his/her guardian.
- Students who are eligible for free or reduced-priced lunches are also eligible for free or reduced-price breakfasts.
- Free and reduced lunch applications are valid for one school year only. Applications must be filled out each year the child is enrolled in our system. However, students who received free and reduced meals the previous year may continue eligibility for up to 30 days of the new school year while a current application is being processed.

The child is responsible for paying for any meals he/she eats until his/her application has been filled out, turned in, and approved.

Lunch Period

It is required that **every** student go through the lunch line during the serving period. The only exception to this is if the student has brought their own lunch from home. No students should be held in the classroom or allowed to sit at a cafeteria table without first going through the lunch line.

Snacks and Extras

Snacks and extra food items are available to all students. Each item is individually priced. No student may be denied access to snacks and extra food items. However, all snacks sold during the school day must meet Smart Snack guidelines. This includes fund raiser items and items sold in the school office, school store, or anywhere on the school campus during school hours. This applies to vending machines as well.

Field Trips

It is the purpose of the Chattooga County School Nutrition Program to provide meals to all students during the regular school day. This includes meals on campus as well as off campus. To achieve that goal, lunches are always available for students and staff who are taking field trips. In order for the SNP to provide these meals, the SNP manager should be given advance notice of the field trip of at least two weeks.

To request sack lunches for a field trip, the form, *Notification of Field Trip*, must be filled out and given to the manager. The SNP will not be responsible for lunches without proper notification. A final count should be given to the manager the **day before the field trip**. Any time a large group of students is to be away from campus during the lunch period the SNP manager should be informed.

NOTIFICATION OF FIELD TRIP

On _____ the following classes will be away from school:

List teacher names below to identify which classes will be away:

_____ We will not need sack lunches.

_____ We will need approximately _____ (number) of sack lunches.

Completed by: _____

****Submit this form to the School Nutrition Manager at your school location a minimum of at least two weeks prior to the trip if sack lunches are requested. This allows management time to order items needed to supply sack lunches. Submit this form to the manager at least one week prior to the trip if no lunches are required. This allows management time to adjust meal preparations, so food is not wasted.**

HUMAN RESOURCES & BENEFITS

The Chattooga County Board of Education is an equal opportunity, affirmative action employer. Chattooga County School System administrators give full and equal consideration to all qualified applicants whenever classified and certified vacancies occur. Please see [Personnel Handbook](#) for further details regarding areas of Human Resources and Benefits.

PUBLIC RELATIONS

Awards and Recognition

The principal should establish written standards and guides for administering student awards unique to the school. This information should be available upon request for examination by students, parents, or other persons.

If administrators have an individual or group in their school that has been recognized in a **state** or **national** competition, the following information should be forwarded to the superintendent's secretary on the Wednesday before the 1st Monday of the month to be recognized by the Board of Education:

1. Name and address of the individual or group.
2. Brief summary of the accomplishment.
3. The name of the person who will present this individual or group.
4. If there is to be a certificate issued, include the exact wording that is to be on the certificate. Board certificates read: *This certificate is hereby awarded to _____ in appreciation of _____*

Goals of Public Relations

The goals of community development/public relations are to:

- Create and maintain a positive image of schools and the school system.
- Inform the community about system-wide initiatives and practices.
- Increase awareness of system issues, legislative positions, Board of Education decisions
- Increase awareness in the business community of student outcomes and programs preparing students for post-secondary educational and career objectives.

To achieve goals, community development/public relations will employ the following:

- Provide a liaison between the school system and news media.
- Support communication between the schools and the community
- Support communication between the school district and its employees
- Manage the publicity of district programs.

The Assistant Superintendent / Superintendent are responsible for the public information program of the school system, and acts as the public information officer or "official spokesperson" for the school system. They may refer questions to other employees or departments better equipped to answer media inquiries about a particular area or subject.

School Level Public Relations

At the school level, the principal and/or designee (PR representative) serves as the media contact. The school's PR representative is responsible for coordinating publicity for individual school events (drama events, athletic events, school festivals, etc.) with the appropriate media contacts through news tips, press releases, phone calls, etc.

