



CALHOUN CITY SCHOOLS

a tradition of excellence

EMPLOYEE HANDBOOK 2020-2021

It is the responsibility of each staff member to read this document and become familiar with the rules, regulations and policies of Calhoun City Schools. A copy is maintained on the CCS Human Resources webpage at www.calhounschoools.org.

Calhoun City Schools Board of Education
334 South Wall Street
Calhoun, GA 30701



CALHOUN CITY SCHOOLS

BOARD OF EDUCATION

Eddie Reeves, Chair

Rhoda Washington, Vice Chair

David Scoggins, Board Member

Andy Baxter, Board Member

Becky Gilbert-George, Board Member

Michele Taylor, Superintendent

OUR VISION:

- ◆ Focus on what matters: our students, our people, our organization and our community

OUR MISSION:

- ◆ To inspire all students to become life-long learners in the pursuit of excellence.

CCS SYSTEM SCHOOL GOALS:

- ◆ Provide a quality educational experience that enhances student achievement.
- ◆ Employ professionally qualified teachers, leaders, and staff in all positions. Provide professional learning opportunities to continuously improve instructional programs.
- ◆ Ensure organizational effectiveness in the maintenance of facilities, the nutritional program, student services and transportation to support student learning.
- ◆ Engage parents and community in the educational process.

DISCLAIMER:

This Handbook is designed to answer frequently asked questions concerning policies, procedures, benefits, work rules, and other areas of concern to employees of Calhoun City Schools. The information in this handbook does not create or amend any contract of employment. The School Board, through its administration, reserves the right to interpret, modify, change, delete, or depart from any of the procedures and instruments contained herein as necessary. Any changes will take priority over the information stated in this handbook even if the changes have not been reprinted or substituted in the handbook. Local schools may institute additional procedures relating to normal school operations, but those may not conflict with the Board Policy or items specified in this handbook.

Department Resources

Dr. Michele Taylor	Superintendent	706-602-6601
Dr. Michelle Palmer	Chief Human Resources Officer	706-602-6628
Ms. Kelli Kendrick	Chief Academic Officer	706-602-6643
Ms. Dee Wrisley	Chief Financial Officer	706-602-6617
Ms. Jennie Coker	Director of Community Relations	706-602-6881
Ms. Hayley Gilreath	Director of Exceptional Student Services	706-602-6610
Mr. Tom Griffith	Director of Operations	706-602-6622
Ms. Kim Kiker	Director of Food Service	706-602-6613
Ms. Monica Pierson	Director of COLA	706-602-6619
Ms. Amanda Schutz	Director of Student Services	706-602-6677
Ms. Susan Bennett	Teacher/Leader Development Specialist	706-602-6609
Ms. Melanie Harwell	Instructional Technology Specialist	706-602-6653
Ms. Sharon Bennett	Accounting Assistant	706-602-6629
Ms. Joyce Bushong	Receptionist & Community Ed.	706-602-6600
Ms. Cari Craig	Assistant to the Superintendent	706-602-6621
Ms. Sherri Dobbs	Accounting/Free & Reduced Clerk	706-602-6627
Ms. Myra Ingle	Payroll & Benefits Manager	706-602-6612
Ms. Sandy Kelley	Federal Programs Bookkeeper	706-602-6615
Ms. Autumn Lester	Calhoun Community Education Assistant	706-602-6750
Ms. Cindy Meadows	Human Resources Assistant	706-602-6655
Ms. Diane Rigney	Receptionist & Community Ed.	706-602-6600
Ms. Susan Smith	ESS Administrative Assistant	706-602-6626

For additional information, visit the Board of Education Policy Manual at www.calhounschoools.org – school board – Eboard or contact the Human Resources Department at Calhoun City Schools, 334 S. Wall Street, Calhoun, GA 30701 or 706-602-6628.

Board of Education (Internal Organization)

The Calhoun City School Board of Education is composed of five members elected within the city limits of Calhoun. The officers of the Calhoun City Board of Education include a chairman, vice chair, and secretary. According to Georgia law, the Superintendent serves as secretary for the Board. Three members shall constitute a quorum. Calhoun City Schools Board of Education regular meetings are held on the fourth Monday of each month at 6:00 p.m. at Calhoun Board of Education Office. (Some meetings may be rescheduled due to annual Board trainings or to meet the City of Calhoun budget timelines as required by the Calhoun City Charter.)

School Board Policy

The CCS Board Policy is located on EBoard and is posted on the Calhoun City Schools webpage at www.calhounschoools.org

The information in this guide does not create or amend any contract of employment. Changes made in policy subsequent to the distribution of this handbook take priority.

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CCS Board of Education

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Calhoun Elementary School

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Calhoun Middle School

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Casey Parker, Principal
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Calhoun High School

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Purpose of the Handbook

This handbook is designed to answer frequently asked questions concerning policies, procedures, benefits, services, work rules, and other areas of interest to employees. The contents are guidelines and are not a complete statement of Calhoun City Schools' policies and procedures. Changing circumstances may require modifications to this handbook and Calhoun City Schools reserves the right to modify, delete or improve any of the information provided herein at any time without notice. Additional, more detailed information on Board of Education policies is available on www.calhounschoools.org. All employees are expected to be aware and knowledgeable of the Calhoun City Board of Education policies as a condition of employment. If you have questions, contact the Human Resources Department at 706-602-6628.

Rules and Guidelines: Workplace

Abandonment of Contract

See Standard 9, Professional Conduct, in the Georgia Code of Ethics for Educators. A school system can report an educator at any time, but it does not always result in a sanction against the educator's certificate. The Commission has decided that it would not sanction an educator for Breach of Contract if:

- ❖ The Educator submits a letter of resignation prior to June 15 for the upcoming school year for the following reasons:
 - A documented personal health problem or family medical problem that requires the Educator's full-time care and attention.
 - A documented spousal transfer and relocation out of a reasonable commuting distance of the contracted position.
 - A documented promotion within the field of education.

Accidents

In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete a Workers' Compensation Injury Packet. If medical attention is required, refer to the Workers' Compensation Panel of Physicians. The Worker's Compensation packet can be found on the Intranet under the Human Resources departments. See Workers Compensation.

Accreditation

All schools in Calhoun City Schools have met the requirements established by Cognia/AdvancEd Accreditation Commission and are accredited by the Southern Association of Colleges and Schools Council on Accreditation & School Improvement.

Activity Passes

Activity Passes (Access Cards) are issued each year to all employees eligible for benefits. These passes are non-transferable and will become void if altered or used by anyone other than the person whose name appears on the card. The pass will admit the employee to any event, athletic or otherwise, sponsored by Calhoun City Schools with the exception of playoff games and tournaments sponsored by the Georgia High School Association. Loss of this card must be reported to the principal or immediate supervisor.

Accommodations

Reasonable accommodations for qualified individuals with a disability will be provided following the Americans with Disabilities Act guidelines. Employees who believe they require workplace accommodations on the basis of a medical impairment should confer with their immediate supervisor. In consultation with the Chief Human Resources Officer, determinations will be made regarding the provision of reasonable accommodations or other modifications to the work environment.

Advertising in Schools (See Policy KJ)

Endorsement of commercial products, business enterprises, or other non-school organizations or programs by any of its schools or school-sponsored clubs and organizations, whether or not for compensation, without express written approval of the Superintendent or designee is prohibited.

Print materials for the purpose of advertising or program promotion from non-Calhoun Schools organizations are not permitted for distribution without prior approval from the Community and School Relations Director. It is expected practice that these types of promotional items are not permitted for distribution on campus or at school sponsored events.

In keeping with this policy:

1. No student or school system employee is authorized, without prior written approval, to present themselves as a representative of the school system for the purpose of advertising, or to otherwise give the appearance of supporting or endorsing on behalf of a school or the school system any business, commercial product, social institution, cause or crusade, political party or candidate, or political or social philosophy.

2. No student or employee, without prior approval, shall wear or otherwise display official school uniforms, emblems, insignia, or other school or school system symbols in a way that would be reasonably interpreted as suggesting or implying school or school system support or endorsement of any business, commercial product, social institution, cause or crusade, political party or candidate, or political or social philosophy.

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations.

Solicitation of advertising or use of the school system to promote the merit of any product or service by brand name or trademark shall not be permitted by the Board.

Alcohol and Drug-Free Workplace. (Policy Code: GAMA)

The Calhoun City Schools Board of Education is committed to providing a safe working environment for its employees. The Calhoun City Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana or other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its workforce must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. All employees are subject to drug and alcohol testing based on reasonable suspicion. An employee taking a prescribed or over-the-counter medication that may affect his/her ability to perform his/her position, shall notify his/her immediate supervisor or the Chief Human Resources Officer.

Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

Asbestos Hazard Emergency Response Act (AHERA)

Per State requirements, CCS buildings that were constructed prior to 1990 are inspected every 3 years to determine the presence of asbestos-containing building materials. The only buildings within the system that were constructed prior to 1990 are the Calhoun Performing Arts Center and the Vassa Cate Football Fieldhouse. The most recent inspections are on file in the Office of Director of Operations and Facilities, which is located at 334 S. Wall Street, Calhoun, GA.

Arrests

Any employee of the Calhoun City Schools Board of Education who is arrested, charged, indicted, bound over by or to a grand jury, convicted or enters a plea or who is nolle prosecuted for any crime in the State of Georgia or elsewhere, whether the crime or criminal offense is a felony or misdemeanor, shall report each and all of these events, occasions, or developments to his/her immediate supervisor within 24 hours after the arrest or legal action or immediately upon the employee's return to work, whichever comes first. The Principal/Supervisor shall immediately notify and forward all information to the Chief Human Resources Officer. In making this report, the employee shall:

1. Provide a verbal report of the circumstances surrounding the arrest;
2. Provide a copy of the arrest citation, motor vehicle accident report or any other narrative explanation of the arrest generated by the arresting officials/jurisdiction;
3. Disclose all subsequent facts relating to the charges, court dates and the disposition of the matter within 24 hours after that information becomes available to the employee;
4. Fully cooperate with any school system investigation of the matter.

Failure to adhere to these instructions may result in a determination that the employee has committed an act of insubordination and will be subject to disciplinary action. Minor traffic violations (such as speeding and parking tickets) are exempt from this reporting requirement. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported. If an employee receives a traffic violation while operating a district vehicle, he/she must notify his/her immediate supervisor within 24 hours or immediately upon the employee's return to work, whichever comes first.

All bus drivers are required to report any type of traffic violation or accident to their direct supervisor immediately.

Attendance (See also Performance Evaluations)

Attendance is a part of performance, and employees are required to be at work, on time. Employees who will be late to work or absent should personally notify their supervisor in advance or as quickly as possible so that their responsibilities can be covered appropriately. In case of an emergency when it is impossible to give advance notice, employees are required to contact their supervisor as soon as the emergency becomes known. Employees may not leave their work locations prior to the end of the workday without the specific permission of their supervisor or designee.

At-Will Employment

Georgia recognizes at-will employment; that is an employee is hired at-will and employment can be terminated at the will of either party, for any reason or for no reason at all. Employees issued a Calhoun City Board of Education approved Contract of Employment do not have at-will employment.

Building Care and Maintenance

The custodial service, under the supervision of the assistant principal or building designee, will take the lead in the general cleaning of the facility; however, it is the responsibility of all staff members to secure the building and report any concerns.

Email notification should be submitted to the assistant principal or designee when additional tasks need to be completed by the custodial staff and/or maintenance department. A ticket will be entered in Zendesk and assigned a timeframe for repair.

The Assistant Principal is responsible for ensuring the concern is addressed and must maintain a log regarding concerns. The administrator must report concerns monthly to the contracted service provider using the form the contracted provider prefers.

Calhoun Online Learning Academy (COLA)

The Calhoun Online Learning Academy (COLA) is an innovative approach to learning and embracing modern technology as a mode of delivery for education. Students enrolling in COLA will receive an individualized education catered to meet their specific needs. This program utilizes online curriculum partnered with teacher support as students engage in learning in a new and innovative way. Students will participate in a variety of ways, ranging from full-time on-site, full-time at home, and various hybrid models. Inquiries should be directed to the Director of Virtual Learning at 706-602-6619.

Cell Phones and Other Electronic Devices

In order to protect the integrity of the CCS instructional program and to provide the most responsible supervision of its students, personal cell phones and other personal electronic devices should ***not be activated or used during times of supervision and/or instruction of students***. Exceptions due to extenuating circumstances may be approved by the Principal/supervisor or designee on an individual basis.

