

Chattooga County Schools

2024-25 Personnel Handbook



Chattooga County
School District
Expect Success

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Ms. Tiffany Lawrence, Vice Chairman
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The Chattooga County Schools Personnel Handbook has been developed as an information tool for all employees in our school system. The handbook has been designed to clarify and combine in short explanation from the State and Federal laws, and State and Board policies which govern our system. When questions arise, the laws or policies will take precedence. The wording in this handbook will in no way replace the original or amended laws or policies.

**Dawn Campbell
Human Resource Director
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The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.

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www.chattooga.k12.ga.us Board Policies

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This handbook is designed to be an outline of the policies and procedures governing the actions of both certified and classified personnel within the Chattooga County School System. My hope is that this handbook will also serve to coordinate the efforts of the central office staff, the individual school staff, and members of the community in providing the best possible education for each student in our schools.

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

Chattooga County is fortunate to have so many talented and dedicated professionals in charge of the education of its youth. I pledge to you the total support of the central office in making your work experience in the Chattooga County School System both successful and enjoyable.

Sincerely,

Mrs. Michelle Helie

Superintendent

I. ORGANIZATION

A. MISSION STATEMENT – CHATTOOGA COUNTY BOARD OF EDUCATION

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.

B. DELEGATION OF ADMINISTRATIVE DETAIL

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

C. BOARD OF EDUCATION MEETINGS

The Chattooga County Board of Education meets the third Thursday of each month at the Chattooga County Education Center located at 206 Penn Street, Summerville, Georgia. The meeting time is 6:00pm.

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

In accordance with the Open Meetings Law (50-14-1), all meetings are open to the public except as otherwise provided by law. Anyone wishing to address the Board must contact the Superintendent in writing at least 24 hours in advance, stating the specific purpose or concern to gain a place on the agenda. The Superintendent will determine how the concern may best be addressed with the Board. Time and number of persons may be limited. Prior approval is necessary in order to be placed on the agenda.

Executive sessions are frequently held to discuss matters of personnel, to consult and meet with legal counsel, to discuss future acquisition of real estate, etc. No action can be taken during a closed session.

II. EMPLOYMENT

A. ELECTION AND EMPLOYMENT OF SCHOOL PERSONNEL

The Board of Education appoints a Superintendent of Education as its chief executive officer. Faculty members who compose the staff of each school are appointed by the Superintendent on the recommendation of the principal and are confirmed by the Board. Central office and support personnel are appointed by the Superintendent on the recommendation of the appropriate supervisor and/or principal. The appointments are confirmed by the Board. All appointments are subject to change for the good of the organization as determined by the Chattooga County Board of Education and the Superintendent.

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

1. EQUAL OPPORTUNITY/NON- DISCRIMINATION POLICY

The Chattooga County Board of Education does not discriminate based on race, color, religion, national origin, age, disability, marital status or sex in its employment practices, student programs and dealings with the public. It is the policy of the Chattooga County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

2. 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.

3. PROFESSIONAL PERSONNEL RECRUITMENT

The goal of the Board of Education is to secure quality employees needed to operate an effective and efficient school system. Because the Board seeks to employ or appoint the best persons available, the Board intends for the system to conduct effective recruitment and selection procedures based upon initiative, alertness to good candidates, and proper provisions, including but not limited to education, certification or eligibility, background checks, etc.

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

Job announcements shall be posted on Teach Georgia as specified by state law or state board rule, sent to other institutions as may be appropriate, and could be distributed to local system and school administrators for posting on bulletin boards.

The Board of Education will continuously accept applications for employment for all positions and requests for transfers within the system. These positions include, but are not limited to teacher, school administrator and other certified positions, secretary, bookkeeper, paraprofessional, food service worker, maintenance worker, custodian, bus driver, and other non-certified positions. Applications on file are considered current for a period of one year and will be considered as vacancies occur. Applicants may submit applications to the Board of Education using the on-line application process for certified positions advertised on Teachgeorgia.org.

It is the policy of the Board that the recruitment and selection of personnel be conducted in such a way as to ensure nondiscrimination based on race, color, national origin, gender, age, religion, or disability.

B. BACKGROUND CHECKS AND FINGERPRINTING

In accordance with the Official Code of Georgia Annotated 20-2-211(e)(1), all newly hired employees of a Georgia Public School System must submit to a background check and fingerprinting. The cost for fingerprinting set by the Georgia Bureau of Investigation is paid by the Chattooga County School System for all newly hired employees.

As of July 1, 2015, all certified employees will be fingerprinted upon their certificate renewal; the cost of the fingerprinting will be paid by the Chattooga County School System. All non-certificated employees will have their fingerprints run on a 5-year rotation; the cost of the fingerprinting will be paid by the Chattooga County School System.

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

The results of these background checks are “confidential” and are kept separate from the personnel files. The Georgia Crime Information Center (GCIC) Guide which sets forth the Federal and State procedures and guidelines for non-criminal justice agencies that access criminal history records will be followed for all fingerprints and background checks obtained through the personnel office.

The Volunteer Application

The Volunteer Application, which includes a Criminal Background Check Authorization, is required annually for parents, guardians, or friends who volunteer in a classroom where there is direct involvement or contact with students, chaperones (those responsible for children other than their own) for field trips, sporting events, or do volunteer work inside the school for various organizations, i.e., P.T.O, band, chorus, football, softball, soccer, etc. All Board policies and procedures must be followed where students are involved. Volunteer Applications may be obtained in the HR Department, online or from the organization involved.

E-Verify - Employment Eligibility Verification

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The program was authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA).

In short, employers submit information taken from a new hire's Form I-9 (Employment Eligibility Verification Form) through E-Verify to the Social Security Administration and U.S. Citizenship and Immigration Services (USCIS) to determine whether the information matches government records and whether the new hire is authorized to work in the United States. Chattooga County Board of Education has an official agreement (ID# 485149), effective January 6, 2012, with the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification Program (E-Verify) as an employer who participates in the E-Verify Program. (Posting required by OCGA 13-10-91.)

As a requirement of the E-Verify Program, all newly hired employees must be verified for their eligibility for employment no later than the third business day after he or she starts work for pay. This requirement does not mean that each newly hired employee will be delayed in starting or continuing to work during the E-Verify verification process.

The required E-Verify Posters are posted at each school location with other required Federal and State Postings.

C. CENTRAL OFFICE FILES

For employment and payroll purposes, each employee must have certain forms on file in the HR Department, and it is the employee's responsibility to see that these forms are provided at the time of employment or during orientation. It is also the employee's responsibility to ensure that all records are kept current, and that the HR Department is notified of any changes in name, address or status.

1. **Employment Application** – completed and signed application, including reference forms and required documents, and a signed Authorization for Criminal Background Check.
2. **Certificates** – Certified positions require that employees hold the proper credentials. If you are employed in a certificated position, you must present the required appropriate certificate or satisfactory proof of eligibility for the same to the HR Department prior to employment. As certificates are renewed, new fields added or levels changed, copies of valid certificates indicating these changes should be forwarded to the Assistant Superintendent responsible for certification. Changes in certification should also be forwarded to the HR Department.

Teachers without proper certification will be paid on the 'T' state salary schedule for a beginning teacher with 0 years of experience until a valid certificate is received by the HR Department.