Releasing Photographs for News Stories

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. A student may on occasion be interviewed or photographed by the news media for positive school news coverage. Additionally, a student's image or intellectual property may be

included in School District publications or school Web pages. If a parent/guardian objects to his/her child being included in any or all the above, he/she must annually notify the principal in writing by Sept. 1st, or within one week of admission/enrollment if enrollment occurs after Sept 1st.

When to Refer a Media Inquiry to the Central Office

Questions concerning issues pertaining to the Board of Education or central administration policies and/or procedures should be referred to the Assistant Superintendent / Superintendent.

Cooperating with Media Representatives

Be as cooperative as possible with media contacts. Personal reactions to a media person could be as important to the outcome of the story as the material gathered for the published article. However, if you are or become uncomfortable with the subject matter or line of inquiry, please refer the media person to the central office as recommended above. Release of personal student or employee information to the media is prohibited.

Reporters may call the school to pursue a story about a student. Do not put the reporter in direct contact with the student. Take the reporter's name and number and tell him/her that the student and/or parent will contact him/her if interested.

Crisis Situations

In the event a crisis develops or occurs, principals will receive direction from the Superintendent or the Central Office regarding media inquiries. If media representatives approach staff members directly in a crisis, refer them immediately to the Central Office.

Administrator's Handbook Appendices

Appendix A

CHATTOOGA COUNTY SCHOOL SYSTEM

INCIDENT REPORT FORM

Date of Incident:

Location:

Time of Incident:

Name of Individual:

Relevant Phone Number:

Describe Incident:

Details of Incident:

Actions needed/taken by whom?

If individual was injured, were they treated and if so, where?

Was local emergency contact alerted?

Other individuals involved:

Contact details of relevant others:

Name of person completing report:

Title:

Local Phone:

Email:

Please complete this form within 24 hours of an incident, and submit to Chattooga County BOE attention Safety Coordinator.

Thank you for your help in handling and reporting this situation.

Appendix B

WC-1 EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE
GEORGIA STATE BOARD OF WORKERS' COMPENSATION

EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE
NOTE: FAILURE TO SUBMIT THIS REPORT TO INSURER IMMEDIATELY MAY RESULT IN PENALTY. MUST BE TYPED OR PRINTED IN BLACK INK.

Form with multiple sections: A. IDENTIFYING INFORMATION, B. INCOME BENEFITS, C. NOTICE TO CONTROVERT PAYMENT OF COMPENSATION, D. MEDICAL ONLY. Includes fields for employee/employer details, injury/illness information, and compensation data.

WC-1 EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

NOTICE TO EMPLOYER

1. Provide prompt medical attention; allow the employee to select a physician from your posted panel, and explain the panel to the employee.
2. Complete Section A of this form immediately upon your knowledge of an injury and send the WC-1 to your insurance company or self-insurer claims office. **FAILURE TO DO SO MAY RESULT IN A PENALTY.** Do not send this form to the State Board of Workers' Compensation.
3. If you need additional help, call your insurance company or self-insurer claims office.
4. Report serious injuries immediately by telephone to your insurer's claims department, then file this form with your insurance company or self-insurer claims office.

NOTICE TO INSURER / SELF-INSURER

1. Complete Section B, C, or D.
This form must be filed with the State Board of Workers' Compensation. A copy of both sides of this form must be sent to the claimant(s) and all counsel of record. Form W-6 must be filed if weekly benefits are less than the maximum.

NOTICE TO EMPLOYEE

1. This form is provided for your information only.

If Section B is completed, you will receive income benefits on a weekly basis and the employer will pay medical expenses from approved doctors. If you do not receive payment of benefits, or medical bills are not paid, call your employer or your employer's insurance company or self-insurer claims office.

If Section C is completed, your claim of injury has been denied by the employer/insurer. If you disagree with this denial, you must file a form WC-14, Notice of Claim, within one year of the accident with the **State Board of Workers' Compensation, 270 Peachtree Street N.W., Atlanta, Georgia 30303-1299.**

For Information or Assistance, contact:

STATE BOARD OF WORKERS' COMPENSATION

Toll Free Telephone: 1-800-533-0682

In Atlanta: (404) 656-3818

<http://www.sbwc.georgia.gov>

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwc.georgia.gov>
WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. 134-9-18 AND 134-9-19).