Note: It is imperative that no wireless communication devices be used during emergency situations, particularly bomb threats, since frequencies emitted have the potential to detonate an explosive device.

Certification & Licensure

The Professional Standards Commission of the Georgia Department of Education issues teacher certificates. The employee of any school system must meet the criteria of the State Department before a certificate is issued. Certificates must be renewed every five years. It is the responsibility of the employee to meet certification requirements. Failure to maintain or acquire required certification could result in the non-renewal of the employee's contract. Information regarding certification can be found at www.gapsc.com

It is the responsibility of all certified employees to obtain and maintain Georgia certification. Certification forms and information are available at the Georgia Professional Standards Commission website, <http://www.gapsc.com>.

Federal law requires states to publicly report the number of teachers who are not teaching in the subject or field for which the teacher is certified. To be considered “In Field” a teacher must meet Georgia Professional Standards Commission certification requirements or the equivalent.

An Individual Action Plan will be created for any employee who has not attained a clear renewable certificate. Failure to meet the requirements of the Action Plan will result in a recommendation that a renewed contract not be issued to the employee for the next school year.

All paraprofessionals must hold a Paraprofessional License issued by the Georgia Professional Standards Commission. Certification requirements for paraprofessionals may also be found at the Georgia Professional Standards Commissions website, <http://www.gapsc.com>.

Certification Renewal

Certificate and license holders who are employed by a Georgia school system in a position requiring a certificate or license at the time of renewal application must satisfy professional learning requirements. Written Professional Learning Plans (PLPs) or Professional Learning Goals (PLGs) shall be required for all certificate holders. PLPs outline requirements for the professional growth of educators as well as clearly delineate support the school or school system will provide for the educator’s professional growth. PLGs outline identified areas for educator growth for those educators not required to have PLPs.

Chain of Command (See Appendix: Organizational Chart)

When an employee has a work-related grievance, it is proper protocol for the employee to report their grievance to their direct supervisor and/or their building principal. This procedure ensures that the employee is aware of any extraneous circumstances that may be related to their grievance and also allows the supervisor the opportunity to address the grievance in an appropriate and professional manner. If you need further clarification regarding these expectations, please see your principal or supervisor.

Childcare for Employees (KEEP/JJ)

Calhoun City Schools offers supplemental childcare at three (3) locations: PreK, CPS, and CES. Afternoon hours of operation are from school dismissal until 6:00pm. Morning childcare is also offered for JJA – 5th grade in the Complex Media Center beginning at 6:45am. CCS employees are allowed to pay ½ price of the aftercare daily rate if the child is picked up prior to 4:00pm.

Note: KEEP / Jacket Jamboree: Inquiries about ESS student applications for KEEP need to be shared with the school Assistant Principal and ESS Director in order to address student needs.

Code of Ethics for Educators

All Calhoun City Schools employees are expected to conduct themselves in a manner that reflects the highest level of professionalism at all times. Any failure to do so may result in a review of the employee’s continued ability to serve as a representative of the school system and may result in remedial or disciplinary action being taken against the employee including, but not limited to, non-renewal and termination. All Calhoun City Schools employees, both certified and non-certified, are expected to conduct themselves in a manner that is consistent with the Code of Ethics promulgated by the Georgia Professional Standards Commission. The full text of the Code of Ethics is reproduced below.

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

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the

conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission. (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission. (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student. (d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers. (e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation. (f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate. (g) “Revocation” is the invalidation of any certificate held by the educator. (h) “Denial” is the refusal to grant initial certification to an applicant for a certificate. (i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission. (j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action. (k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action. (l) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period. 505-6-.01 (m) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

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

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

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to: 1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and 2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or

school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc). 505-6-.01

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

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

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

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to: 505-6-.01 1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law; 2. sharing of confidential information restricted by state or federal law; 3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and 4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to: 1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission; 2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and 3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

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

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to: 1. committing any act that breaches Test Security; and 2. compromising the integrity of the assessment.

(4) Reporting (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.). 505-6-.01 (b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action (a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate: 1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01); 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01); 3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3); 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295); 5. suspension or revocation of any professional license or certificate 6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and 7. any other good and sufficient cause that renders an educator unfit for employment as an educator. (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

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

Commercial Driver/Motor Vehicle Licenses

Some positions require employees to hold valid motor vehicle and commercial driver's licenses (CDL). These positions require holders of the licenses to adhere to requirements established by the Department of Driver Services as well as school system policies and procedures.

Calhoun City Schools will immediately terminate the services of any Transportation Services Department employee who serves as a bus driver or substitute bus driver upon receipt of official notification that said employee's commercial driver's license (CDL) has been suspended for any period of time by the Department of Driver Services. In addition, Calhoun City Schools will not employ any person as a bus driver or substitute bus driver if said applicant has had his/her CDL license suspended at any time within the 10-year period prior to the filing of the application for employment with Calhoun City Schools.

Personnel who serve in other capacities in the school system but also serve as drivers for special events/purposes will be treated in the same manner as stipulated in the first sentence of the preceding paragraph as it relates to driver services.

Communication Expectations

Each teacher is expected to establish and maintain a classroom website. The school will maintain and update, as necessary, a website that contains a vast quantity of information about the school and links to a host of informational sites.

Mass Communication protocol:

1. For system distribution, please submit to the Community and School Relations Director no later than the Friday prior to the Monday distribution of The Communicator. This information, if appropriate, will be sent via The Communicator the following week. Please attach any pertinent images or attachments. Items that are time sensitive and need to be sent out urgently should be marked as such when submitted.
2. If you wish to communicate a piece of information to a school other than your own, but not to the entire system, please submit to the Community and School Relations Director and he/she will in turn communicate your request to the appropriate building principal who will publish in their school communication upon approval.
3. E-mails to the school in which you work should be done in accordance with the guidelines outlined by your building principal.
4. If you would like information published on the Calhoun City Schools website and/or social media, please submit to your school designee but copy the Community and School Relations Director on all submissions, especially in the summer and holidays, to ensure coverage.
5. Digital two-radio communication: All communications taking place on the system 2-way radio network are expected to be performed in a professional manner and to contain only communications concerning school related topics. Confidential information is not to be shared on the 2-way radio network. The school safety channel as well as the Calhoun Police Department channel are to be used only in the case of an emergency.

Community Coaches (Also see CCS Athletic and GHSA Activity Handbook)

Principals may utilize the services of persons who are not professionally certificated teachers or employees of the school system as assistant coaches / directors in their programs. These individuals are referred to as “community coaches / directors”.

The hiring of community coaches / directors may occur only if there is a vacancy for these paid or volunteer supplemental positions which cannot be filled from existing or anticipated certified teaching staff. No part of this policy or administrative procedure should be interpreted as increasing the number of paid supplemental coaching positions. When a position is vacated, it is important to re-evaluate the needs of the program to determine if duties and responsibilities can be shifted to other employees of the school system. No benefit provided to employees of Calhoun City Schools will be extended to community coaches.

A “community coach / director” is defined as a person who does not have a professional-level certification or employee status, who relates in role and function to a professional and does a portion of the professional’s job or tasks under the supervision of the professional, and whose decision-making authority is limited and regulated by the professional. Community coaches / directors are not allowed to function without the immediate supervision of the head coach / certificated professional or employee of the district and may not be named as or function as the head coach.

Classified staff, including licensed paraprofessionals who are utilized as assistant coaches are considered community coaches and must complete the Georgia High School Association (GHSA) Community Coach Education Program and required testing to be eligible to coach. (These same expectations are held for other coaches / directors outside of athletics.)

All community coaches must be first processed through the Human Resource Services Department. Approval by the Human Resource Services Department is required prior to registering for the GHSA Coaches Education Program. They may coach for only one board of education annually, regardless of whether or not they are paid for their services. Community coaches will be required to abide by the Calhoun City Board of Education criminal background authorization policy in accordance with O.C. G.A. 20-2-211. Fingerprinting will be required, and associated fees will be the responsibility of the community coach applicant. Subsequent background check requests are at the discretion of the Human Resource Services Department as a condition of continued approval as a community coach. Once the application process is complete, prospective community coaches are placed on the Calhoun City Board of Education meeting agenda for consideration by the BOE. No community coach may do any GHSA coaching until he/she has been approved by the BOE and has been notified that the GHSA Coaches Education Program has been successfully completed. Prospective coaches are registered with the GHSA office by the school with which they are

affiliated. Any payments to supplement volunteer community coaches must be processed through Calhoun City Schools payroll then reimbursed by the local school accounts.

Community coaches / directors may not serve as head coaches or lead directors. All community coaches will be under the direction of the certified head coach / director at all times. Community coaches who are not full-time certified employees of Calhoun City Schools will not be allowed to coach any team in which a member of the community coach's immediate family is, or will be, participating. For the purpose of this policy, immediate family is defined as brother, sister, child, step-brother, step-sister, step-child, brother-in-law, sister-in-law, and /or any other person living in the residence of the community coach.

No substantive or procedural rights regarding community coaching or termination of community coaching shall be created by this policy or any administrative procedure relating to this policy. Community coaching positions will be on a year-to-year basis contingent upon the BOE's approval.

All Calhoun City Board of Education policies, rules, regulations, and guidelines (with the exception of benefits) will apply to community coaches.

Any deviation from these procedures must be considered and approved by the Superintendent or designee in advance of such occurrences.

Compensation Guidelines (See Appendix: CCS compensation guidelines or on the HR department webpage)

The purpose of the Calhoun City Schools' (CCS) Classification and Compensation Program is to attract, reward and retain the most qualified employees by offering an equitable, competitive, and attractive program. We believe that a robust compensation strategy is essential to our success and a key component for progressing as a system. Additionally, effective recruitment and retention requires that we continually develop, recognize, and compensate staff by:

1. Developing a classification and compensation system that is transparent and equitable.
2. Recognizing employees for their experience.
3. Including appropriate fiscal responsibility.
4. Ensuring that CCS stays competitive in the marketplace.

Complaints and Grievances, Certified Employees (Policy: GAE(2))

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

Confidentiality (FERPA)

As professionals, educators are aware of the legal requirements of confidentiality imposed on them in their positions. Because of the "need to know" certain information to adequately complete their duties, they may have access to various data, such as special education records, free/reduced price lunch lists, discipline records, etc. It is imperative that educators meet their legal, ethical, and moral responsibilities in handling these materials and information both at school and in the community.

School employees are to abide by state and federal regulations concerning student records to ensure student record confidentiality. The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest,
- Other schools to which a student is transferring,

- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena,
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities within a juvenile justice system.

FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If a parent wishes to exercise this right, they must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

Conflict of Interest

All employees are expected to adhere to the highest ethical standards of conduct at all times. While Calhoun City Schools recognizes the right of employees to engage in private activities outside their employment with the school system, business dealings that create a conflict with the interests of Calhoun City Schools are not acceptable. Employees should avoid the intent or appearance of unethical behavior or compromising practices in relationships, actions and communications with present and potential suppliers. Employees should disclose any potential conflicts of interest with the Chief Human Resources Officer, including those where the employee's influence could result in personal gain for the employee or an immediate family member.

Contracts

Contracts for contract eligible personnel are automatically considered for renewal each year. Individuals whose contracts will not be renewed are notified in writing on/or before June 1.

Contracts may be terminated by mutual agreement of the employee and the CCS BOE or by dismissal for cause. Employees who enter into a contract with the Calhoun City Board of Education are expected to honor their contracts and may not resign during the term of their contract without the approval of the Calhoun City Board of Education. Except in situations which the Board of Education deems to be an emergency, the contract of employment shall not be terminated until a suitable replacement has been found.

Contract Eligible Employees

Contract eligible employees are defined as full-time certified personnel and system level leadership personnel.

Corporal Punishment

Corporal punishment may not be administered. Any other action, in or out of the classroom, which involves physical contact to correct, discipline, or get the attention of a student can be interpreted as corporal punishment and/or physical abuse and, as such, is to be avoided.

Criminal Background Check / Fingerprinting

All new employees must pass a criminal background check as outlined in CCS BOE Policy Code GAK(1). All employees must have an acceptable fingerprint record on file during employment with Calhoun City Schools.