3. **Contract** – Each full-time certified employee must be under contract. Each employee executes a contract annually.
4. **Withholding Forms** – Each employee must complete state (G-4) and federal tax (W-4) withholding form. Changes may be made at any time during the year.
5. **Teacher Retirement System or Public-School Employees Retirement**
All employees who are employed one-half time or more in covered positions are required to be members of the Teachers' Retirement System of Georgia (TRS) as a condition of employment. Public school lunchroom managers are also eligible for membership. Monthly deductions are made from the employee's salary, and once submitted to TRS they will be automatically enrolled as an Active Member. TRS requires the employee to go online at www.trsga.com to create a log-on for their account information and to name beneficiaries.

Public School Employees Retirement System (PSERS)

All employees of public-school systems who are not eligible for membership in the Teachers Retirement System must establish membership in the PSERS as a condition of employment. Specifically, this includes all school bus drivers, food service workers, custodians or maintenance personnel. www.ers.ga.gov (PSERS)

No employee can be a member of both PSERS and TRS at the same time. Employees may access their account online to update personal data and beneficiaries.

6. **Loyalty Oath** – Georgia Law requires that you execute a loyalty oath, which will be furnished to you by the HR Department.
7. **I-9 Eligibility of Employment** – You MUST complete an Eligibility of Employment I-9 Form and furnish a copy of documents which establish your right to work in the United States, including a photo ID and Social Security Card.
8. **Security Clearance** – The Chattooga County School system requires a fingerprint and criminal background check on all new employees. These records are “confidential” and kept separate from the personnel file and are not a part of “open records.”
9. **Insurance Forms** – Applications/Declinations for insurance and signature for awareness of Worker’s Compensation Procedures must be on file.
10. **Experience Verification Forms** – Verification of professional employment and/or a military experience form DD214 must be on file to ensure placement on the correct salary schedule, and that the transfer of applicable sick leave is made.
11. **Transcripts/Diplomas** – As of July 1, 1999, the Chattooga County Board of Education requires transcripts be on file in the HR Department. Official transcripts are required for application to the Georgia Professional Standards Commission for certification and/or upgrades and renewals.
12. **Annual Evaluations** - All employees, certified and classified, will receive an annual evaluation. Letters of commendation, reprimand or a Personal Learning Plan (PLP) that have an effect on the continued employment of an individual are required as determined by the Superintendent.
13. **Race/Ethnicity Designation Form**
In October 2007, U.S. Department of Education issued final guidance for the collection and reporting of racial and ethnic data. An overview of the changes is listed below:
 - The race/ethnicity of an individual shall be collected in a two-part format that specifies:
 - (1) Whether or not the individual is of Hispanic/Latino ethnicity and
 - (2) Allows the individual to select one or more races from the five racial categories. The racial categories are American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.
 - Individuals shall have the opportunity to identify themselves as being of or belonging to more than one race.
14. **Job Description** - A job description will be given to each employee at the time of employment. A job description is a means of providing each job incumbent with a base of expectations of the job duties and responsibilities, as well as setting the educational requirements and goals for the position. When the job incumbent changes, a review of the job description should be done and updated accordingly.
15. **Direct Deposit Designation/Authorization Form** – Each employee is encouraged to elect direct deposit of their monthly pay to the bank of their choice. A voided check is to be attached to the authorization.

D. CLASSIFICATIONS OF EMPLOYEES

1. Certified Tenured Employees

In accordance with the Official Code of Georgia Section 20-2-942, teachers who have not earned tenure with any other Georgia school system will earn tenure with Chattooga County School System when offered and accepted a fourth full time teaching contract with the system.

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

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

2. Certified Non-Tenured Employees

In accordance with the Official Code of Georgia section 20-2-942, non-tenured employees are not guaranteed continued employment with the Chattooga County School System. Non-tenured employees who are not renewed for continued employment have the right to request the reason for termination. Any terminated employee requesting reasons should do so in writing to the Superintendent. The request and response will become a part of their personnel file.

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

3. Non-certified At-Will Employees

All non-certified, or classified staff, including clerical, maintenance, bus drivers, and lunchroom workers, are considered "At-Will Employees" and cannot earn tenure with the school system. Non-certified, or classified, employees will be evaluated annually based on performance and attendance. Recommendations for continued employment will be made to the Board by the Superintendent based on evaluations and funding availability. "At-Will" employees can be terminated at the discretion of the school system and are not entitled to a hearing.

E. BENEFITS

1. Insurance – Chattooga County School System participates in a Cafeteria Plan which allows employees to tax-shelter insurance premiums. See the Personnel Department for details.

a. **Health Insurance** - All employees who work half-time or more may participate in the state health insurance program. For more information and an approved provider list: <http://dch.georgia.gov/state-health-benefit-plan-shbp>

b. **Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance** – Group Life Insurance may be purchased by the employee for individual and dependent coverage. Personal life insurance coverage will be reduced based on age and will terminate at retirement.

c. **Dental Insurance** – Employees have the option to purchase dental coverage to cover themselves and any dependents. Both low and high options are offered.

d. **Vision, Disability, Cancer, Specified Critical Illness, and Permanent Life Insurance** options are available at the expense of the employee to cover them and any dependents.

All insurance plans have an annual "open enrollment" period. Please see the HR Department for details.

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

2. Tax-Sheltered Annuity – Administered through Corebridge. Contact the HR Department for details and contact information.

3. Teachers' Retirement System (TRS) – Chattooga County participates in the Georgia Teachers' Retirement System. Employees considered one-half time or more in covered positions are required to be members of the Teachers' Retirement System of Georgia (TRS) as a condition of employment. TRS requires the employee to go online at www.trsga.com to create a log-on

for their account information and to name beneficiaries. For the new member guide, please visit www.trsga.com then click on Publications.

Public School Employees Retirement System (PSERS) membership is required at the employee's expense for all bus drivers, maintenance, and lunchroom workers. <http://ers.ga.gov>

No employee can be a member of both PSERS and TRS at the same time. Employees become vested with 10 years of service.

4. **Credit Union** – Employees may elect payroll deductions to participate in Peach State Federal Credit Union.
5. **Social Security** – The Chattooga County School System participates in Social Security. Employee contributions total 7.65% (6.20%-social security and 1.45%-Medicare), and the system's match remain at 7.65%. <http://www.ssa.gov/>
6. **Holidays** – All employees will observe the following holidays each year:
 1. New Year's Day
 2. Independence Day
 3. Thanksgiving
 4. Friday after Thanksgiving
 5. Christmas Eve
 6. Christmas Day
 7. Memorial Day
 8. Labor Day

Only Maintenance and Custodian employees receive holiday pay.

All instructional and central office staff observe holidays given to students that are not designated as professional learning or teacher workdays at Thanksgiving, Christmas, and a portion of fall and spring breaks.

7. **Vacations** – Employees of the Chattooga County Board of Education who occupy 194-day positions shall be eligible to earn two weeks of vacation leave with pay per school year. The employees may take accrued vacation days at any time, subject to the approval of the Superintendent or designee. Vacation days may be accrued up to 30 days annually. Beginning with employees hired on or after 7/1/2018, those working 194-days, upon retirement or resignation from the school system, the employee will be paid for accrued unused vacation days at their current pay scale for a maximum of 15 days. Those already working in a 194-day position as of 6/30/2018 will be grandfathered under the previous policy and will be paid for up to 30 unused vacation days upon retirement or resignation.