WC-1

REVISION . 07/2011

1
2 OF 2

**EMPLOYER'S FIRST REPORT OF INJURY
OR OCCUPATIONAL DISEASE**

Appendix C



Chattooga County Schools

Complaint Procedure

Public complaints/concerns to the Chattooga County Board of Education by advisory groups, parents, teachers, or other concerned organization or individuals shall be made in the following manner:

- 1. The complainant shall file the complaint/concern in writing with the Chattooga County Board of Education through the Superintendent.**
- 2. The complaint shall include the names and addresses of the person(s) or organization(s) initiating the complaint/concern as well as a complete description of any alleged violations.**

At the next regularly scheduled Chattooga County Board of Education meeting, a hearing will be conducted providing an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question all parties involved. The Board will issue a decision in writing to all parties concerned within thirty (30) days of the filing of the complaint.

The complainant has the right to appeal the final decision of the Chattooga County Board of Education within thirty (30) days after receipt of the written decision. The appeal shall be addressed to the State Superintendent of Schools in writing and shall include a copy of the original complaint/concern with the unresolved items clearly stated.

Chattooga County Schools

Complaint Form for Federal Programs under the No Child Left Behind Act of 2001

Please Print

| |
|--|
| Name of (Complainant): |
| Mailing Address: |
| Phone Number (home): Phone Number (work): |
| Person/department complaint is being filed against: |
| Date violation occurred: |
| Statement that the Chattooga County Board of Education has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation; attach additional sheets if necessary): |
| The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary): |

| | |
|---|-------|
| List the names and telephone numbers of individuals who can provide additional information. | |
| Please attach/enclose copies of all applicable documents supporting you position. | |
| Signature of Complainant: | Date: |
| Mail or deliver this form to: Chattooga County Board of Education 33 Middle School Road Summerville, Georgia 30747 | |
| Date Received: | |
| Date of Response to Claimant: | |

Appendix D

| | | |
|--|-------------------------------|--------------------------------|
| CHATTOOGA COUNTY BOARD OF EDUCATION | Descriptor Code: KG | Issued Date: 2/16/88 |
| Descriptor Terms: USE OF FACILITIES | Rescind: | Issued: |
| <p>The functions of school buildings shall be to accommodate regular school programs for boys and girls and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities. Buildings shall be available for student organizations for extracurricular activities and non-profit student support organizations when approved for use by the principal.</p> <p>The meeting of community needs shall be considered a secondary function; therefore, use of school buildings to meet community needs shall not interfere with regular school programs for boys and girls.</p> <p>Private for- profit organizations shall not be allowed to use school facilities in which to conduct their business without expressed written permission by the principal and the approval of the Superintendent.</p> <p>Neither private individuals, private for- profit organizations nor employees of the school district shall use school facilities for financial gain except under the following conditions:</p> <ol style="list-style-type: none"> 1. Activities are conducted after school hours and do not interfere with routine school activities. 2. Activities are of educational value and are offered to the public in a non-discriminatory way. <p>Any private individual, school district employee or private for- profit organizations desiring to use facilities after the normal school day in order to provide educational opportunities to citizens of the county shall complete an Application for Use of School Facilities. A local non-profit group may petition to the school board for the use of a facility on these grounds. The request must be made on the Application for Use of Facilities and received by the Superintendent or designee forty-five (45) days prior to the intended use along with the Use of Facilities contract and a copy of the 501 (c) 3 tax exempt status verification.</p> <p>Principals shall make provisions for adequate, competent and responsible supervision of school buildings while in use by community groups or individuals. This means that a school system employee must be available for supervision. In any event, a contract with the school system must be executed prior to use by community groups or school. If an employee requires compensation for supervision, remuneration will be paid to the Chattooga County Board of Education at 1.5 times the actual pay base minimum. System employees can mark "volunteer" if they are a member of the requesting organization in lieu of compensation for their time.</p> <p>Pupils and adults, including employees of the Board and visitors to ours schools, shall not use or be in possession of tobacco products.</p> <p>Alcoholic beverages shall not be consumed, displayed or served in public school buildings or on school property.</p> <p>All applications for use of school facilities shall be made at least forty-five (45) days in advance of the proposed activity on a form provided by the school principal.</p> <p>THE BOARD INSURES ALL OF ITS BUILDINGS AND THEIR CONTENTS AND OTHER PROPERTY FROM LOSS ON THE BASIS OF REPLACEMENT COST. THE ORGANIZATION SEEKING TO USE THE FACILITIES WILL BE REQUIRED TO FURNISH TO THE SCHOOL PRINCIPAL, EVIDENCE OF SUFFICIENT INSURANCE IN AN AMOUNT TO PROTECT THE SCHOOL DISTRICT FROM LIABILITY FOR ANY BODILY INJURY OR DAMAGE TO PROPERTY WHICH MAY OCCUR DURING THE USE OF FACILITIES BY SUCH GROUP OR ORGANIZATION.</p> <p>The Application for Use of School Facilities should be submitted to the school principal for his/her recommendation. A contract shall be offered upon approval by the Superintendent. Charges for use of facilities shall be determined at the time the application is submitted and payment shall be paid prior to the commencement of the activity. Remuneration should be made to the Chattooga County Board of Education.</p> <p>A contract for Use of School Facilities is not transferable from one group to another.</p> | | |