Volunteers, including but not limited to community coaches, chaperones, PTO members, bus monitors/drivers, and parent supervisors, must meet the clearance requirements outlined in the volunteer procedures prior to serving CCS in a volunteer or compensated role. (See Volunteers)

College and university students engaged in exploratory educational opportunities (i.e. student teaching, practicum experiences, or observation periods that exceed 25 hours) in the school district, volunteers who work unsupervised with students, and chaperones who attend overnight field trips must have a satisfactory criminal record check (in the case of student teachers, confirmation from the college or university that a criminal record check has been conducted and is on file in accordance with the GA PSC guidelines will be accepted).

Crowdfunding

Introduction: The Board of Education recognizes that crowdfunding campaigns have become an increasingly popular method by which teachers and organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The District further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District can subject both the District and employees to significant potential legal liability.

Purpose: The purpose of this guidance is to effectively regulate and establish parameters for use of crowdfunding campaigns for District purposes, on behalf of the District, or for the purpose of supplementing District programs.

Definitions

Campaign, for the purposes of this guidance, is a fundraising effort designed to raise funds to meet an advertised goal or need.

Crowdfunding, for the purposes of this guidance, the practice of funding a project or venture by raising monetary contributions, typically via the Internet, for a particular purpose or cause.

Eligible Organizations, for purposes of this guidance, include any school-sponsored student organization that has been formally recognized/approved by the Board and granted permission to engage in crowdfunding on behalf of the District, subject to the requirements of this guidance. District-affiliated organizations including, but not limited to, parent/teacher organizations and booster groups for Calhoun City Schools are not subject to the requirements of this guidance.

Guidelines

1. Prohibition on Unapproved Crowdfunding on Behalf of Calhoun City Schools

District employees, including coaches and activity sponsors, may not engage in crowdfunding campaigns related to their roles or duties as a District employee or otherwise benefiting the District, including District programs, initiatives, mission, students, or staff without prior written authorization from a designated administrator.

Approved crowdfunding campaigns must operate in compliance with all laws and all other Board Policies and Administrative Guidelines.

Only employees and/or eligible organizations with written approval from the District pursuant to this guidance are permitted to utilize crowdfunding campaigns for District purposes or programs. Groups, clubs, and/or organizations that have not been granted formal recognition/approval by the Board may not be granted permission to engage in crowdfunding campaigns on behalf of the District.

Employees and/or eligible organizations that have not obtained written approval pursuant to this guidance may not solicit funds or items on behalf of the District on a crowdfunding website; give the appearance of soliciting funds or items on behalf of the District on a crowdfunding website; use the District's name, logo, mascot, or other identifying information in a crowdfunding post; or link to or reference any of the District's websites, social media sites, or other site, platform or account associated with the District.

Absent written approval by the District of a crowdfunding project pursuant to this guidance, employees are prohibited from identifying on a crowdfunding site that they are an employee of the District, if such identification may lead a reasonable reader to infer from the crowdfunding post that the funds designated will be utilized by or within the District or for a District program. Employees may not utilize their District email address for any crowdfunding campaigns, unless the campaign has been approved by the District.

2. Procedures

Employees and Eligible Organizations: Employees and eligible organizations wishing to utilize crowdfunding for District purposes or programs are required to obtain written permission for doing so by submitting a pre-approval request form, consistent with the requirements of this guidance, to building administration. Written permission must be received before proceeding with any crowdfunding efforts.

It shall be the responsibility of building administration, as applicable, to approve all crowdfunding requests. The pre-approval request form shall be available in school offices and/or on the District's website. Crowdfunding requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this guidance shall not be considered for approval.

Any employee/eligible organization must submit a written request for approval of a crowdfunding project. The written request for approval must be provided directly to building administration, as applicable, via the designated approval form and must contain the following:

- a. The name, job title, school, and email address of the requester, or, if the applicant is an eligible organization, the names of and contact information for two members of the eligible organization who shall be responsible for overseeing the crowdfunding campaign;
- b. The crowdfunding website or physical location (site) to be used;
- c. The items being requested and/or the amount of funds targeted to be raised;
- d. The classroom, program, and/or activity to be benefited;
- e. The exact language that will be included in the post/advertising for the crowdfunding campaign; and
- f. The start and projected end dates of the post/advertising.

Crowdfunding requests shall not be approved unless they meet the following conditions:

- a. Crowdfunding campaigns must meet the requirements set forth in this guidance, including obtaining written approval and posting on a District-approved crowdfunding site;
- b. Where crowdfunding proceeds are in the form of funds, such funds must be sent to building administration, as applicable, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose;

- c. Funds for crowdfunding, rather than items are preferred. Where items are received from a crowdfunding project instead of monetary funds, all items become the District's property and must be delivered directly to the building administration of the building in which they will be used;
- d. All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with the District-approved curriculum;
- e. Before building administration accepts technology related items, the building administration is responsible to confirm acceptability with the Network Administrator, Shane Shelton.
- f. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and board policies; and
- g. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.

Crowdfunding Projects MAY NOT:

- a. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;
- b. Include pictures of District students in the crowdfunding post or on the posting individual's home or biography page on the crowdfunding site;
- c. Include identifying information of any District student on the crowdfunding site;
- d. Be used for personal gain of any individual other than the District-related benefits associated with the campaign's purpose;
- e. Result in funds and/or items being provided/delivered directly to the individual who requested the funds;
- f. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
- g. Violate Title IX or any other applicable state or federal law;
- h. Be contingent on additional District spending or require "matching" funds from the District or another organization;
- a. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
- j. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

3. Designation of Approved Crowdfunding Sites

All crowdfunding sites that are approved by the District must meet all of the following requirements:

- a. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct.
- b. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted/advertised the fundraising request.

To the extent that no crowdfunding sites available meet all of the requirements above, the District shall not approve requests for crowdfunding.

Sites designed for crowdfunding by schools and/or educators shall be given preference, if they meet the requirements of this section.

4. Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, building administration in consultation with the Chief Finance Officer shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

The District reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this guidance or was in violation of the crowdfunding site's requirements, policies, and/or regulations.

The District reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Items obtained through crowdfunding must fulfill the purpose of the approved crowdfunding campaign.

The Chief Finance Officer shall be promptly notified of any unused funds and determine the appropriate way to expend or return the unused funds.

It shall be the responsibility of the individual whose crowdfunding campaign is approved by building administration, as applicable, to ensure that all applicable laws and rules, including rules and requirements established by the crowdfunding site, are followed.

All items/materials obtained through District-approved crowdfunding are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through crowdfunding (where applicable), the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

Dress Code

See Professional Dress

Drug Screening of Bus Drivers

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

Calhoun City Schools endorses the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies and regulations. The Board will not tolerate use, abuse, possession or sale of alcohol or controlled substances by its employees.

Individuals who have positive controlled substances test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose test results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education's discretion, be terminated. Drivers must inform their immediate supervisor of any therapeutic drug use as soon as the use of the drug commences, whether by prescription or "over the counter," and must provide a statement from their treating health care provider that the driver's use of the drug is a medical necessity and that the substance does not adversely affect the driver's ability to operate a vehicle.

Drug Testing of Bus Drivers: Refusal to submit a drug test (Penalties for violation 20-2-1122)

(a) A school bus driver found to have used an illegal drug shall be terminated from his or her employment.

(b) A school bus driver found to have any measurable alcohol in his or her system during the school day shall be subject to disciplinary action at the discretion of the local board of education.

(c) A school bus driver who refuses to provide body fluid, when requested to do so in accordance with drug testing or random alcohol testing conducted pursuant to this part and rules and regulations promulgated under this part, shall be terminated from employment.

Dual Employment within Calhoun City Schools

Employees may be employed in two positions within the school system upon the approval of the Chief Human Resources Officer. Classified non-exempt employees may not work more than 40 hours in the combined positions during any work week without prior approval of the involved supervisors.

Dual Pay

Employees shall be prohibited from receiving dual pay for services rendered during the regular working hours for the BOE. The employee must forfeit the regular pay or the pay from the other agency, organization, or individual. Employees may receive payment for services rendered while on leave or for services performed other than during the regular working day for the Calhoun City Board of Education.

Email Expectations

Email is a communication tool provided by Calhoun City Schools for professional use and is subject to Open Records Act. Additionally, designated system employees may review any email message sent or received by an employee.

- CCS employees are expected to read and respond to all email within two business days.
- CCS email accounts are subject to open records act.
- Employees should not forward sensitive subjects that include topics such as:
 - Disciplinary action.
 - Conflicts about grades.
 - Personal information.
 - Concerns about fellow classmates/workmates.
 - Complaints.

Employees as Parents

Employee children should be treated just as all other students within the school day and special privileges or practices should not occur. Expectations include, but are not limited to:

- Speak with your child's teacher after scheduled work hours.
- Voice your parental concerns to the specific teacher and not to co-workers or community members.
- Never approach other students concerning issues related to your child.
- Do not allow your child to visit you or your classroom during the school day.
 - Including lunch or personal item pick up.
- No child, regardless of age, will be allowed at school for childcare purposes during established student hours.
- Children will not be allowed at school for childcare purposes during pre-planning, post-planning, or any scheduled work day.
- School-age children of faculty must stay in their parent's room. Friends of faculty school-age children may not remain in classrooms before or after school.
- School-age children of employees will not be allowed to attend parent/teacher conferences, faculty meetings, or other meetings of this nature.

Equal Opportunity Employment/Non-Discrimination (Policy Code: GAAA)

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

The Calhoun City Board of Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, disability or sex by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Refer to Board Policy GAAA for information on the complaint procedures.

ESSA/No Child Left Behind Act (NCLB): *Parents Right to Know*

In compliance with the requirements of the Elementary and Secondary Education Act the Calhoun City School District informs parents that you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. The following information may be requested: Certification; College major/graduate certification or degree held by the teacher; Qualifications of the paraprofessional, if paraprofessional services are provided.

Parents may request information concerning a teacher's or paraprofessional's qualification from the principal of the respective school.

ESSA/According to No Child Left Behind, Long Term Substitute Teachers, those working in a classroom for a period of 20 days or more, must be Professionally Qualified in the area in which they will teach. All long-term substitute assignments must be approved by the Principal and Chief Human Resources Officer before being assigned to a classroom for more than 20 days.

Exceptional Student Services

The Individuals with Disabilities Education Act (IDEA LRE 281-41.37) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

Programs and Services

In Calhoun City Schools, services are currently provided for students, 3-21 years of age. Research based programs are being used which have been designed to develop academic, social, emotional, behavioral, and independence skills for active participation in the community. A continuum of services is offered for students identified as eligible under State of Georgia Regulations for special education. Disability areas served are mild/moderate/severe or profound intellectual disability, specific learning disability, emotional/behavior disorder, speech/language disability, visual impairment, hearing impairment, autism, orthopedic impairment, other health impairment, significant developmental delay, traumatic brain injury and deaf/blind. Services are provided in a variety of settings including regular education classes, inclusion, resource and self-contained classrooms. Community based instruction, hospital/homebound and work-study programs are examples of instruction provided in alternative settings. To ensure each student reaches their full potential, individualized goals and objectives are developed (IEPs) with instruction taking place in an appropriate classroom setting.

Referral Procedures

If a student is experiencing academic, behavioral, or social difficulty, he or she is referred to the Student Support Team (SST). This team may be comprised of teachers, counselors, parents, administrators, special educators, speech pathologists, and psychologists. School staff members or parents may make a referral to the SST. The SST committee discusses the student's difficulties and brainstorms in order to come up with possible strategies or accommodations that may help the child perform in the regular classroom. The SST monitors the child's progress and reviews the case periodically to change strategies if necessary. A child is referred for a full psycho-educational assessment only if these strategies prove ineffective in correcting the difficulties and if screening indicates that further testing is in order; written parental consent is obtained prior to any assessment. Parents are always welcome and encouraged to attend SST meetings regarding their child.

Extended Day/Year Employment

The Calhoun City Schools Board of Education recognizes as necessary the extension of secondary educational programs through the use of extended day/year funds in the Quality Basic Education Act. These extended day/year funds are generated through the full-time equivalency funding process for the categories of 9-12 regular high school, 9-12 non-vocational laboratory program and the 9-12 vocational laboratory program. These funds are reflected in the direct instructional cost allocations in the above categories.