Employees who occupy 208-day positions (Maintenance and Custodian) will be eligible for one week of vacation per school year which is accrued one day per month. Upon completion of five consecutive years of employment, two weeks of vacation leave will be earned. Upon retirement or resignation from the school system, the employee will be paid for accrued unused vacation days at their current pay rate for a maximum of 15 days.

8. **Sick Leave** – Employees must notify their immediate supervisor or designee anytime they must be absent, stating the reason for such absence. Absences for three (3) or more consecutive days require medical certification and an Authorization to Return to Work.
 1. Sick leave is granted to personnel under the following conditions:
 - i. Sick leave shall be earned at the rate of 1 ¼ days by working a minimum of half the scheduled workdays each month of employment beginning with the first day of school each year. Employees will accumulate a maximum of 11.25 days each year for 9-month employees, 12.50 days for personnel employed on a 10-month basis, 13.75 days each year for personnel employed on an 11-month basis, and 15 days for personnel employed on a 12-month basis.
 - ii. Sick leave shall be used as defined by State Law. . . ."absence due to illness or injury or necessitated by exposure to contagious disease in which the health of others

would be endangered by his/her attendance or duty, or to illness or death in the employee's immediate family." For the purpose of this policy, immediate family shall be defined as father, mother, brother, sister, child, spouse, or a relative living in the residence of the employee concerned. Sick leave may be used in the death of the employee's mother/father-in-law, grandmother, grandfather, or grandchild.

- iii. Attendance is essential to effective operations of the school system. Benchmarks will be set to reduce employee absenteeism. The annual evaluation will include a review of all employee attendance records. Those exhibiting excessive absences, a pattern of absenteeism or inappropriate absences will be documented on the evaluation. Patterns of poor attendance habits could result in a negative evaluation and/or termination.

- 2. Unused Sick Leave is accrued from year to year. Any employee may accrue up to 60 days annually of sick leave, which can be used for any approved sick leave reason such as illness, maternity leave, and will run concurrently with Family Medical Leave.

In accordance with state policy, all unused sick leave, including days exceeding the maximum allowable accumulated days, may be used to earn additional service credit for retirement for all employees under TRS. TRS rules will not allow these days to be used to become "vested."

Remuneration to PSERS members for Unused Sick Leave

As part of an incentive program for improved job attendance, the Board of Education offers a buy-back program for unused sick leave under certain circumstances.

Twice during each school year, Public School Employees Retirement System (PSERS) members will be allowed the option to be paid for accumulated unused sick leave days at the employee's regular hourly rate, not to exceed fifty (50) dollars per day and not to exceed eighteen (18) days during one school year. Each employee choosing to be paid for accumulated unused sick leave days shall be required to acknowledge in writing on the district's form the understanding that his or her decision is final and that such days may not be reinstated and that previous payment to the employee for unused sick leave may not be reimbursed to the district.

If the employee is a member of the sick bank, the accumulative number of unused sick days bought back by the system will be deducted from the number of sick bank days the employee will be eligible to use, if requested. Example: Employee has sold a total of 5 days of unused sick leave days to the system and is requesting 10 days to be used from the sick bank, the employee will only be eligible to use 5 days from the sick bank.

This remuneration plan became effective for PSERS members beginning April 1, 2015.

Members of the Teacher Retirement System (TRS) are not eligible for participation, as their accumulated unused sick leave can be counted toward retirement.

The Superintendent or designee is authorized to develop such procedures, timelines, and forms as may be necessary to implement this incentive program.

- 9. Family and Medical Leave (FMLA) – FMLA leave should be requested in writing 30 days prior to the need for leave to the immediate supervisor and the Personnel Department but will also be enacted administratively for any absences which may qualify.

Employees who have been employed for twelve (12) months or more and who have worked at least 1,250 hours during that time may be entitled up to twelve (12) weeks of consecutive or intermittent days or a maximum of 480 hours of unpaid leave per year under certain conditions as outlined in CCBOE Policy [GBRIG](#). FMLA runs concurrently with available sick leave and/or vacation days to allow for full pay until those days have been exhausted. Federal requirements will be followed if questions arise concerning FMLA leaves.

FMLA leave covers:

- a. Birth of a son or daughter and to care for the newborn child.
- b. The adoption or foster placement with the employee of a son or daughter and to care for the newly placed child.

- c. To care for the employee's spouse, son, daughter, or parent, if that person has a serious health condition.
- d. Serious health condition of the employee that prevents the employee from performing his/her job functions.
- e. Any qualifying exigency arising from the fact that the employee's family member (covered military member) is on active duty or has been notified of an impending deployment in support of a contingency operation.

10. **Personal Leave** – Each employee is allotted 3 of their annual sick leave days to be for personal use, if the need arises. During the school year, an employee may utilize up to a maximum of three (3) days of any accumulated sick leave for the purpose of absencing him/herself from duties for personal reasons, including absences for illness or death of persons not in the immediate family.

The employee must obtain prior written approval from his/her immediate supervisor by submitting a Request for Leave Form at least 5 working days before the absence is to occur. Extenuating circumstances will be considered on a case-by-case basis. A copy of the approved leave request will be maintained by the HR Department as custodian of the Sick Leave Files.

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

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

11. **Professional Leave** – Professional leave is granted for attendance at approved professional conferences, visitation in other educational centers and education related activities. Prior approval must be given by the Superintendent or his/her designee at least five (5) school days before the days for which leave is requested. A copy of the approved leave request will be maintained by the HR Department as custodian of such files.

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

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

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

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

13. **Maternity Leave** – Maternity Leave and Family Medical Leave will run concurrently from the first day of absence. An employee who is pregnant may request a leave of absence to begin at a time determined by the teacher, the physician, and the superintendent.

The teacher should notify the principal and the HR Department in writing of the intention to take such leave at least 30 days prior to the date leave is to begin. This notification should include a doctor's statement of the anticipated date of physical disability. The teacher may continue in active employment as late into her pregnancy as she desires, provided that she is able to properly perform the required functions of her job. The final determination of the ability to perform her job will be made by the Principal or Supervisor. A teacher wishing to work until the date of physical disability is entitled to use all accumulated sick leave credited to her. Forms for Family Medical Leave may be obtained from the personnel office. These forms must be on file in personnel prior to start of maternity leave.

Before returning to work, an employee who has been granted maternity leave must present a doctor's statement that she is physically able to perform the required functions of her job.

14. **Workers' Comp** – When an injury or accident occurs on-the-job, the employee must notify his or her supervisor immediately. An accident report must be completed. A list of approved

physicians is posted in each facility for the employee to select a physician for treatment. Failure to select a panel approved physician may result in the loss of benefits. Post accident drug screening is mandatory.

14. **Sick Leave Bank** - Full-time employees are eligible to become a member of the Sick Leave Bank after they have been employed by the school system for one year and have accrued a minimum of five (5) sick leave days at the time of their membership application. Members shall be eligible to draw a maximum of 45 sick leave days per school year (July 1– June 30).

After a member's accumulated sick leave has been exhausted, the member will be eligible to draw from the bank after the member has been absent for five consecutive working days without pay or not on worker's compensation. Sick leave days from the bank would become effective on the sixth day of absence. Each application shall be accompanied by a physician's statement.

Membership in the Sick Leave Bank is strictly voluntary. Annual enrollment is held in the fall at which time employees may join the bank, or request to be removed from membership based on the bank regulations.