The Superintendent reserves the right to cancel a contract for use of facilities when such action is deemed necessary for the best interests of the public schools.

In case an activity for which a rental fee has been paid is canceled, the fees shall be returned to the organization executing the contract.

When deemed advisable by the principal, police protection shall be specified as part of the rental contract. In such cases, the contracting organization shall be responsible for furnishing the police protection and paying for this service directly to each policeman employed.

Applicants who have been rejected may have the right to appeal at the next scheduled board meeting. The following detail of charges is in effect for the use of facilities. The Board of Education reserves the right to waive any or all of the use of facility charges.

| Rental Fees: | Commercial | Non-Profit |
|-------------------------------|-------------------|-------------------|
| Classrooms | \$40.00 per day | \$25.00 per day |
| Cafeteria (K-8) | \$150.00 per day | \$100.00 per day |
| Cafeteria (High) Sitting Area | \$300.00 per day | \$150.00 per day |
| Cafeteria (High) Kitchen | \$100.00 per day | \$50.00 per day |
| Gymnasium (Elementary) | \$100.00 per day | \$50.00 per day |
| Gymnasium (Middle) | \$150.00 per day | \$75.00 per day |
| Gymnasium (High-old) | \$200.00 per day | \$100.00 per day |
| Gymnasium (High-new) | \$400.00 per day | \$250.00 per day |
| Football Stadium | \$500.00 per day | \$350.00 per day |

Supervision Fee- 1.5 times the actual base pay. Fees based on personnel required.

Janitorial Fee- 1.5 times the actual base pay. Fees based on personnel required.

The use of cafeterias for full meal food service shall require the presence of a regular employee of the cafeteria who will be responsible for equipment, food preparations, etc. The number of additional employees deemed necessary to prepare and serve the meals and to clean the equipment and facilities will be permitted.

Adopted: 05/08/2006

Revised: 09/17/2015

EXPENSES

Rental Fee \$ _____.

Heat/Air for ____ hours \$ _____.

| | | |
|--|-------------------------------------|-----------------------------------|
| Supervision Fee/Volunteer \$ _____. | | |
| Janitorial Fee \$ _____. | | |
| Other Approved \$ _____. | | |
| Total Fees CHATTOOGA COUNTY BOARD OF EDUCATION \$ _____. | Descriptor Code: KG-E (2) | Issued Date: 08/20/2015 |
| Descriptor Terms: USE OF FACILITIES | Rescind: | Issued: |

Application Approved CONTRACT OF AGREEMENT FOR CHATTOOGA COUNTY SCHOOL SYSTEM FACILITY USAGE

Application Denied _____

This contract made between _____ hereinafter referred to as Lessee, and Chattooga County School System, herein referred to as Lessor,
WITNESSED:

That for the consideration herein stated Lessee is granted permission to use the following:

Facility/ School: _____

Date(s): _____

Between the hours of: _____

For the purpose of: _____ Signature of Principal

Lessee agrees to pay Chattooga County School System to cover cost of utilities, maintenance, and other expenses as billed according to attached fee schedule, the sum of which, \$ _____ is paid herewith. Lessee shall be responsible for any damage to the facility and will be billed therefore by Lessor. In addition to the fees above required, Lessee shall employ not less than _____ police men to maintain order and control traffic during the time of the use of the property contemplate herein.