The School System establishes the following criteria that apply to all instructors receiving extended day/year salaries:

- The extended time required will be beyond the employee's normal work day and work year.
- All approved extended instructional activities relate to state approved instructional student competencies.
- Teachers will be limited to teaching a maximum of one additional hour beyond the teaching work day.
- Payments will be made only for work performed beyond the normal eight-hour work day.
- Monthly/yearly documentation of extended salary time and program responsibilities will be maintained and reported to the Georgia Department of Education.
- Local supplement is not calculated in extended-day salary.
- Payments for extended year are based on the daily rate of the teacher's state base salary times the number of days worked. (GBOE Rule GBA (1) (160-4-3-.09); GBA (2) (160-43-.11); GBA(3)(160-4-3-.04); GBA(4)(160-3-1-.01) (O.C.G.A. 20-2-168(d) (e); 20-2-182(d); 20-2-212)

Facility Modifications

Any changes to a facility require a Facility Modification Form to be completed and submitted to the building principal or designee. The form can be located on the system webpage under Facilities and Operations.

Facility Usage Procedures (Policy: KG)

The Calhoun City Board of Education recognizes the desirability of making school buildings and grounds available to approved community groups or organizations for post school day activities which may offer benefit to the school or community.

At no time must such use by the community interfere with any type of school sponsored program, regardless of the day or hour. Special consideration should be made to the system Partners in Education in scheduling use of facilities.

The amount of fees to be charged for rental of school facilities is determined by the Board of Education. These rates appear on the Application and Agreement for Use of School Facilities. This form should be completed and signed by all parties when a school facility is being rented by a group or organization. Application, Agreement for Use, Proof of Insurance and a Deposit are due prior to the rental date. Rental of these facilities are made through the Facilities and Operations Director.

Falsification of Records

Intentional falsification of employment records, attendance records, leave records, payroll reports, workers' compensation records, or other school system records may lead to disciplinary action up to and including termination.

Federal Programs Complaint Process Form under the ESSA/No Child Left Behind Act of 2001

Certain Federal Programs and Title I, Part A are part of the ESSA/No Child Left Behind Act of 2001 (NCLB). This act provides Federal funds through the Georgia Department of Education to Calhoun City Schools to help ensure that all children meet challenging State academic content and student academic achievement standards. The Federal Programs Department provides technical assistance, resources, and program monitoring of schools to ensure that all children have an opportunity to obtain a high-quality education and to achieve proficiency on high academic standards. Should you have a concern, complaint or comment please use the form below to ensure that it is properly addressed.

Process:

1. **Read the guidelines below.**
2. **Complete the form below.**
3. **Mail the form as indicated.**
4. **The Superintendent will ensure that your comment, complaint or concern is appropriately investigated and addressed as outlined.**

Please Note: Calhoun City Schools ensures that all information submitted in this section is accessible only to those authorized to have access. All information gathered shall be considered "privileged" information and shall not be discussed or divulged to third parties.

Calhoun City Schools/Georgia Department of Education Complaint Procedures under the ESSA/No Child Left Behind Act- Section 9304 – General Applicability of State Educational Agency Assurances, Section 9503 – Complaint Process for Participation of Private School Children

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Georgia Department of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the No Child Left Behind Act. The complaint must allege a violation that occurred no more than (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Educational of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part D: Enhancing Education Through Technology
8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
10. Title IV, Part, Subpart 2: Community Service Grants
11. Title IV, Part B: 21st Century Community Learning Centers
12. Title V, Part A: Innovative Programs
13. Title VI, Part A, Subpart 1, Section 6111, State Assessment Program
14. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

C. Complaints Originating at the District Level

As part of its Assurances within ESSA/NCLB program grant applications and pursuant to Section 9306 of the ESSA/No Child Left Behind Act, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Department until every effort has been made to resolve the issue thorough local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Department with written proof of their attempt to resolve the issue at the local level.

D. Filing a Complaint

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

1. A statement that the Local Education Agency, State Educational Agency, other agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, an if so, which agency;
6. Copies of all applicable documents supporting the complainant’s position; and
7. The address of the complainant.

Once the complaint is received by the Superintendent, it will be copied and forwarded to the appropriate Federal Program Manager for investigation and resolution.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the District received the complaint.
2. How the complainant may provide additional information;
3. A statement of the ways in which the District may investigate or address the complaint; and
4. Any other pertinent information.

Appropriate District staff will review the information and determine whether:

1. Additional information is needed.
2. Additional investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint

If additional information or an investigation is necessary, the District will have sixty (60) days from receipt of the information or completion of the investigation to respond accordingly. If the investigation indicates that a violation has been found, corrective action will take place and timelines for completion will be included. Depending on the nature of violation either the 30-day or the 60-day timelines above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the District, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. The review is at the Georgia Department of Education discretion.

For complaints filed pursuant to Section 9503 (20 U.S.C §7883, complaint process for participation of private school children), a complainant may appeal the District's decision to the Georgia Department of Education no later than (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the District's decision and include a complete statement of the reasons supporting the appeal.

Field Trips/Extracurricular Events

The following regulations shall be observed regarding field trips or extracurricular events:

1. Enter electronic request in Travel Tracker via the CCS website for all trips. It is a best practice to also email the Transportation Director regarding any immediate travel changes.
 - a. The Principal and Director of Facilities & Operations should be informed immediately following a decision to cancel a field trip, contact the driver and cancel the request in Travel Tracker.
 - b. Link: <http://appgarden6.app-garden.com/TravelTrackGA765.nsf>
Each user must register by entering your school email address to gain access to the system. A link to our training video can be found below. If you feel you need additional training after watching the training video, please contact the Transportation Department. <https://vimeo.com/111173802>
 - c. Field trip/extracurricular requests should be entered in travel tracker a minimum of fourteen (14) days prior to the event. All athletic coaches must enter the requests for buses whether the bus is driven by the coach or not. If a trip changes for any reason, please modify your requests and contact the bus shop. It will be the responsibility of the coach/sponsor to secure a driver from the approved Calhoun City Schools driver list.
2. The principal will submit all field trip/extracurricular requests to the Calhoun City Board of Education via Travel Tracker. A worksheet for planning the field trip cost can be found on the system webpage under the Transportation Department. Note: It is the responsibility of the teacher, coach, or group originating the trip to a bus(es) and a certified bus driver(s) from the Facilities and Operations Director approved bus driver listing.
3. It shall be the responsibility of the principal and teachers to secure written parent/guardian permission for every student involved in a field trip. No student in a class or group may be excluded from the trip except students who did not produce parent/guardian permission. A roster with emergency contact information should be taken on all bus trips and a copy left in the office for all field trips and athletic contest.
4. It is recommended that the instructor provide the minimum of one adult for every fifteen (15) students. Field trips outside the county shall not be authorized during the first and last ten (10) days of school unless authorized by the superintendent. This restriction does not apply to after school hours.

5. Buses will be returned to a designated place by 2:00 p.m. on school days—fueled, cleaned and ready for use. A \$25.00 fee will be charged to the school when a bus is returned littered.
6. Board of Education approval must be obtained on school trips or excursions, which requires travel of more than a 100-mile radius, and/or travel, which results in the necessity for overnight accommodations. Charter buses must be approved by the State of Georgia and the company must provide proof of insurance. Faculty using a personal vehicle to transport students must notify the parents of the students, receive permission and provide their insurance documentation to the school office with the permission slips.

Trip Funding: The invoice for each billable trip will be sent to the school for payment. Clubs/groups must have the funds available before departing on the trip. The transportation costs for trips with the purpose of competition for Calhoun City Schools' teams or groups will be absorbed by the Board of Education. Transportation costs of any other travel, including but not limited to camps, will be the responsibility of the team or group. Invoicing for the transportation cost will take place immediately upon the completion of the trip.

Note: If a team or group chooses to lease or charter a vehicle, the entire expense of the lease/charter will be the responsibility of the team or group.

Transportation costs: The driver's hourly rate and 1.70/ mile for fuel plus FICA (7.65%) and Worker's Comp (3.91%) for billable trips. A minimum of 3 hours for the driver is required. Trips in excess of 8 hours will be compensated at a flat rate of \$120.00. Sponsors or coaches with a CDL will be paid \$30 per day of the event to drive their own club/team members. Coaches or sponsors that do not drive their own event will be responsible for securing a driver from the approved CCS Driver list. Non-route bus drivers who are on the clock that drive during regular school hours will not be compensated.

Field Trip Guidelines

- Please be cognizant of the trying financial times that our parents and families, along with local businesses, are facing. Only field trips that are essential to the operation of your program and/or activity should be requested.
- All field trip requests for the fall semester should be submitted no later than August 19, 2020 for consideration at the August 24, 2020 Board of Education meeting. Spring fundraiser requests should be submitted no later than December 9, 2020 for consideration at the December 14, 2020 Board of Education meeting.
- No out-of-state or overnight field trips will be approved for Fall of 2020, with the exception of athletic or non-athletic competition as deemed necessary for student participation. This requirement will be revisited for spring 2021 where appropriate.
- Transportation costs and guidelines must be considered when planning for field trips (Example: more buses may be required to allow distancing, thus increasing the cost).
- Itineraries, including planned meals, etc. must be submitted to the principal one week prior to trip departure.
- Chaperone numbers will be limited and must be approved by the principal in order to minimize substitute needs.

Food Service Charges for Staff/Adult

No adult/staff charging of meals is permitted. Adult/staff charges are considered an unauthorized expense. USDA's Agreement to Administer the Federally-funded Child Nutrition Program states, "Child Nutrition funds may not be used to support or supplement adult meals and or snacks." All staff of Calhoun City Schools has access <https://www.schoolcafe.com/> to an established account that money can be added to pay for school meals. Staff also has access to the to add money as needed to their accounts.

Fraud Administrative Guidelines: *Reporting Suspicion of Fraudulent Activities*

To ensure that reports of suspicion of fraudulent activity are appropriately addressed, Calhoun City Schools undertakes efforts to ensure that employees, clients, and providers of services have appropriate channels to report such suspicious activities.

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

Fraudulent activity by employees or by other persons (e.g., relatives of employees, clients, vendors, community coaches, parent volunteers, providers of services in a school system, etc.) is considered to be an act that involves school system property and/or funds or activities that may put school system finances, other assets or properties in jeopardy or at risk.

School system employees have a responsibility to report suspected fraud. Anyone who suspects that fraud has occurred involving any program, service or activity of Calhoun City Schools should report his/her concerns to their direct supervisor or Chief Human Resources Officer. Any employee who receives a report of suspected fraudulent activity should report this information to the Chief Human Resources Officer either directly or through his/her supervisor within 24 hours or one school business day.

Fundraisers

All fundraising activities / events must be approved by the Board of Education on an annual basis. Recommendations must be submitted at the September Board of Education meeting. Also See *Handling of School Funds* and *Crowdfunding* for additional information.

Fundraiser Guidelines

- Please be cognizant of the trying financial times that our parents and families, along with local businesses, are facing. Only fundraising that is essential to the operation of your program and/or activity should be requested.
- All fundraiser requests for the fall semester should be submitted no later than August 19, 2020 for consideration at the August 24, 2020 Board of Education meeting. Spring fundraiser requests should be submitted no later than December 9, 2020 for consideration at the December 14, 2020 Board of Education meeting.
- Any fundraising activity/idea must meet current social distancing and safety guidelines, as outlined by the local school district at the time of the activity/idea.
- Fundraisers should not compete with other fundraisers within the district (Example: not two groups selling candles at the same school and/or time of year).

Georgia Teacher Retirement

All professional personnel, paraprofessionals, clerks, and secretaries are required to participate in the Georgia Teacher Retirement System. Supervisors may elect to participate in TRS. Employee contributions will be deducted monthly. The Calhoun City Schools Board of Education also contributes to the individual's retirement fund each month.

Handling of School Funds (Financial Responsibilities)

Dealing with money is one of the most delicate issues in public schools today. Failure to follow specific procedures can result in termination and loss of teaching credentials:

- Always write a receipt;
- Turn the money in to the office prior to the end of the day;
- NEVER keep money in classrooms overnight.

Any lost or stolen money will be the responsibility of the teacher/employee. All money should be balanced with receipts and turned in to the school bookkeeper. Receipt books are available from the front office. If you are unclear about dealing with money, see an administrator or the bookkeeper in the front office.