Sick leave may be withdrawn only for those reasons outlined under O.C.G.A 20-2-852 that meet the definition of catastrophic illness mentioned in the sick leave policy. Exceptions will be considered when medical complications arise from pregnancy, and subsequently meet the definition of a catastrophic illness as defined by the Sick Leave Bank policy. *Catastrophic is defined as "long-term illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused or is likely to cause the employee to either go on leave without pay or to terminate employment."*

The Sick Leave Bank shall not be used for elective surgery or surgery and recovery period that could be scheduled during off contract time. It shall not be used during any period when the individual is receiving disability benefits comparable to their salary or worker's compensation benefits.

Any member of PSERS that has been paid for unused sick leave days shall have the number of paid sick leave days deducted from the requested number of sick bank days they may request.

Example: Employee has sold a total of 5 days of unused sick leave days to the system and is requesting 10 days to be used from the sick bank, the employee will only be eligible to use 5 days from the sick bank.

15. **Employee Information – District Benefits Webpage** - Employees have access to their pay stubs and year-to-date salaries and deductions, current insurance benefit deductions, tax withholding information, accrued/used sick leave and/or vacation days. www.chattooga.k12.ga.us click on District Information then District Benefits Page

F. TRANSFERS

Contracts of employment are between the Board of Education and the individual. Assignments are made to the teaching/administrative position in the system where the person can render the most effective service. Transfers can be initiated by the administration or the individual.

Individual requests for transfer from one assignment to another must be presented in writing to the principal/director and HR Director and must meet the following criteria (unless there are extenuating circumstances):

- Employed in current position for at least one school year (certified positions only) and
- Written confirmation of current satisfactory performance and evaluation and
- Successfully obtain any special certifications required for the position of interest.

To apply properly, employees should follow the instructions mentioned in the position posting. Employees are asked to inform their administrator/director about their request for transfer.

Each job may be posted internally for three days before it is posted externally. If a position must be filled quickly, the HR Director may post a position both internally and externally and assess candidates from both sources simultaneously. Internal candidates may be given preference over external candidates when possible.

Although the system typically posts positions, the system may occasionally fill positions through other means (e.g., directly promoting an employee or searching through our existing candidate resume or applications). Generally, the system doesn't have to post a position either internally or externally unless necessary.

In any case, the system is an equal opportunity employer. The system will not allow favoritism or discrimination based on protected characteristics.

The following procedures will be used to post positions internally:

- HR and hiring administrator/directors discuss whether positions should be posted internally.
- HR drafts the position description with input from hiring administrators/directors.
- HR posts the position and communicates the listing to employees.
- HR/hiring administrators/directors receive and evaluate internal applications/resumes, checking employee performance records if needed.

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

G. RESIGNATIONS

All employees under contract to the Board of Education are expected to fulfill the obligation of their contract. If a situation occurs requiring the employee's release from his or her responsibilities, a written letter requesting a release from your contract must be submitted to the immediate supervisor, giving notice of the anticipated departure date and reasons for the request. Upon the recommendation of the Superintendent, the release decisions are made by the Board of Education at regularly scheduled board meetings and may be subject to the employment of an acceptable replacement before being granted. A letter of release will be mailed to the employee from the HR Department after Board approval.

H. REDUCTION IN FORCE (RIF)

If the Board determines it is necessary to reduce the number of employees in an area due to program elimination or changes, enrollment decline, or diminished resources, every effort will be made to retain as many staff members as possible. The Superintendent will present a written RIF plan to the Board for approval prior to enforcement. Transfers and changes in position may be required. Attrition by resignation and retirement will be utilized as the first means of staff reduction. Reduction in Force, Policy [GBKA](#), will be followed if further reductions are necessary.

I. TERMINATION OR SUSPENSION

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

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

Tenured employees terminated for any of the above reasons will be afforded a Due Process Hearing as outlined by Board Policy. See CCBOE Policy [GBKA](#).

J. CODE OF ETHICS FOR EDUCATORS

The official Code of Ethics for Georgia Educators effective October 15, 2009, lists eleven (11) Standards of Conduct for which violation may jeopardize employment and certification. It is required that any such violation must be reported to the Professional Standards Commission for investigation, whether the educator continues employment with the system or not. Failure to report violations could result in the loss of one's certificate.

See <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf> for a listing of the Code of Ethics.

The Chattooga County School System also requires all non-certified employees to meet all applicable Standards listed in the Code of Ethics. Failure to do so could result in disciplinary action, including termination. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

K. SUBSTITUTE TEACHERS

All substitutes must complete State-mandated training (training is waived if the substitute has a valid teaching or paraprofessional certificate), submit to fingerprinting and criminal background check by the Chattooga County Sheriff's Department, and be approved by the Board of Education before being used as a substitute. A list of approved substitute teachers is compiled by the personnel office and is forwarded to the principals. Certificated long-term substitutes approved by the board will be added to the substitute list. Board Policy requires that substitutes for teachers be selected from the approved Chattooga County Board of Education Substitute List. Preference may be given to those with certification and/or proven experience. Principals or designees are responsible for seeing that substitute teachers are contacted. A schedule for substitute pay levels is located in the Salary Handbook.

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

Substitutes are required to follow all Board policies, including dress codes and the Code of Ethics.

III. DUTIES AND RESPONSIBILITIES

A. EXPECTATIONS

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

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

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

1. Recognize that although teachers participate in the formulation of school policy under the leadership of the administrators of the Chattooga County School System, it is the duty of the administrators to recommend policy to the Board. It is the prerogative of the Board to determine policy.
2. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, or religious characteristics.
3. Provide each student with an effective and efficient opportunity to acquire the essential basic skills and fundamental knowledge necessary of survival in a competitive society and allow the individual student to progress at his own rate in an atmosphere of honesty and openness.

4. Cultivate an atmosphere in the school that will foster academic excellence; encourage a spirit of curiosity, understanding and appreciation for knowledge in our students; encourage the student to examine varying points of view in order to form his own judgment.
5. Develop an appreciation and understanding of the principles of democracy in our students.
6. Respect the community in which we are employed and display loyalty to the school system, community, state, and nation.
7. Never knowingly distort or misrepresent the facts concerning educational matters by direct or indirect public statements.
8. Hold inviolate all confidential information.
9. Refrain from using the school system for private gain or to promote personal views on religious, racial, or partisan political issues.
10. Engage in no additional employment which might impair professional service and accept no compensations which might influence professional judgment.
11. Increase professional growth through continued study, travel, participation in professional organizations and community life, and through wholesome human relationships.
12. Assume the responsibility for interpreting educational programs and policies to the public in a professional manner.
13. Avoid disparagement of students, colleagues or the school system.
14. Strive to raise professional standards to promote the exercise of professional judgment in all dealings with students, colleagues, and citizens, and to achieve conditions, which will attract to careers in education persons worthy of the trust.
15. Adhere to the conditions of a contract or to the terms of an appointment until it has been determined terminated either legally or by mutual consent.
16. Transact all official business through proper channels.
17. Make appropriate use of time granted for professional purposes.

B. PUBLIC RELATIONS

The Assistant Superintendent and/or Superintendent is 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. Administration policies and/or procedures should be referred to the Assistant Superintendent and/or Superintendent.