Lessee agrees to indemnify and hold harmless Lessor against any claim for damages or injury to person or property resulting from the use of the premises by Lessee, whether such damages result from defects in the premises, negligence of employees of Lessor or otherwise. The Chattooga County Board of Education reserves the right to cancel this contract for use of facilities when such action is deemed necessary for the best interests of the public schools.

As the representative for the above-named organization, I agree that the organization will be responsible for the cost of repair or replacement of any school equipment damaged beyond normal wear and tear by our use of the facilities. The organization also agrees to pay all fees required for the use of this facility.

By _____
 Signature of Lessor
 Signature of Applicant

In Witness Whereof, both parties have hereunto set their hands and seals this _____ day of _____, 2____.

 Signature of Witness



Appendix E

The *Request for Professional Participation* form (aka the purple form) serves as:

- A requisition for professional development, providing pertinent information which will determine whether permission is granted, such as:
 - Cost Breakdown (If you do not know all the cost information that is okay. Submit with the information you have.)
 - Funding Source
 - Is this activity relevant to your SIP or PDP?
- Verification that teacher and principal agree with the professional development being requested.
- A leave Form by providing a code for substitute funding.

A *Request for Professional Participation* is required from each person planning to attend a workshop even if you registered online through RESA. Registering for an online RESA class is for RESA's records. Even though it emails your principal and staff development coordinator for approval, it still does not answer the above questions for Chattooga County Schools.

****The paper does not have to be purple that requests are printed on.**

School Principals or School Professional Development Designee

If you are hosting staff development at your school, the following steps are necessary:

- Complete the PLU Course Description form and send to Mrs. Helie for approval.
- Attendees complete a Request for Professional Participation
- Attendees will sign in each day of attendance on the PLU Sign-In sheet. *Complete the information requested at the top of each sheet and have participants sign in DAILY.*
- At the END of the Professional Development, the Principal or designee will complete a PLU "Attendance Roster". This will verify course completion, attendance and PLUs awarded.
 - The "Attendance Roster" does not need to be initialed by the participants. The principal or designee will indicate the dates each participant attended.
 - Attach "sign-in" sheets to the "Attendance Roster" for verification purposes.



PROFESSIONAL LEARNING
(Instructor Form)
CHATTOOGA COUNTY SCHOOL SYSTEM
OFFICE OF ACADEMICS
33 MIDDLE SCHOOL ROAD * SUMMERVILLE, GA 30747
P (706) 859-3049 F (706)857-3440

| | |
|-----------------------------|---|
| Course Description: | |
| Program Title: | |
| Goals Addressed: | |
| Preparation Phase: | Dates: _____ Instructor: _____ Location: _____ Strategies: _____ |
| Verification of Completion: | |
| Contact Hours: | |
| PLSU's | |

Signature of Principal or PD Designee

Date

System Supervisor

Date

Chattooga County Staff Development Attendance Roster

Course Name _____ Course # _____ Location _____

Instructor _____ Date of Completion _____

| Last Name | Date of Attendance | | Total Hours | Total PLU's |
|-----------|--------------------|------------|-------------|-------------|
| | Daily Time | First Name | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of Principal or Designee _____ Date _____

Signature of System Supervisor _____ Date _____



PROFESSIONAL LEARNING SIGN-IN
CHATTOOGA COUNTY SCHOOL SYSTEM
OFFICE OF ACADEMICS
 33 MIDDLE SCHOOL ROAD * SUMMERVILLE, GA 30747
 P (706) 859-3049 F (706)857-3440

Course Name: _____

Course Number (if applicable): _____ Worksite Location: _____

Instructor: _____

Sign - in

Print

Signature

| Print | Signature |
|--------------|------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