Harassment (Policy Code: GAEB)

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees experience as inappropriate or illegal

harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

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

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

Hospital/Homebound Services

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

The Hospital/Homebound teacher, with assignments from and assistance of the general and/or special education teacher(s), will provide academic instruction that enables the student to keep up with his/her academic responsibilities while at home, thus allowing the student to return to his/her regular school program with as little interruption as possible in academic instruction. Services provided will be done in accordance with State Board of Education Rule. Instructional Coordinators at each school can provide additional information about hospital homebound services.

Identification Badges

All employees of CCS will have proper identification badges provided to them which should be worn at all times while at work. Upon separation from the school system, the badge should be returned to the district designee at time of exit interview or to supervisor on last day of employment.

All employees must clearly display their Calhoun City Schools issued ID badge whenever they are on school system property or engaged in school system-related activities. Lost or damaged badges may be replaced by contacting the direct supervisor or Human Resources Department. Upon separation from the school system, the employee must return the ID to his/her supervisor. These badges are then forwarded to the Human Resources Department along with the employee's local file.

Induction Program

Calhoun City Schools utilizes an induction program to support new teachers in their first three years of service, as well as, for those new to the system and position. Induction teachers are paired with a mentor teacher at the beginning of each school year by the principal. The role of the mentor is to support the induction teachers in professional growth by successfully completing the activities outlined as part of the Induction Program.

Infectious Diseases (See POLICY GANA and JGCC)

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

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

1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC), including the use of personal protective equipment as appropriate to tasks with potential exposure.
2. The immediate notification of the person, or if the person is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee or student has an infectious disease.
3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease.
4. The disclosure of health-related information only as permitted by state or federal law.

Instructional Records

The cumulative/permanent record is the official document of a child's progress in school and is filed in the school office record's room. Teachers are expected to work on permanent records in the adjoining conference room unless they are signed out. Permanent records may not be left unattended in a classroom and should be secured in the vault when not being utilized. All records should be returned to the records room at the close of each work day unless otherwise approved. Should a record become misplaced or lost during check out, the individual responsible will be expected to complete a duplication and restoration of the record.

Teachers must check records at the beginning of the year to be certain that all required records and data are correct and on file, including birth certificates, social security number, and immunization records. Notify the office if any items are missing. A Permanent Record Sign Off Form will be used to certify that mandatory pieces of information to be included in each folder.

Internet Acceptable Use (Policy Code: IFBG)

Technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Calhoun City Schools. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Employees accessing network services, or any school computers shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Employees should have no expectation of privacy when using Calhoun City School electronic resources.

See Board Policy: [IFBG](#)

Job Abandonment

Three (3) or more consecutive absences for reasons not approved by your supervisor or the Superintendent may be considered job abandonment or a voluntary resignation.

Maintenance Procedures

All requests for maintenance are to be given in writing via email to the Assistant Principal or designee for departmental requests. A ticket will be submitted by the AP/Designee for non-emergency issues. Items that require immediate attention should be reported by the Assistant Principal to the Facilities and Operations Director by phone. Employees should refrain from asking maintenance personnel to handle jobs when seen in person.

Mandated Reporters Protocol *(Student reporting acts of sexual abuse or misconduct)*

The District adheres to the reporting child abuse requirements found in O.C.G.A §§ 19-7-5 (“mandatory reporting”), as well as the Professional Standards Commission’s state mandated reporter process for students, volunteers, and employees to follow when reporting instances of abuse. All school personnel having reasonable cause to believe that a child has been abused or neglected will report such cases to the child’s school principal or designee. School principals or their designee will report such cases immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, to the appropriate persons at the Gordon County Department of Family and Children Services and / or law enforcement. The Superintendent or designee shall be notified by the designated delegate of all referrals on child abuse and neglect. School principals or designee will be the school liaison with the Protective Services staff of the county’s Department of Family and Children Services in relation to the child’s school adjustment and performance.

Reporting Acts of Sexual Abuse or Misconduct

Any student (or parent or friend) who has knowledge of or has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make a verbal report of the act to any teacher, counselor or administrator at his/her school. Any teacher, counselor or administrator receiving a report of sexual abuse or misconduct of a student by a school employee shall make a verbal report of the incident immediately to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or misconduct, the oral or written should be made to the superintendent or the superintendent's designee. Any reports of sexual abuse as defined by OCGA 19-7-5 shall be reported to the Department of Family and Children Services and / or law enforcement immediately or within 24 hours. Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

See the Students Services Departmental webpage for more information.

Medication: Dispensing (Policy Code: JGCD)

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by school policy.

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the school district’s Student Code of Conduct and shall be subject to disciplinary action.

Moment of Silence

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

Nepotism

Calhoun City Schools seeks to recruit and employ the most qualified individual for all positions while also recognizing the need to avoid nepotism relative to the hiring, placement, duties, and evaluation of all employees. The assignment of immediate family members (i.e. spouse, children, mother, father, brother, sister, grandparents, in-law equivalents of any of the foregoing or any relative living in the household of the employee) to either supervise or evaluate the performance of another immediate family member is prohibited. This restriction on the assignment of family members serves to discourage favoritism and to prevent a conflict of interest in the completion of evaluations, disciplinary actions, extra-duty assignments and possible promotions.

Non-School Employment

The Calhoun City Board of Education does not prohibit non-school employment of its professional employees unless it negatively impacts the work performance of the employee, causes disruption in the school setting, interferes

with their school responsibilities or it does not violate laws or Calhoun City Schools policies or regulations. The principal, director, or supervisor shall have direct responsibility for evaluating performance of the employee.

Notice of Nondiscrimination

Calhoun City Schools does not discriminate on the basis of race, color, religion, sex, national origin, age or disability or genetic information in any of its educational programs, employment practices or other services and activities.

System-wide compliance efforts with all applicable laws, regulations and policies are coordinated by the administrators listed below:

Ms. Hayley Gilreath, Director of Exceptional Student's Services (*for Student Concerns*)

The Individuals with Disabilities Education Act of 1990

Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973

Dr. Michelle Palmer, Chief Human Resources Officer (*for Employee Concerns*)

Title VI of the Civil Rights Act of

1964 Title VII of the Civil Rights Act

of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990, as amended by the ADA Act of 2009

Age Discrimination in Employment Act of 1967

Mr. Tom Griffith, Director of Facilities Services (*for Facilities Concerns*)

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Ms. Amanda Schutz, Director of Student Services (*for Student Concerns*)

Section 504 of the Rehabilitation Act of 1973

Mr. Brock Holley, Athletics Director

Gender Equity in Sports

Inquiries concerning the provisions of federal and state nondiscrimination laws as well as system policies and regulations and the rights provided hereunder may be addressed to the aforementioned administrators at:

Off-Duty Conduct

Employees are expected to comply with all local, state, and federal laws. Except for minor traffic violations, employees shall report to their immediate supervisor any violation which results in an indictment, arrest, or conviction, including misconduct adjudicated under first offender status. Such reports shall be made within five days of the violation. Failure to report shall subject the employee to possible disciplinary action, up to and including possible dismissal. All bus drivers are required to report any type of traffic violation or accident to their direct supervisor immediately.

Open Enrollment and Admissions

The Charter System shall enroll in its System Charter Schools per the terms of this Charter and in accordance with State Board rules. Each System Charter School shall comply with the open enrollment and admissions provision set forth in O.C.G.A. 20-2-2066. System Charter Schools may not use admissions criteria or applications that would not otherwise be used at a traditional public school. System Charter Schools may use applications for the purpose of verifying students' residence within the System Charter School's attendance zone.

Partners in Education (PIE)

The “Partners in Education” program is dedicated to the improvement of Georgia's public schools through the formation and expansion of partnerships with business, industry, civic, and governmental organizations and individual volunteers. Partners are typically viewed as programs that involve at least two key partners: the school system and the business community. Their purpose is to provide resources to schools or school systems for educational activities. Successful partnerships provide benefits for all partners. They promote better education, develop a better-trained work force, and strengthen the economic system. They also bring about improved communication and understanding between the schools and their communities.

1. CCS Staff wishing to solicit a company or organization for the purpose of obtaining resources or funding should seek approval from their building administrator and notify the Community and School Relations Director.
2. CCS Staff should not approach potential Partners without prior approval from a building administrator or designee.
3. All questions in regard to the PIE program and potential partners should be directed to the Community and School Relations Director.

Performance Evaluations

All professional personnel will be evaluated annually according to state law. Classified employees will be evaluated annually by their immediate supervisor using approved evaluation plans and procedures. All employees will be evaluated on the instrument in which they are trained specific to their job description, including the CCS Duties and Responsibilities instrument (See Appendix). Regular and prompt attendance is expected of CCS Employees and will be part of the performance evaluation as described below:

In order for an organization to achieve its desired goals, regular attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees. Historical data will be used in determining remediation and/or consequences.

For 180 – 190 day employees

Attendance/Tardies:

- Unsatisfactory on duties and responsibilities will result if attendance or tardies are greater than 7 during the school year.
- Formative/walk-through will result in a 2 rating if attendance or tardies are greater than 7 at the time of a formative observation or walk through.
- Employees with greater than 15 tardies will result in a 2 rating on standard 9 on the summative evaluation.
- Employees with greater than 12.5 absences will result in a 2 rating on standard 9 on the summative evaluation.

For 191-210 day employees

- Unsatisfactory on duties and responsibilities will result if attendance or tardies are greater than 8 during a FY.
- Employees with greater than 16 tardies will result in an unsatisfactory rating on the summative evaluation.
- Employees with greater than 14 absences will result in an unsatisfactory rating on the summative evaluation.

For 211 – 240 day employees

- Unsatisfactory on duties and responsibilities will result if attendance or tardies are greater than 9 during a FY.
- Employees with greater than 17 tardies will result in an unsatisfactory rating on the summative evaluation.
- Employees with greater than 15 absences will result in an unsatisfactory rating on the summative evaluation.
 - Note: FMLA and other federally protected leave will not be calculated in the total number of absences. Additionally, annual leave will not be calculated in the total number of absences. SEE ATTENDANCE GUIDELINES

Personnel Records

The official personnel files for all employees reside in or with the Human Resources Department. Information contained in an employee's personnel file is not made available unless required by law, requested by the employee in writing or to those school officials with a legitimate "need to know" in their official capacity.

It is the employee's responsibility to notify the Human Resources Department of any changes in address, telephone number, and/or family status (births, marriage, death, divorce, etc.). Any employee whose marital status changes may consider reviewing his/her designated beneficiaries for life insurance and retirement. A copy of a social security card or a verification printout from Social Security Administration is required before a name change request will be processed by the Human Resources Department. An employee's name must match the name on the Social Security Administration's records.

Pets/Animals in the Building

Pets are not allowed unless approved by the Principal.

Pledge of Allegiance

Students in Calhoun City Schools shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the recitation of the pledge may stand and refrain from reciting the pledge or remain seated.

Professional Dress

The Calhoun City Schools Board of Education expects all employees to dress in a professional manner. We have high standards concerning dress code and personal appearance, as this is an important element of providing a good impression to our students, parents and stakeholders. Attractive, professional dress and overall appearance will communicate that we care about our school system and value our positions within Calhoun City Schools.

Dress should be appropriate for the position as determined by the employee's immediate supervisor. Piercings, body art, hairstyles, or other adornments that are detrimental to the learning environment are not permitted. Calhoun City Schools believes that the appearance of employees clearly affects the work, attitude, and discipline of students.

Employees should ensure that their clothing and appearance choices are supportive of the learning environment and communicate that the employee is deserving of respect. Employee dress and personal appearance while attending Calhoun City Schools, and while representing the schools or system in connected activities, should reflect dignity and pride in the schools. (This includes when teachers and staff are on field trips, at conferences and/or competitions in the community and across the state). Principals/supervisors or their designee shall have the authority to make a professional judgment as to the appropriateness of dress of an employee while carrying out their responsibilities. Principals/supervisors may periodically designate spirit or casual-wear days where jeans may be appropriate. If you have questions about what may or may not be acceptable, please check with your supervisor.

For safety reasons, employees may be required to wear uniforms, protective clothing, and/or any type of protective device. Uniforms are the property of Calhoun City Schools. They should be cared for as directed by the employee's supervisor and department guidelines, and they must be returned upon separation from employment.

Professional Image

All personnel should be aware at all times of the following: (1) public schools do belong to the public; (2) Calhoun City schools are dependent upon the continued support of the public; and (3) employees of Calhoun City Schools project their system's educational image through their contacts with students, parents and other members of the community.