Establishing and maintaining the public’s goodwill toward the school district requires a concerted effort by the entire staff. All personnel share the responsibility of keeping the community informed, involved and interested in the activities of the local school system by creating and maintaining a positive image of the schools and the school system. In the district’s endeavors to generate favorable public opinion, its most important ambassadors are the teachers who work with children everyday. All employees are encouraged to participate in the life of the community and the district, and to demonstrate by their own words, attitudes and actions, the ideals proclaimed by the Chattooga County School System.

C. WORKDAY FOR FACULTY AND STAFF

A Board approved Mandatory Work Schedule is published annually in the Salary Handbook for all positions and will be posted by the principal/supervisor. The number of hours each workday will vary based on the position held.

Staff must make up days missed in the event of school closure due to bad weather. A schedule of work is arranged for the pre-planning week including countywide teacher meetings and meetings of building faculties and department groups. For post-planning, a schedule of work is arranged for completion of records, reports, inventories, requisition of supplies for next year, and evaluation of the year’s work. The work in pre-planning and post-planning weeks is a part of the

contract for the year's work and all teachers and/or staff are required to participate. (See Mandatory Work Schedule located in the Salary Handbook)

D. TIMESHEETS AND OVERTIME

Due to the constraints of the budget, overtime and timesheets for work off contract will be scrutinized very carefully and will require prior approval in writing from the principal, manager, and the Superintendent.

Timesheets – Non-Certified employees are required to submit timesheets as a verification of hours worked and are submitted to the payroll office each month. Timesheets must be signed by the employee, approved by their principal or supervisor, and be turned in according to the Payroll Calendar issued annually. (See Payroll Due Date Calendar)

Overtime – Overtime is paid for time worked over the 40-hour workweek. The principal or supervisor must submit a request for overtime to the Superintendent in writing with the names of the personnel involved, a brief explanation of need and duties to be performed, and source of funding. The principal or supervisor must initial the overtime shown on the timesheet to indicate prior approval, in addition to signing the timesheet before sending it to the Payroll Office.

E. CERTIFICATION

A valid in-field certificate or proof of eligibility for certification must be on file in the Personnel Department by the end of the first twenty (20) days of school. It is the responsibility of the individual teacher to obtain proper certification for the position and to keep his/her certificate in force. Failure to obtain proper certification will result in a pay adjustment and possible dismissal. Forms and/or assistance are available from the Assistant Superintendent/Curriculum Director. The Georgia Professional Standards webpage at <http://www.gapsc.com> provides a wealth of information concerning Special Georgia Requirements, approved programs, as well as additional certification and renewal. State Standards, Cognia, and Board Policy require that teachers have a certificate for the area or subject they teach.

For complete information concerning certification and PLU requirements, please refer to www.gapsc.com

F. CONTENT ASSESSMENTS

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

For more information about certification visit the GAPSC web site at: <http://www.gapsc.com/TeacherCertification.asp>

G. GEORGIA PROFESSIONAL QUALIFICATIONS & IN-FIELD REPORTING UNDER ESSA

The NCLB "highly qualified" requirement has been replaced by two different, but comparable requirements under Every Student Succeeds Act (ESSA):

- Professional Qualifications - applies to ALL teachers and paraprofessionals in grades PK-12
- ESSA In-Field Reporting - applies to ALL teachers in grades PK-12

Under Sec. 1111 of Title I of Every Student Succeeds Act of 2015, SEAs and LEAs must ensure teachers meet state certification or licensure requirements or, if applicable, must meet the requirements set forth in a state's public charter/strategic waiver school law.

The Georgia Professional Standards Commission determines state certification requirements in Georgia. However, under O.C.G.A. §20-2-80 / SBOE Rule 160-5-1-.33 (strategic waiver) and O.C.G.A. §20-2-2065/ SBOE Rule 160-4-9-.07 (charter), Georgia LEAs may submit applications to waive provisions of Title 20 Education Law including certification requirements as determined by the GaPSC. While certification waivers vary from LEA to LEA, a review of current applications on file reflects waivers of teacher certification (§20-2-200), Professional Learning (PL) for certification renewal (§20-2-201), paraprofessional certification (§200-2-204), alternative certification (§200-2-206) and substitute teacher certification (§200-2-216). In order for the GaDOE to ensure that LEA teachers meet state certification requirements, all LEAs must outline LEA professional

qualification requirements that align either with GaPSC requirements, approved charter or strategic waiver applications or a combination of the two. This is submitted to the Georgia Department of Education annually in the District Improvement Plan (DIP) section of the Consolidated LEA Improvement Plan (CLIP). LEAs may update professional qualification requirements at any time in accordance with charter and strategic waiver applications. (LEAs needing to update PQ requirements must contact Title I, Part_A staff). LEAs may not waive federal professional qualification requirements for paraprofessionals or state professional qualification requirements.

Regardless of charter or strategic waiver status, all LEA teachers and paraprofessionals must hold a Clearance Certificate (O.C.G.A. §§ 20-2-82, 20-2-211.1, 20-2-2065, SBOE Rules 160-4-9-.07 and 160-5-1-.33, GaPSC Rule 505-2-.42).

Under July 2017 edits to SBOE Rules 160-4-9-.05, 160-4-9-.06, 160-4-9-.07 and 160-5-1-.33, LEAs may not waive certification requirements for Special Education Teachers. In accordance with guidance received from OSEP January 2018, state rules are as binding.

All LEAs should be reminded that the ability to waive certification under charter and strategic waiver does not remove LEA obligation to abide by federal, state and local rules, regulations, court orders and statutes relating to civil rights and labor laws. LEAs are encouraged to work with the LEA's human resources staff and legal counsel to ensure all obligations are met.

H. CONTINUING PROFESSIONAL GROWTH

All Chattooga County Schools are accredited by Cognia. For certificate renewal requirements, see O.C.G.A. 505-2-.36.

I. EXTRA-CURRICULAR DUTIES

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

Classified employees will be paid at time and one-half based on their current hourly rate up to the supplement allotment with the Superintendent's approval.

J. REPORTING

1. Reporting Complaints and Grievances

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

2. Reporting Abuse

The State of Georgia legally requires that any certified staff having cause to believe that a child under the age of eighteen has been abused sexually or physically must report this to the principal or his designee. Any person making a report in good faith is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Failure to report an incident is a misdemeanor and can result in revocation of the individual's certificate.

3. Reporting Harassment

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

K. INVENTORY

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

Technology equipment at the schools, including CPUs, scanners, printers, and district cell phones etc. are to be inventoried and assets tagged by the technology department and assigned to a school. The technology staff will complete any necessary modifications or alterations to hardware and software. 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. Schools must contact the technology director whenever vendors may be in schools to work on school system technology hardware and software. Technology equipment that is lost, stolen or damaged must be replaced by the employee and paid for based on the current value of the technology equipment.

The principal or his or her designee is responsible for maintaining an accurate inventory of technology equipment and textbooks and informing the curriculum or technology office of needs in a timely manner. Technology equipment or textbooks that are lost, stolen, or damaged must be replaced by the student and paid for based on the current value of the book or technology equipment. If a textbook or technology equipment is adopted on a six-year adoption cycle, for example, the value should be prorated over a six-year period. Textbook inventories must be kept by book number and name of student to whom book is issued. The teacher will assess the condition of books upon issue and return.

L. CONFIDENTIALITY

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

Chattooga County Board of Education policy requires that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. See GA Code of Ethics – Standard 7

M. DISCRIMINATION

The Chattooga County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

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

N. ABSENCES

All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with leave policies enacted by the Board of Education. Unless otherwise provided by the Board of Education, principals and other supervisors are not authorized to rearrange the work calendars of employees.