**PARTICIPANT EVALUATION OF STAFF DEVELOPMENT
CHATTOOGA COUNTY SCHOOL SYSTEM
OFFICE OF ACADEMICS
33 MIDDLE SCHOOL ROAD – SUMMERVILLE, GA 30747
P (706-857-3447 - F (706) 857-3440**

| |
|--------------------|
| Title of Activity: |
| Dates of Activity |

| Strongly Agree | Agree | Undecided | Disagree | Strongly Disagree | |
|----------------|-------|-----------|----------|-------------------|---|
| | | | | | <ul style="list-style-type: none"> Each participant in this staff development activity should evaluate the QUALITY of the activity by checking whether he/she strongly agrees, agrees, is undecided, disagrees, or strongly disagrees with the group and record the results in section "F" of the Summary Evaluation Report. |
| | | | | | 1. The activity objectives were related to my educational concerns. |
| | | | | | 2. The activity objectives were related to practical educational application in my specific job setting. |
| | | | | | 3. The activity had some outstanding components which were unique or innovative. |
| | | | | | 4. Presentations were well organized. |
| | | | | | 5. The program schedule was well adapted to my educational needs. |
| | | | | | 6. Meeting facilities were suitable. |
| | | | | | 7. The strategies utilized, including instructional resources were appropriate for meeting the stated objectives. |
| | | | | | 8. Overall, personnel conducting the activity exhibited qualities essential to the success of the workshop. |
| | | | | | 9. Overall, the activity was a successful training experience for me. |
| | | | | | 10. Adequate provisions were made for me to provide feedback to personnel conducting the workshop |
| | | | | | 11. Adequate provisions were made for me to identify needs which were not previously identified. |
| | | | | | 12. As a result of this staff development activity, I will alter my educational behavior in a more positive direction in a more positive direction in my specific job setting. |

| |
|-----------|
| Comments: |
|-----------|



PROFESSIONAL LEARNING FORM
(to be completed by participant)
CHATTOOGA COUNTY SCHOOL SYSTEM
OFFICE OF ACADEMICS

33 MIDDLE SCHOOL ROAD * SUMMERVILLE, GA 30747
P (706) 859-3049 F (706)857-3440

Participant Information

Name: _____ SS#: _____

Home Address: _____

City: _____ State: _____ Zip: _____

School System: _____ School Location: _____

Training Agency Information

Agency Name: _____

Contact Person: _____ Phone: _____

Course Information

Class Number (if applicable): _____ Class Date: _____

Class Name: _____

Verifications

CHOOSE ONE

____ Option 1 – On the Job Assessment

Date Class Completed: _____

Contact Hours: _____

Signature of Instructor Date

____ On the Job Assessment
Satisfactorily Completed

Signature of Observer Date

____ Option 2 – Mastery Verification

Date Class Completed: _____

Contact Hours: _____

Signature of Instructor Date



Request for Professional Participation

Name _____ Your School _____ Date _____
 Principal() Asst. Prin.() Teacher() Parapro() Other _____

Name of Professional Development _____
 Date(s) of PD _____ Location of PD _____

How will this activity relate to your School Improvement Plan?

How will this activity relate to your Professional Learning Goal/Plan?

| Will a stipend be awarded? YES () NO () If YES, how much? \$ | |
|---|-------------|
| Cost Breakdown (Please enter <u>cost</u> for <u>each</u> item listed below.) | Item Amount |
| Registration Fee | \$ |
| Travel Expense (.54 per mile) (Rate subject to change) | \$ |
| Lodging | \$ |
| Meals (if applicable, not to exceed \$36 per day) | \$ |
| Substitute (if applicable, \$70 per day) | \$ |
| Total | \$ |

- An expense form **MUST** be submitted within **10 DAYS** after completing the professional learning activity to receive reimbursement.
- **THIS APPLICATION CAN NOT BE USED TO VERIFY PLUs.**
- I agree to share this experience with colleagues when I return.

| | | |
|--|---------------------------------------|--|
| <i>Self-Pay()</i> Applicant Signature | <i>Local School Funds will Pay()</i> | <i>Request payment from County Office()</i> Date |
|--|---------------------------------------|--|

| | |
|---|--|
| Approved () ➤ <i>Principal, if approved, forward to Michelle Helie</i> | Not Approved () ➤ <i>Reason</i> |
| Principal (or designee) Signature | Date |

| | |
|--------------------------|---|
| Approved () | Not Approved () ➤ <i>Reason</i> |
| Coordinator Signature | Date |

Leave Code _____ **Fund Name/Number** _____