If employees are rude or indifferent when dealing with students, employees, parents or members of the community, the system and/or school will be labeled as such. If employees are professional in their dealings with students, employees and parents, then the public will view the system as being staffed by qualified professionals.

who realize that the provision of an excellent education is the primary priority of the organization and every member thereof.

All employees are expected to conduct themselves in a manner that will maintain the authority and respect necessary in the educational/work setting. Employees must not entertain students or socialize with students in such a manner as to reasonably create the perception that a professional relationship has been compromised or does not exist.

The education of students is the first priority in the Calhoun City Schools. Therefore, all personnel employed by Calhoun City Schools are expected to conduct themselves in a professional manner at all times when dealing with students, other employees, parents and other members of the community.

Professional Learning

CCS employees are required to participate in job-embedded professional learning activities on an annual basis as determined by System and School administration. Professional learning goals and/or professional learning plans will be developed for each employee with the supervisor which will be part of the performance evaluation and certification renewal requirements.

Professional Organizations

As professionals, educators are encouraged to join professional organizations. GAE and PAGE are the most active associations in our system.

Georgia Association of Educators (GAE) and Professional Association of Georgia Educators (PAGE)

Professional Publishing

Employees who prepare material on their own time without the use of school facilities or equipment are not required to submit such material for review prior to publication. An Employee who desires to copyright or patent, and to market material prepared totally or partially on school time, shall submit a copy of such material to the Superintendent for review and approval prior to publication.

Professional Qualifications

As a provision under the Charter waiver, CCS may waive certification issued by the Georgia Professional Standards Commission (State Law) for eligible candidates. However, professional qualification (PQ) status as governed by the Department of Education (Federal Law) cannot be waived. Therefore, employees must meet the PQ requirements set forth by Calhoun City Schools.

Purchasing Procedures/Financial Guidelines

All requests for materials/supplies must be made to the principal. If the purchase is approved, the following steps must be taken:

- Submit a requisition for the items to the school bookkeeper or enter the requisition in ESS using the correct PO prefix. Include shipping charges of at least 15% of the total order.
- Requisition will be approved electronically through the routing process and a PO will be created.
- Once approved at the central office level, the P.O. is emailed to the school bookkeeper. School personnel are responsible for placing the order AFTER the P.O. has been approved by the Central Office.
- When the item is received, the individual teacher will check the items received against the invoice. The teacher will check off the items and sign the invoice to verify that the items were received.
- The verified invoice should be attached to a file copy of the P.O. and forwarded to the central office for payment.
- Schools cannot pay invoices then request reimbursement by Central Office.

Recruitment and Retention

All school personnel of the Calhoun City Schools shall be employed by the Board of Education on the recommendation of the Superintendent. All employees must meet the minimum qualifications as set forth by the State Board of Education or by provisions of law or job descriptions established by the Calhoun Board of Education. The

Superintendent shall present a list of personnel selections to the Board for approval. The appropriate hiring official or Human Resources Officer may make the offer of employment after the pre-employment screening process has been completed. Some post-employment screening may be necessary.

The Calhoun City Schools seek to recruit and retain top talent in all position classifications who will positively contribute to the school system's commitment to ensure that all students receive an excellent education, without exception.

The school system's recruitment and retention plan has been developed to align with the Mission Statement and the Belief Statements articulated by the Board. The school system's Strategic Plan also provides specific directions and goals which further define key components of the recruitment and retention plan.

Recruitment Goal (Teachers):

Calhoun City Schools seeks to recruit and retain highly qualified teachers who have the knowledge, skills and abilities to provide students with the opportunity to meet challenging academic content and achievement standards.

Recruitment Needs (Teachers):

Calhoun City Schools seeks to continue to aggressively engage in its efforts to:

1. Recruit teachers and staff that reflect the demographics of the student population;
2. Employ top talent who are highly qualified in a wide array of core content areas; and
3. Employ highly qualified talent in critical areas, especially special education, mathematics and science.

Retention Goal (All Personnel):

Calhoun City Schools implements an employee engagement process designed to (1) identify employee retention motivators and demotivators; (2) assist the Human Resources Department in developing a systematic process to address these motivators and demotivators and ultimately; (3) retain its highly accomplished workforce that has demonstrated a capacity to provide excellent instruction and instructional support to students served in Calhoun City Schools.

Retention Needs (All Personnel):

Calhoun City Schools seeks to continue to aggressively engage in its efforts to:

1. Retain teachers and staff that reflect the demographics of the student population and embrace and demonstrate appreciation and value for the various cultures represented among school system personnel;
2. Assist employees in attaining GA PSC certification in a wide array of core content areas;
3. Ensure that salaries are fair, equitable, competitive and generally commensurate with relevant markets;
4. Assist employees with their personal efforts to chart and implement realistic career paths;
5. Implement a performance management process that focuses on skills enhancement in an effort to continue to elevate the instructional and instructional support infrastructure;
6. Establish a logical succession planning process that will mitigate any impact on the provision of instruction or instructional support due to the retirement, resignation or other transition of administrators; and
7. Engage in continuous process improvement efforts to determine factors attendant to employees' decisions to remain in the school system or to opt for other employment options.

Reduction in Classified Workforce

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

Classified personnel are at-will employees and may be subject to termination or lay-off at any time.

When the Superintendent determines that the application of a reduction in force (RIF) is necessary, it shall be his/her primary responsibility to prepare for presentation to the Board a plan for RIF in the affected program area(s). In making recommendations for termination or downgrading of employee positions, the Superintendent may consider any classified position of the Board.

In development of the RIF plan, the Superintendent may consult with any and all school system personnel who might have information which would enable the Superintendent to rank employees according to job performance and system need. Once the Superintendent has completed a comparative assessment of employees, he/she shall prepare a plan for reduction in force for Board approval. Upon approval by the Board, the Superintendent's plan shall be implemented.

Each RIF plan shall be taken on its own need and merit and may be school-based or system-based depending upon the specific identified need. The plan shall not be based upon race, color, religion, national origin, political affiliation, age, handicap, or sex.

Reduction in Professional Workforce (RIF)

Refer to Policy GBKA

Resignations

Any certified employee desiring to be released from his or her contract of employment with the Calhoun City Schools Board of Education during the term of the contract for the current school year or after signing a contract for the subsequent school year should (1) discuss the request with the Principal/supervisor and/or (2) submit a written request to the Superintendent and Board of Education through the Principal/supervisor to be released from the contract. The position of the administration and the Board of Education is to release a contracted employee only if a suitable replacement can be employed in a timely fashion.

Any certified employee who plans to leave the system at the end of the contract for the current school term should (1) discuss the decision with the principal/supervisor, and/or (2) submit a written resignation or declination of offered contract to the superintendent and Board of Education through the principal/supervisor. An employee who fails to submit a resignation for consideration and leaves their position will have a recommendation made to the Professional Standards Commission to sanction his/her teaching certificate in accordance with State Board policies. See Code of Ethics for Educators.

Classified employees are asked to submit a letter of resignation at least two weeks prior to leaving Calhoun City Schools.

The superintendent will make a recommendation to the Board of Education at a scheduled BOE meeting.

Salary Schedules: Professional Personnel Salary Guides and Compensation (Policy: GBA)

In order to provide a salary that will attract and hold qualified certificated professional personnel to provide quality educational programs in the city schools, the Calhoun City Board of Education will adopt the Calhoun City Schools Annual Salary Schedule of salaries for professional personnel referred to as the base pay.

School Cancellation/Emergency School Closings (Policy: AFC)

The Superintendent or 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 designee is also authorized 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.

School / System Governance

The School Governance Teams (SGT) and the System School Governance Committee (SSGC) will be empowered and charged to assist in creating an organizational culture and environment where the exchange of ideas, innovation, learning and the pursuit of excellence are pervasive. Within the first year of the Charter, these entities will also explore and develop academic and organizational innovations that would be difficult to fund without the full flexibility of the charter.

School Governance Teams will hold decision-making authority in the areas of specified school level personnel, finance, resource allocation, curriculum and instruction, establishing and monitoring the achievement of school improvement goals, and school operations that align directly to system improvement goals and creating a culture of academic excellence.

Seasonal Employees

CCS hires seasonal employees on an as needed basis for positions. All seasonal employees must complete the same employment requirements as a full-time employee.

Section 504

Section 504 is part of the Rehabilitation Act of 1973, a civil rights statute focused on the prevention of discrimination. The purpose of 504 is to prevent discrimination based on disability. Section 504 has no age limits and serves all disabilities. Under Section 504, all students are entitled to a free and appropriate education (FAPE). Section 504 offers a very broad and inclusive definition of a disability. Under Section 504, a person may be considered disabled if the individual has a mental and physical impairment which substantially limits one or more major life activities. Persons protected under 504 include individuals who have a record of such impairment or is regarded as having such impairment. A 504 referral can be made by a parent, teacher, Student Support Team, an IEP team or other school staff as appropriate. In Calhoun City Schools, school level Assistant Principal designees are the 504 Appointee and as such, they handle all referrals, evaluations and plans.

Signage on School Property

Any group that plans to sell and display signage for the purposes of fundraising must have prior approval. The group must complete the Interior/Exterior Sign Approval application and submit it to the building principal PRIOR to beginning any sign-based fundraising. A committee appointed by the principal will review the sign/fundraising plan and provide a decision. Any sign agreements lasting more than one school year must have approval from the Board of Education.

Social Media and the Code of Ethics

Educators are to demonstrate conduct that follows generally recognized professional standards which preserve the dignity and integrity of the teaching profession. Unethical conduct includes, but is not limited to, any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior that is detrimental to the health, welfare, discipline, or morals of students. This may include conduct or behavior related to inappropriate information posted through social media.

The sharing of personal information with students through social networking sites is inappropriate and unprofessional. Employees should never use their school district email addresses or telephone numbers for communications on social media network personal accounts.

Inappropriate information posted online especially in social media may be considered a violation of the Code of Ethics. School officials have the authority to ask for online access to personal social media belonging to an employee if there is a belief or suspicion that the Code of Ethics has been violated. Refusal to grant access may be considered insubordination.

Employees who use social media are responsible for their conduct and must recognize the likelihood that any posting will be viewed by students, parents, other staff members, and the community. Thus, any posting that contains content that reflects unprofessional or unethical conduct may be evidence that would support disciplinary or remedial action. Similarly, the educator is responsible if the content of any posting results in a loss of effectiveness in performing the duties of the job. Sexually provocative postings, postings related to alcohol or drug use or that otherwise suggest conduct inconsistent with the Code of Ethics or norms of the profession should be avoided. Students should not be invited to be "friends" or access educator's private social media sites.

School clubs and organizations using social media may do so to advertise, communicate, and promote events and membership. However, the school sponsor or employee of the organization is responsible for the content placed on these sources.

Solicitation and Fundraisers by Staff Members

No employee of Calhoun City Schools shall, for himself/herself or on the behalf of any business, be allowed to solicit or sell any real or personal property to any school, agency, or entity of Calhoun City Schools.

Please note that solicitation by an employee of Calhoun City Schools may not include representation of themselves as a CCS employee, distribution of items on school grounds, or distribution of photos or videos that include CCS branding (logos, facilities, school grounds, students, etc).

Staff Conflict of Interest

No employee shall give written or oral endorsement to any company or representative for any periodical, book or product, which may be offered for sale to the schools.

Staff Meetings

Regular staff meetings are a necessary part of school/department operations. Each school/department has a schedule for staff meetings on a regular basis. Special staff meetings, as deemed necessary, will be called by the principal/department head. These meetings are considered to be required teaching/employment responsibilities. For this reason, all staff members are required to attend all such meetings as designated by the principal/supervisor.

Staff Political Activities

The BOE recognizes that its employees have the same civic responsibilities and privileges as any other citizen including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. An employee's political activities must not interfere or conflict with an employee's job or with the best interest of the school system.

Stipends

No person may receive a professional learning stipend and reimbursement from QBE PL funds for the same activity.

Substitute Teachers

Substitute teachers must attend in-service training and meet other requirements. A substitute can be used for up to 10 days in the same classroom. A vacancy that lasts over 10 days may be filled with a long-term substitute. Long-term substitute teachers in assignments longer than 20 consecutive days should meet certification requirements.

Substitute Services

The school system uses an automated online and calling system to procure substitute teachers and to report teacher and staff absences. All personnel are required to use this system unless otherwise notified by the Chief Human Resources Officer.