Employees must notify their immediate supervisor at any time they must be absent. Any employee who has been absent must sign the weekly Sick Leave Report. Sick leave is earned at a rate of 1-1/4 days by working a minimum of half the scheduled workdays each month of employment and must be earned before it can be used.

For any absence in which sick leave is used, the superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for three or more consecutive days, a physician's certificate must be furnished to the principal or supervisor and forwarded to the personnel office as soon as possible. FMLA requirements may apply.

O. FIELD TRIPS

Employees who wish to participate in their child's field trip, are encouraged to do so. With the prior approval by the employee's principal or supervisor and the Superintendent the employee may request use of up to the three (3) personal days allotted under their sick leave for the day's absence. Employees who have used all their personal days will be docked for days taken, but also must request prior approval.

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

Please review the following leaves covered under the policy.

P. TELEPHONE USAGE

Employees are discouraged from using their personal cell phone during work hours.

Q. DISTRIBUTION OF LISTS

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

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.

R. SAFETY ON THE JOB / WORKERS' COMPENSATION

ACCIDENT REPORTS

Student Accidents

Student accidents require that an Accident Report (JGFG-E) 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. A Non-Injury Statement (JGFG-E) must be completed and signed by the parent as acknowledgement that no treatment was required.

Employee Accidents

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

All employee accidents and/or injuries must be reported to your immediate supervisor and 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 HR Department to coordinate treatment with the healthcare provider and the worker's compensation carrier. If medical attention is not sought at the time of the accident or during work hours, trips to an Emergency Room after hours will be at the expense of the employee and must be filed on their personal health insurance. Post-accident drug testing is required.

If the injury prevents completion of the report at the time of the accident, the employee must report the accident/injury within 24 hours or have someone do so on his/her behalf. When an employee is injured, they must visit a physician listed on the posted panel of physicians during normal working hours on Board time; however, any follow-up visits or referral visits must be scheduled around the employee's normal working hours. If such visits cannot be scheduled around normal working hours, employee shall notify his/her supervisor far enough in advance as to facilitate an adequate substitute for them. The time the employee is out for such a visit shall be covered by sick leave, if available. Call the personnel office for Workers' Compensation details or assistance.

S. PROFESSIONAL DRESS

Teachers are expected to dress in the manner appropriate to their position. The dress code for teachers should meet or exceed that designated for students at that school. **REMEMBER: STUDENTS ARE INFLUENCED BY THE MANNER IN WHICH YOU DRESS.**

Chattooga County School employees will dress in a professional manner with modesty, neatness, and good taste stressed at all times. The goal of our system is for all employees to strive for a professional, well-groomed, put-together look as opposed to a sloppy, underdressed, thrown-together look. Immodest dress, which is too tight, too short or otherwise revealing, is prohibited. Employees with any doubt in their mind that the outfit they have selected to wear to work on any given morning is inappropriate should select something else to wear which gives no cause for doubt. A description of “Unacceptable” and “Acceptable” Dress Codes is found in the policy.

T. PURCHASES

All purchases must be made through an approved purchase order. Materials or supplies will be requested on Purchase Order/Requisition Forms and approved by the principal or supervisor. Invoices will not be paid without an approved purchase order. Responsibility for such invoices will be placed on the teacher placing the order. For information on how to requisition materials and supplies please contact your principal or supervisor.

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

U. OTHER PEOPLE'S MONEY

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

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

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

V. OUTSIDE EMPLOYMENT

Employees of Chattooga County Schools occasionally seek additional employment. This is permitted, but the following cautions are advised.

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

W. USE OF SCHOOL FACILITIES AND EQUIPMENT

1. EMPLOYEE OR COMMUNITY USE OF FACILITIES

Community use of school facilities of Chattooga County Schools is extended to all employees. School facilities and/or equipment should not be used by any employee for personal gain. Employees wishing to use school facilities must submit a request to the principal of the school where the facility is located. Use of facilities and/or equipment must have written approval from the Superintendent. Equipment cannot be removed from school property. Employees must adhere to procedures in Chattooga County Board of Education Policy [KG](#), Community Use of School Facilities, including the fee schedule.

2. COMPUTER USAGE

Computer equipment represents a major investment for the school system and is intended for educational purposes only. All the people using equipment must agree to take appropriate care to keep this equipment in good working condition.

School systems throughout the country and state are subject to software compliance audits and violators are levied severe penalties. All software installed on system computers must be licensed to the school system; therefore, no outside or personal software can be installed on system computers. Failure to adhere to Copyright and Acceptable Use Policies could result in the denial of computer privileges.

3. INTERNET ACCEPTABLE USE

It is the belief of the Chattooga County Board of Education that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system. Thus, it is the intention of the Chattooga County Board of Education that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Chattooga County Board of Education will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. Internet access and electronic mail is a privilege, not a right. All users are expected to act in a responsible manner. All contents and usage of electronic mail shall be the property of the Chattooga County Board of Education. To maintain system integrity and to ensure that the system is being used responsibly, the system-wide technology staff reserves the right to review files and network communications.

4. INTERNET SAFETY POLICY

It is the policy of the Chattooga County Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [47 USC 254(h)].

5. ELECTRONIC RESOURCES – AUTHORIZED USER POLICY

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.

X. VISITORS

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

MISCELLANEOUS INFORMATION

A. TOBACCO PRODUCTS

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

B. EMERGENCY CLOSINGS

The superintendent, or his/her designee, is authorized to take action to close one or more of the system's schools if conditions exist that may threaten the health and safety of students and personnel.

The superintendent, or his/her designee, is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist.

INCLEMENT WEATHER PROCEDURES:

When schools and the administrative offices are closed due to inclement weather, announcements will be made with the media, placed on the district web page and calls will be made through the schools automated call system. The announcement will be made as soon as possible.

C. FIELD TRIPS

Field trips are an important part of a well-rounded educational program. Appropriate planning for such trips should be accomplished and prior approval must be given by the principal before such trips are taken. All field trips must have a stated instructional purpose.

Any field trip involving travel out of state, overnight, or exceeding a 50-mile radius requires the prior approval by the Superintendent or his/her designee. The Superintendent shall develop regulations or procedures regarding the submission of requests to the Board of Education for field trips that are out of state, overnight, or exceeding a 50-mile radius and regulations or procedures regarding the approval of other field trips by the Superintendent or designee.

D. DISPLAY OF FLAGS AND PLEDGE OF ALLEGIANCE

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

E. MOMENT OF REFLECTION

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

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of silent prayer.

F. TITLE IX COMPLIANCE

The Chattooga County Board of Education complies with the rules and regulations concerning sex discrimination in education as set forth by the Federal Government under Title IX. Efforts have been made to equalize all facilities, resources and opportunities available to both sexes.

G. FIRE DRILLS

Teachers should take any sounding of the fire alarm seriously. Fire drills are required at all schools. Procedures and routes are to be discussed with classes early and often during the school year and teachers should closely supervise the safe and efficient evacuation of all students during a drill. Everyone should fully clear all exits, move away from the building, and roll should be checked. All students unaccounted for should be reported to officials immediately.

H. PAYROLL DUE DATES

Payroll Timesheets are due monthly. Dates to be submitted to the payroll department are determined and distributed annually by the department.