It is the teacher's responsibility to provide notification to the principal/designee at least 3 days in advance in the event of an absence, except in an emergency or unforeseeable situation, so that a substitute teacher may be secured.

The teacher is responsible for leaving sufficient lesson plans for the substitute to use with all classes. ***A substitute folder should be kept and made readily available. Minimally it should include:***

- The teacher's name, grade level and room number.
- Detailed teacher schedule to include times and locations for lunch, specials, etc.
- Detailed lesson plans
- Class rosters (up to date), for each class period/block
- Explanation of classroom rules & behavior management procedures.
- Alternate bell schedules
- Emergency Protocols/Safety plans & procedures
- Dismissal information/procedures: bus numbers, car rider, after school.
- Lunch counts and absentee forms with details
- Any other information specific to your classroom: assembly seating charts, procedures, etc.

Supervision of Students

The Supreme Court has ruled that a child becomes the responsibility of the school staff at the time he/she enters school property. In other words, a child must be under our close supervision from the time he/she gets off the school bus and/or sets foot on school property until they leave school property. School employees should be mindful at all times of their supervisory duties.

No student is to be released from school to accompany any person not properly authorized to accept responsibility for the student. No teacher has the authority to release the student from school to run errands, to eat lunch off campus, or for any other reason. If an entire class is taken to meet in an area other than the normally assigned classroom, the office should be notified.

Supplemental Paid Positions

Positions responsible for services such as summer school, COLA, Hospital Homebound, tutoring, interventionists, and the like will be compensated in the following manner:

1. **Certified Instructional Positions:** The rate of pay for instructional services provided by a certified employee will be \$30/hr unless otherwise approved by the Superintendent.
2. **Classified Instructional Positions:** The rate of pay for instructional services provided by a classified employee will be \$15/hr unless otherwise approved by the Superintendent.

Surplus School Furniture and Equipment (Policy: DO)

CCS Board policy requires schools to identify old, outdated, and/or broken equipment and declare it surplus before auctioning, selling or disposing of it. When equipment (items with a current value of \$500 or more) needs to be declared surplus, contact the assistant principal. Funds from the sale of equipment go back into the general operating account. It is against BOE policy for any school employee to “give away” and/or sell school property. An inventory of all equipment will take place annually at the school sites.

Teacher Authority

The Calhoun City Schools Board of Education recognizes the importance of discipline in the classroom to create an effective learning environment. The authority of the teacher to remove disruptive students from the classroom is recognized in Board policy and State Statute 20-2-738.

TRS Retirement Guidelines

If an employee plans to retire, he/she should contact the Benefits Manager in the Human Resources Department at 706-602-6612 to schedule a retirement appointment. During this meeting, the Benefits Manager will review all of the retirement paperwork with the employee and discuss continuation of benefits coverage after retirement.

All employees retiring effective June 1 or July 1 should submit their applications to TRS as soon as possible. Due to the high volume of new retirements submitted during this time, receiving applications early will help ensure new retirees receive their first benefit check in the month they retire.

- To issue a June retirement check during the month of June, TRS must receive a completed application no later than March 31.
- To issue a July retirement check during the month of July, the completed application must be received no later than April 30.

An application is not complete until the following forms have been received by TRS:

- Application for Service Retirement: submit online at www.trsga.com;
- Identification for member and beneficiaries;
- Affidavit of Residency; and
- Retirement Certification Report (Form 8) completed by the employer.

Also, if members have any service credit which they are eligible to purchase, it must be purchased prior to retirement (no exceptions).

TRS Retirees Returning to Employment

Return to work employees, TRS Retirees, must be submitted to TRS for approval prior to work being completed with CCS. Additionally, the rate of pay for teaching services provided will be \$30/hr unless otherwise approved by the Superintendent. Employees in leadership or specialized positions will be paid based on the position salary schedule and employment basis. Leave will be accrued based on the employment basis, but no annual leave will be awarded.

TRS service retirees are eligible to be employed in a TRS-covered position (local education agency) on a full-time, part-time or temporary basis under certain terms and conditions of employment. Before returning to work in any capacity in a TRS-covered position, the TRS retiree must have a “break-in-service” of at least one month (e.g., if a member’s retirement is effective July 1, he/she cannot begin work until August 1, at the earliest). Each year, TRS develops a schedule of maximum allowable work hours per month for retirees. This information is available on the TRS website (<https://www.trsga.com>).

TRS has advised retirees working in part-time positions to retain proof of hours worked. This documentation will be needed in the event of a TRS or Department of Audits review. All TRS retirees working in part-time positions in Calhoun City Schools must record their work hours on the school system’s approved time sheet and submit the time sheets to their supervisor at the end of each work month. The supervisor is responsible for retaining these records and shall retain a copy of the records at the local site. **A copy should also be sent to the Human Resources Department at the end of each month.** The retiree can receive only 49% of the normal full-time compensation for the position being held. Again, TRS and the Department of Audits may request payroll records to confirm the salaried amount paid to the retiree.

TRS retirees can be employed full-time (any amount of time over 49%) and continue to receive monthly benefits for up to three months in a fiscal year. This full-time position must be paid at the normal compensation for the position being held.

Substitute teaching is allowable on an unlimited basis at the daily rate of pay determined by each individual school system.

Note: TRS requirements change frequently. Employees should consult with TRS directly regarding their specific retirement needs/inquiries for the most current and binding information.

TRS Retirees & Supplemental Pay

A TRS member who was retired and returns to work in a part-time position may also work in a position that is paid a supplement. However, the amount payable to the employee will be 49% of the established supplement for the curricular or co-curricular position.

A TRS member who has retired and does not return to work but serves as a community coach will receive the full amount of the established supplement.

Transfers

Certified and classified employees may apply for any available position posted for which they are qualified. Teachers who have been placed on a Professional Learning Plan (PLP) for Remediation during the school year are not eligible to apply. Transfers must be finalized in accordance to the date specified by Human Resources.

Technology Responsible Use Guidelines

The mission of Calhoun City Schools (CCS) is to inspire all students to become lifelong learners in the pursuit of excellence. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of CCS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the system technology goals which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Using digital devices (whether personal or school owned) and the CCS network is a privilege, and when using them according to the Responsible Use Guidelines students and teachers will keep that privilege.

All members of the Calhoun City Schools community agree to follow the **Calhoun City Schools Code of Conduct**, school rules and commit to the following responsible use guidelines:

- Use digital devices, networks and software in school for **educational purposes and activities**.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- Show **respect** for myself and others when using technology including social media.
- Give **acknowledgement to** others for their ideas and work.
- Report inappropriate use of technology immediately.
- Respect the integrity of the System or Network
- Not intentionally develop or use programs, transactions, data, or processes that harass other users, infiltrate the system, or damage or alter software or data components of the CCS network.

The Responsible Use Procedure will provide a springboard for teaching and learning around topics such as internet safety, digital citizenship and ethical use of technology.

Termination/Suspension

Classified personnel may be terminated or suspended without pay for any good or proper cause. Suspensions are without pay and may last up to 60 days. The Superintendent or designee can relieve any employee from duty not to exceed ten days if the employee's presence could cause serious harm or disrupt students, the school or other employees. The Superintendent or designee may also write letters of reprimand for any valid reason. This letter will be placed in the employee's personnel file. (OCGA 20-02-940 section a).

Tobacco Free Environment (Policy Code: GAN)

The Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities.

Smoking shall be prohibited at any time in any school building or property owned or leased by the school district, or at any time in any school-owned vehicle, including any school bus. In addition, this prohibition includes the use of other tobacco products and electronic cigarettes and vapor products.

This policy shall apply when on duty for the school district, including when employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles.

This prohibition shall include: unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, being under the influence of any controlled drug, narcotic substance, or any mind-altering substance or intoxicant (illegal or legal), specifically including any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law.

School district employees who violate this policy may be subject to appropriate disciplinary action, up to and including termination.

Transfers (Employees)

Contracts of employment are between the individual and the Board of Education. Personnel may be transferred at the discretion of the Superintendent and other administrators to serve the best interest of the employee, students, and school system. Employees may initiate a transfer by seeking permission of the current supervisor and future supervisor, who recommend the transfer to the Superintendent. Letters of Intent may be used by the employee to state transfer requests.

Transporting Students in Personal Vehicles (*See appendix for permission slip*)

Only a small number of students traveling on a field trip or competing in an event should be transported by personal vehicle. A staff member may request permission from the school principal to transport students in a personal vehicle. In doing so, please be aware of the following:

- Your full name, date of birth and driver's license number must be given to the Facilities and Operations Director prior to the trip. A Georgia Motor Vehicle Report will be obtained with this information. Pending the applicant has an acceptable driving record; the employee will be notified that they are eligible to transport students.

Provide your personal insurance policy to the principal. The employee's insurance will be primary and the school system's secondary in the case of an accident. A copy of your insurance policy must be on file at the central office PRIOR to the trip. You must have a minimum of \$300,000 of liability or Split Limits of \$100,000/\$300,000 for each accident.

- A permission slip for each student must be in hand (with you) and on file in the main office. The permission slip must include the following:
 - a statement that the student will be transported by school personnel in a personal vehicle to and/or from the location.
 - a statement that the school/system does not assume responsibility for any accident/injury.
- It is the employee's responsibility to make sure that the principal in the school has all information required before leaving the point of origination and that approval has been given.

Travel Reimbursement

Expenses for conferences/workshops/institutes/seminars must be approved first at the school level and then by the System Designee. Employees are reimbursed according to state guidelines (see travel reimbursement form). Employees should submit the Calhoun City Board of Education Employee Expense Statement within 30 days of travel. Any travel expense reimbursement submitted after 60 days from travel date will NOT be reimbursed. For mileage, the form must have vehicle tag number and total miles. No receipts are required for meals. A lodging receipt must accompany request for hotel/motel reimbursement. Hotels and motels in Georgia will accept the State's form to exempt employees from the local hotel/motel excise tax. We do not reimburse this tax if you do not take the form. Contact school bookkeeper for tax exemption forms.

Tuition Exemption for Substitute Bus Drivers

Substitute Bus Drivers will be eligible for tuition exemption if they meet all of the following criteria:

- Minimum of 1-year prior service with CCS in good standing
- Substituted a minimum of 72 hours (equivalent to 18 days) on daily routes during the previous school year. (72 hours are approximately 10% of a full-time driver hours)

Tutoring for Pay

Teachers who tutor students in school facilities must obtain permission from the building principal. Teachers may not tutor for a fee a student who is presently enrolled in that teacher's class. It is incumbent upon a certified employee to assist students in their classes without an expectation of pay for personal gain. A teacher shall not tutor during his/her designated work hours. Employees providing private lessons must do so in a manner that complies with the Code of Ethics for Educators.

Employees who desire to tutor students are required to receive approval for this activity from the Principal or designee, if school equipment or facilities are utilized, and complete required paperwork with the Community Education Assistant.

Unsatisfactory Annual Evaluation

Employees who hold certificates or licenses through the Georgia Professional Standards Commission and who receive an unsatisfactory or ineffective annual evaluation will not receive credit for any year of experience in which the unsatisfactory or ineffective evaluation was received. Employees who hold certificates or licenses through the GaPSC and receive two consecutive annual evaluations of needs development will not receive credit for the second year. Any certificated employee who receives any combination of two (2) unsatisfactory, ineffective or needs development annual evaluations in the course of the five (5) year validity period of his/her certificate shall only be eligible for a non-renewable, one-year certificate. Deficiencies must be corrected in that one-year period in accordance with PSC Rules to maintain certification.

Violence in the Workplace

Being cognizant of the violence that has been all too common on school campuses in recent years, employees are encouraged to be aware of any behavior by students, visitors, or employees that might indicate the potential for violence.

Any suspicion of possession of weapons or drug possession by a student, visitor, or employee should be immediately reported to an administrator for appropriate action. All complaints will be fully investigated.

Visitors

Visitors must check in at the main office for approval and visitor's pass before accessing other areas of the school facility. It is imperative for school employees to escort visitors not wearing a visitor's pass to the main office or immediately notify a building administrator of the safety concern.

Volunteers

Procedures have been put into place by our school district to ensure the safety of all students when a visitor or volunteer is on campus.

A volunteer is one who performs a duty that a staff member could also perform (i.e. reading to your child's class, making copies, working in the media center, etc.). Volunteers must be over the age of 21 who wish to contribute their service to the school system. Calhoun City Schools reserves the right to deny volunteer privileges if it deems appropriate and in the best interest of CCS.