I. SALARY SCHEDULES

Salary Schedules for each position may be viewed in the Salary Handbook on the Human Resources webpage at chattooga.k12.ga.us click on Department, then Human Resources, then Salary Handbook.

APPENDIX

A. BOARD OF EDUCATION MEMBERS

**Ms. Lori Brady, Chair
Ms. Tiffany Lawrence, Vice Chair
Mr. Eddie Elsberry
Ms. Bonnie Fletcher
Mr. BJ Montgomery**

ADMINISTRATION AND CENTRAL OFFICE STAFF

Mrs. Michelle Helie Mrs. Alisha Yoder	Superintendent Administrative Assistant, Superintendent
Mr. Jeremy Heathcock Mrs. Susan Henshaw	Asst. Superintendent/Fed. Prog. /Student Services Administrative Assistant, Assistant Superintendent
Mr. Robert Beach Ms. Anna Elrod	Chief Academic Officer Administrative Assistant to CAO
Mrs. Kelli Johnson Ms. Andrea Riley Mrs. Crystal Elrod Mrs. Amy Price	Special Education Director/504 Coordinator School Psychologist Special Education Secretary Special Education Receptionist
Mr. Barry Peppers	Alternative Education Programs Director
Mr. Patrick Clifton Mr. JT Maddux Mr. Kolby White Mr. Darien Aguilar	Technology Director Network Administrator Technology Specialist Technology Specialist
Dr. Emily Mobbs Mrs. Beverly Bishop Mrs. Jannie Burrage	Director of Data Collections & Student Information Student Records Facilitator Student Records Clerk
Mrs. Michelle Floyd	School Social Worker
Mrs. Brandie Wooten Mrs. Aleshia Crowe	School Food Service Director SFS Bookkeeper/Free & Reduced Clerk
Mrs. Erica Edmondson Ms. Samantha Bullard Ms. Carol Spain	Finance Director Accounting Clerk/Capital Projects Coordinator Payroll Clerk
Mrs. Dawn Campbell	Human Resources Director/Title II Coordinator
Mrs. Gini Hamilton	Pre-k Director
Mr. James Baird Mr. Patrick Strawn Mr. Craig Morris Mr. Craig Holt	Transportation Director Head Mechanic, Bus Shop Mechanic, Bus Shop Transportation Clerk
Mr. Jason Whitfield Mr. James Morgan Mr. Jake Morrison Mr. Johnny Edmondson	Maintenance/Facilities Director Maintenance Worker Maintenance Worker Maintenance Worker

Chattooga High School

Grades 9 - 12

989 Highway 114

Summerville, Georgia 30747

706-857-2402 or 3429

706-857-2565 fax

Principal – Roger Wilkinson**Asst. Principals** – Mark Turner

- Renee Beasley

Receptionist – Dejsha Bankston**Attendance Sec.** – Snow Kinnamont**Bookkeeper**- Misty Blackwell**CTAE Director** – Angela Culbert

706-857-7727 fax

Summerville Middle School

Grades 6 - 8

200 Middle School Road

Summerville, Georgia 30747

706-857-2444 or 3295

706-857-7769 fax

Principal – Rachel Groce**Asst. Principal** – Kip Klein**Receptionist** – Penny Woods**Bookkeeper** – Wynne Wilkinson**Leroy Massey Elementary School**

Grades K-5

403 Dot Johnson Drive

Summerville, Georgia 30747

706-857-6660 or 7876

706-857-5898 fax

Principal – Phil Wood**Asst. Principals** – Brandi Hammonds

– Brent Mobbs

Receptionist – Rose Kinsey**Attendance Sec.** - Heather Ashley**Bookkeeper** – Shadow Day**Lyerly Elementary School**

Grades K - 8

150 Oak Hill Road

Lyerly, Georgia 30730

706-895-3323 or 4810 or 3328

706-895-2848 fax

Principal – Mike Shank**Receptionist** – Jessica Ware**Bookkeeper** – Julia Cavin**Menlo Elementary School**

Grades K - 8

2430 Highway 337

Menlo, Georgia 30731

706-862-2323 or 6274

706-862-2360 fax

Principal – Paula Buice**Receptionist** – Lindsey Green**Bookkeeper** – Cheri Elliott**Chattooga County Education Center**

206 Penn St.

Summerville, Georgia 30747

-Technology**Director** – Patrick Clifton**706-857-5323**

706-857-1674 fax

-Special Education**Director** – Kelli Johnson**706-822-9902**

706-822-9906 fax

-Data Collection & Enrollment Center**Director** – Emily Mobbs

706-859-8909

Transportation

203 Penn Street

Summerville, Georgia 30747

706-857-3258**Director** – James Baird**Summerville Pre-K****Director** – Gini Hamilton**706-857-3490**

706-857-5873 fax

PROCEDURES AND RESPONSIBILITIES CONTACT LIST

LEAVE FORMS

1. Site approval by site supervisor (principal, director, assistant superintendent, etc.)
Central Office approval – personnel office
2. Attach copy of approval to “sub” timesheet (if applicable), and submit according to payroll schedule or attach a copy to weekly Sick Leave Report if no sub.

INVOICES

All invoices should be signed and dated once the material has been received and is ready for payment. The invoice and packing slips should be sent to Accounts Payable.

TRAVEL REIMBURSEMENT FORMS

All requests for travel reimbursement are approved by principal or supervisor prior to central office approval.

CERTIFICATION & LICENSING

All questions regarding teacher or paraprofessional certification should be directed to the office of the assistant superintendent.

WORKERS COMPENSATION

All questions or comments regarding workers compensation or to report an accident should be directed to the personnel office.

PROFESSIONAL LEARNING

1. Questions regarding professional learning opportunities should be directed to the assistant superintendent.
2. Questions regarding professional learning credits needed for certificate renewal should be directed to the assistant superintendent.

EVALUATIONS

1. All questions regarding teacher, support personnel and classified personnel evaluations should be directed to the assistant superintendent and/or personnel director.

TESTING

All questions regarding state testing and local diagnostic testing should be directed to the assistant superintendent.

CURRICULUM AND INSTRUCTION

1. All questions regarding the P-12 curriculum and instruction should be directed to the assistant superintendent.
2. All questions regarding Alternative School should be directed to Mr. Barry Peppers.
3. All questions regarding Academic Standards should be directed to the assistant superintendent.
4. All questions regarding School Improvement Plans and Benchmarks should be directed to the Title I Director.
5. All questions regarding textbooks should be directed to the assistant superintendent.
6. All questions regarding Special Education, (REP) Remedial Education Program, and (IEP) Individualized Education Plan should be directed to the special education director.

GIFTED AND TITLE I

All questions regarding the gifted program, Title I, and (EIP) Early Intervention Plan should be directed to the Title I Director.

TRANSPORTATION

All questions regarding buses and school zones should be directed to the transportation director.

SUBSTITUTES

1. All questions regarding the substitute list and training for subs should be directed to HR Department.
2. All questions regarding payroll for subs should be directed to payroll department.

FIELD TRIPS

All questions regarding field trips should be directed to the assistant superintendent.

TIMESHEETS

1. All questions regarding overtime or work on a timesheet must be made in writing to the appropriate central office supervisor.
2. Overtime must be approved by the superintendent or his/her designee in advance.
3. All time sheets should be properly completed and signed with date (mm/dd/yyyy) and position of work, and approved by principal, director or supervisor. Completed time sheets should be forwarded to payroll department according to the timesheet payroll schedule.

TRAVEL AND REIMBURSEMENT

A Travel Expense Form may be obtained from the finance department or their website. The forms must be submitted by the employee and approved by the principal or supervisor and forwarded to the appropriate department in the Central Office for an employee to be reimbursed for travel.

Travel is reimbursed in accordance with state guidelines (Due to the changes in fuel prices reimbursement rates may change). Areas have been designated as Low or High-Cost Areas in Georgia, and limitations for reimbursement apply. Refer to the back of the Travel Expense Form for details.

WORKERS' COMPENSATION PROCEDURES

1. When an injury or accident occurs on the job, the employee must immediately notify his or her supervisor. A "First Report of Injury" is required to be completed for all injuries, whether medical attention is needed. Failure to do so may result in the loss of benefits.
2. Mandatory Drug Screens are performed on on-the-job injuries when medical treatment is required.
3. If professional medical care or treatment is needed, the employee must select one of the physicians or medical facilities listed on the Panel of Physicians and receive authorization by the personnel office for coordination of treatment with the physician and our workers compensation carrier. The Panel of Physicians is posted at every school or department.
4. Workers' Compensation will not pay for treatment at the emergency room for non-emergency situations. You will be responsible for your emergency room bill if treatment is for a non-emergency situation.
5. For on-the-job injuries, sick leave, if available, is used to provide full pay and cover any absence. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check would be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.
6. Follow-up doctor visits should be scheduled before or after work hours where possible. If follow-up visits are made during the workday, sick leave must be used if available.

BOARD CONTACT INFORMATION FOR WORKERS COMPENSATION:

Dawn Campbell, HR Director

(706) 859-3043 or dacampbell@chattooga.k12.ga.us

**Workers' Compensation Insurance Carrier: National Liability Insurance
1314 Douglas St. Suite 1400
Omaha, NB 68102**

**CHATTOOGA COUNTY BOARD OF EDUCATION
CRITICAL ISSUES REQUIRING EMPLOYEE SIGNATURES**

Section I: Critical Issues

The following is a list of School Board Policies and other employment-related protocols and documents that must be included in the faculty/staff handbooks for all schools in the Chattooga County Board of Education and reviewed annually with all employees.

1. Professional Code of Ethics for Educators
2. Universal Precautions against Blood-borne Diseases (Policy GANA)
3. Received CCBOE Student/Parent Handbook and Code of Conduct
4. Chattooga County Schools Testing Calendar
5. Workers' Compensation Procedures and Reporting
6. Guidelines for Overtime Pay Under Fair Labor Standards Act (FLSA)
7. School Board Policy Regarding Leaves and Absences (Policy GBRH)
8. School Board Policy Regarding Harassment (Policies GAEB/JCAC)
9. Suicide Prevention Protocols
10. School Board Policy Regarding Staff Rights and Responsibilities (Drug-free Workplace) (Policy GAMA)
11. "Mandated Reporter" Requirements: Child Abuse Reporting (O.C.G.A. § 19-7-5) – (Policy JGI)
12. "Mandated Reporter" Requirements: Suspected Student Drug Use (O.C.G.A. § 19-7-6) – (Policy JCDAC)
13. "Mandated Reporter" Requirements: Student Crimes on School Property or at School- (Policy JGF)

Sponsored Function (O.C.G.A. § 20-2-1184). These crimes include the following:

Aggravated Assault with a weapon (O.C.G.A. § 16-5-21); Aggravated Battery (O.C.G.A. § 16-5-21); Sexual Offenses (O.C.G.A. § 16-5-21); Carrying weapons at a public gathering (O.C.G.A. § 16-5-21); Carrying weapons on school property/school function (O.C.G.A. § 16-5-21); Illegal possession of a weapon by person under 18 YOA (O.C.G.A. § 16-5-21); Possession of marijuana or controlled substances (O.C.G.A. § 16-5-21).

Internet Safety/Protection and Acceptable Use Policy Agreement

I, _____ (employee name), do hereby certify that I have read and understand the Chattooga County Schools Internet Acceptable Use Policy (IFBG) and agree to abide by its rules and regulations. I understand that, if I violate the Internet Safety/Protection and Acceptable Use Policy, my Network/Internet access privileges may be revoked and I will be subject to administrative disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability. I further understand that some materials accessible to Internet users may be offensive, illegal, defamatory or inaccurate, and that although the Chattooga County School District has taken reasonable precautions through the use of technology protection measures to restrict access to such materials, such exposure may nevertheless occur. I further understand that use of electronic mail (e-mail) is not private and may be subject to discovery or disclosure. I further agree to indemnify and hold harmless the Chattooga County Schools, its employees and agents, from any and all claims arising from or related to my misuse of the Internet and waive any and all claims I may have against the District for such use of misuse.

Drug-free Workplace Policy Certificate of Consent

I, _____ (employee name), do hereby certify that I have read and understand the Chattooga County Schools Staff Rights and Responsibilities (Drug-free Workplace) Policy (GAMA). I understand that if my performance indicates it is necessary, I will be requested to submit to a substance abuse test. I also understand that failure to comply with a substance abuse test request or a positive test result will result in disciplinary action up to and including termination of employment and denial of unemployment benefits. I understand that failure to submit to a substance abuse test or a positive test result may affect my right to obtain workers' compensation benefits. I further agree to and hereby authorize the release of the results of said tests to the School District. Nothing in this consent is to be construed as a contract between the parties.

All personnel must sign the following statement:

I, _____, have read and understand all the above expectations and requirements as well as all other items within the faculty/staff handbook provided to me by the administration of _____ School.

Signature _____ Employee ID # _____ Date _____

Note: All Chattooga County Board of Education employees are responsible for adhering to all School Board Policies; which are available online through the School District's Web site at <https://eboard.eboardsolutions.com/chattooga> . July 2009

Chattooga County Board of Education

Business Management
Vehicle Management Regulation

1. Vehicles owned by the Chattooga County Board of Education, including buses, trucks, cars, tractors, and lawnmowers, except for instructional purposes shall be operated only by employees of the Board of Education. Included in this category are all vehicles purchased by and assigned to individual schools.
2. Employee use of these Board of Education vehicles will be for school business purposes only during regular school hours, and on-call duty hours. Personal use of Board of Education vehicles is prohibited.
3. All vehicles will be regularly housed at the facility to which they are assigned during non-duty hours. Bus drivers may be given permission by their supervisor to drive the bus home. Vehicles assigned to the Director of Maintenance and Operation, and the Director of Transportation, and “on-call” transportation and maintenance workers (Lead Mechanic, HVAC, Maintenance-fulltime and part-time) may be driven to and from work.
4. All board policies concerning the unlawful use of drugs and alcohol, or tobacco apply to employees at all times while using Board of Education vehicles.
5. Law enforcement authorities are to be notified of all accidents, no matter how slight and no matter what the nature of the accident. All accidents are to be reported to the Superintendent within one day, and within a timely manner (2-3 days) present the appropriate form of the Department of Public Safety.
6. All vehicles owned by the Chattooga County Board of Education will be identified with the Chattooga County Board of Education logo decal placed on each side of the vehicle.
7. Violation of procedures could lead to the Board of Education’s disciplinary actions including suspension without pay or termination of employment.

Adopted
January 22, 2008

I have read and understand the requirements as outlined above for use of Chattooga County Board of Education vehicles.

Employee Signature

Date

Printed Name