Volunteers must follow the CCS Guidelines and Clearance Procedures for Volunteers prior to the individual serving in the identified role with CCS. In support of student safety, CCS requires that all schools and administrative offices identify and screen all volunteers in accordance with outlined guidelines. Security clearances for volunteers must be renewed every 3 years and mandated reporter training must be completed on an annual basis.

Questions regarding the approved list of volunteers or the process should be directed to the school designee or to the CCS website.

Minimum requirements:

- At least 21 years old

- Criminally screened (*Allow a **minimum of 15 days** to complete*)

- Physically able to complete the responsibilities required

- Demonstrates professionalism and appropriate behavior

Weapons

In keeping with CCS's priority of providing a safe and secure environment for teaching and learning, and pursuant to the Official Code of Georgia, O.C.G.A 16-11-127.1, it is unlawful for any person to possess, carry or have within their control while within a school safety zone or within 1,000 feet of any school building, administrative or support facility, or school grounds, at school functions or activities, on school buses or other transportation furnished by the school/school district any weapon or explosive compound. Provided however, the O.C.G.A 16-11-135 provides that employees of the state, and its political subdivisions shall be permitted to park privately owned motor vehicles on the employer's premises with a firearm contained therein so long as the firearm is locked out of sight within the trunk, glove box, or other enclosed compartment or area within the privately owned motor vehicle, provided that any applicable employee possesses a Georgia firearms license.

Work Day/Week (Policy: GBRB)

All full-time **certified** employees are expected to observe a minimum workday of eight (8) hours and a minimum workweek of forty (40) hours. The workweek is defined as a seven-day week beginning at 12:01 A.M. on Sunday and ending at 12:00 Midnight on Saturday. Each school principal or other designated supervisor shall establish a minimum workday schedule for all personnel assigned under their supervision. These schedules shall ensure that all certified employees remain on duty at their work locations for a designated time period. Teachers are expected to remain on-site during

the workday unless otherwise specifically approved by the school principal. Principals are expected to be at school or on other work assignments during work hours established for teachers.

As part of their workload, certified employees are expected to perform such duties as teaching and teacher preparation, staff meetings, planning conferences and related school district activities in the community, and extraclass responsibilities, whether or not these activities fall into the hours during which they are required to be on duty at their work locations.

Depending on the position, full-time **classified** employees are expected to work their scheduled number of hours per day not to exceed 40 hours per week. Employees should check with their supervisor for their particular schedule.

Worker's Compensation

The Human Resources Department oversees the Workers' Compensation Program for CCS. If a work-related injury occurs, employees should report the accident to their supervisor as soon as it happens, no matter how insignificant the accident may appear. A completed Employee Accident Form/First Report of Injury should be sent to HR within three (3) working days of the accident. A traditional panel of physicians is posted in common areas for employees for the convenience of the employees. Only those physicians or vendors listed on the panel will provide medical evaluations, treatment, and referrals as necessary.

CCS works proactively to help an injured employee stay or return to productive and safe work as soon as physically possible. The HR department will work with supervisors, treating physicians, and the employee to identify duties that accommodate any specific restrictions as a result of the injury. This may be done within one of the following modifications: Part-time employment, temporary jobs, alternative tasks, transitioning through job modifications.

Workplace Investigations

From time to time it is necessary for the district to conduct a workplace investigation. All employees are required to participate in any workplace investigation. An employee's refusal to do so is deemed an act of insubordination and disciplinary action up to termination may be taken.

Section II: Compensation and Benefits

Benefits

Benefits comprise a significant portion of the school system's total compensation package and are designed to meet the important needs of employees and their families. Calhoun City Schools shares in the cost of health insurance. Because of the importance of the benefits package, employees are encouraged to familiarize themselves with the details of these plans by visiting the respective websites.

The Calhoun City Schools Board of Education extends to each employee a variety of benefits. Details of these benefits may be found at www.calhounschoools.org on the HR Department webpage. Questions should be directed to Myra Ingle at 706-602-6612.

Health Insurance:

The Georgia Department of Community Health (DCH) and its **State Health Benefit Plan** Division serve as the state's administrator of health insurance coverage for state employees, teachers, school system employees and retirees who continued coverage (including annuitants and former employees on extended coverage), and covered dependents.

Anthem Blue Cross Blue Shield of Georgia (BCBSGa) & UnitedHealthcare & Kaiser Permanente (for those who qualify) will provide medical claims administration and medical management services for the State Health Benefit Plan during 2020.

State Health Eligibility – 1-800-610-1863

Anthem – 1-855-641-4862

UnitedHealthcare – 1-888-364-6352

Kaiser Permanente – 1-855-512-599

Supplemental Benefits:

Short-Term Disability
Voluntary Term Life/AD&D
Whole Life Insurance:
Vision Insurance
Critical Illness
Flexible Spending Accounts: Medical & Dependent Care

The following benefits are paid by the Calhoun City Board of Education for each eligible employee:

Life Insurance:	UNUM	Employee Coverage	\$30,000
Dental Insurance:	Delta Dental	\$28.70/month per employee	
<i>Note: Additional coverage will be paid by employee</i>			
Long-Term Disability:	One America (Employee Coverage)	\$ 0.00 (60% of your current salary) after six months	

Note: All Full-Time Employees will automatically be enrolled in a 1% 403b retirement account through Empower unless steps are followed to decline the enrollment.

Benefit Deductions

Employees will have deductions taken from their payroll to pay premiums. Employees on leave without pay are required to pay all insurance premiums directly to the Human Resources Department.

Benefit Eligible Employee

Benefit Eligible Employees (all with exception of bus drivers) are defined as employees who work at least the greater of the following: 30 hours per week; or 75% of the full-time employment schedule for position.

Benefit Eligible Employees (bus drivers) are defined as employees who work at least the greater of the following: 20 hours per week; or 100% of the full-time employment schedule for the position.

Benefit Eligibility

Enrollment in any of the school system's insurance programs is available for all full-time employees and eligible part-time employees. Temporary employees are not eligible for benefits. **Insurance coverage becomes effective on the first day of the month after the employee has completed one full calendar month of employment.** Employees can enroll in benefits when they are initially hired or during the annual open enrollment period. During open enrollment, employees have the opportunity to change their elections. Open enrollment occurs in the fall of each year, and coverage requested at that time takes effect on January 1. Changes in enrollment status for any insurance plan may be made ONLY during open enrollment each year except for specific qualifying events. Additional information is available on the HR page of the Intranet.

Changes in Personal Information

It is the responsibility of the employee to inform Human Resource Assistant of any changes in their name, home address, telephone number and emergency contact information. A name change will require that the employee provide a copy of their Social Security Card and driver's license with the new name. Request for changes and verifying documents should be submitted through the Employee Self Service Portal located under the Staff tab of the home page at www.calhounschoools.org.

Deductions

Payroll deductions include but are not limited to, federal and state taxes required by law, retirement systems contributions, and medical, dental and other deduction authorized by the employee.

Direct Deposit

Employees are required to participate in direct deposit for payroll checks.

Employee Self Services (ESS): Payroll information/Benefits/Leave Balances/Tax Withholdings

The Human Resources Department utilizes a software program (ESS) that allows employees easy access to information regarding their current tax withholding status, leave balances and details of paychecks. This resource is available on the Calhoun City Schools web page with employee log in under Staff.

Extended Day/Year (See Extended Day within Section I)

Supplemental pay may be provided to certified employees who work an extended school day or school year to meet program responsibilities or student needs. School administrators must submit an Extended Day/Year pay request to the HR Director as needed for student and school needs. Such pay cannot be based on tasks that would normally be performed during the normal workday.

Jury Duty Pay

Employees who are selected to serve on juries while they are employed by the BOE will receive from the BOE their daily rate of pay and retain their jury duty pay as compensation for a public service.

Overtime & Compensatory Time Off

Employees classified under the Fair Labor Standards Act as exempt are paid a fixed rate and are not eligible for overtime pay. Every classified non-exempt employee **must request permission from his/her supervisor to work beyond the hours established for the regular workday.**

Time worked in excess of the employee's assigned work week **up to 40 hours per week** will be compensated at the rate of one hour of compensatory time off or one hour of overtime pay for each hour worked. Time worked **in excess of 40 hours per week** will be compensated at the rate of 1 ½ hour of compensatory time off or 1 ½ hour overtime pay for each hour worked over 40 (if paid leave is included then the straight rate will be applied).

It is expected in the system that no more than 24 hours approved compensatory time accrue at any one time. It is also expected that compensatory time be taken within the pay period that it is earned. When an employee with accumulated compensatory time requests to use his/her accrued time, the employer must honor the request given at least 24-hour notice unless it is requested on a designated critical day.

Employees must maintain a record of time worked in excess of the regular work day for every work week. These records must be submitted to the immediate supervisor for approval prior to being sent to the Finance Department. Unapproved overtime worked may subject the employee to disciplinary action. Accrued compensatory time will not be carried over from one fiscal year to the next.

Pay Schedule

Employees are paid monthly with earning statements being available on the last work day of the month. The payroll calendar and salary schedules are posted on the HR department webpage.

Note: Timesheets for extra pay are due to the approving supervisor(s) by Tuesday following the payroll cutoff date. Supervisors must verify information, obtain signatures, and include proper funding accounts then submit the extra pay sheets to the payroll/benefits manager no later than Thursday following payroll cutoff. Anything received after this date will be paid the following month.

- **Send all Long-Term Subs and Extra Pay adjustments to payroll manager.**
- **Forward ALL Professional Leave to the principal for appropriate disbursement of general and federal funds.**
- ***All leave must be entered through Employee leave system or it shall be docked.***

Retirement Plans

All eligible employees are required to become members of a State of Georgia retirement system.

Teachers Retirement System of Georgia (TRS)

All employees who are employed one-half time or more in covered positions of the State's public school systems are required to be members of the Teachers Retirement System (TRS) of Georgia as a condition of employment. Covered positions include: teachers, administrators, supervisors, paraprofessionals, nurses, and secretaries. Benefits become available after 30 years of service, regardless of age; at 25 years of service with early retirement penalties; or at age 60 after ten years of service. Employees who have 10 years or more of service earn disability retirement if permanently disabled, as well as survivor's benefits that are paid to a beneficiary. While members must contribute 6% of their salary to the retirement plan, the school system contributes 19.06% (FY21), effective 7/1/19. A Membership Guide booklet detailing the plan is available on the TRS website (<https://www.trsga.com>).

Public School Employees Retirement System of Georgia (PSERS)

Regular, non-temporary employees of public school systems who are not eligible for membership in the Teachers Retirement System of Georgia (TRS) must establish membership in the Public School Employees Retirement System of Georgia (PSERS) as a condition of employment. Covered positions include: maintenance employees, custodians, bus drivers, and school nutrition assistants. Retirement benefits are available for members who are 65 years of age with at least ten years of creditable service. Early retirement is available for members who are age 60 with at least ten years of creditable service. However, there is a penalty for early retirement. Employees who have 15 years of service earn disability retirement benefits if permanently disabled from the position they have at the time of retirement. Members contribute \$4.00 or \$10.00 per month for nine months of the year. The State makes the employer's contribution. More information may be obtained from the PSERS website (www.ers.ga.gov).

Salary

Salaries for all certified employees are determined by the Georgia teaching certificate held and the years of verified experience. Classified employees are paid based on years of verified direct full-time experience related to their current classification and position. See compensation guidelines.

Social Security

All employees are required to participate. Contributions specified by the Social Security Administration (SSA) will be deducted monthly. Additionally, the Calhoun City Board of Education pays the matching amount specified by the SSA.

Teaching experience

Certified employees new to the system will be placed at step zero of the appropriate salary and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted.

Section III: Employee Leave

Leaves and Absences (Policy: GARH)

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

Procedures for leave

In order for an organization to achieve its desired goals, regular attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees. Accumulated sick, personal, and unpaid leave absences are a component of the performance evaluation related to Duties and Responsibilities. Historical data will be used in determining remediation and/or consequences (See: Annual Performance Evaluation).

Employees who will be late or absent should notify their supervisor as soon as possible so a substitute, if applicable, may be obtained for their time out for supervision of students.

All absences must be entered into the computerized absence reporting system regardless of whether it is in-system, out-of-system, or requires a substitute or not. Administrators’ leave must also be entered. The only exceptions are in-system activities during pre-planning, post-planning and teacher professional learning days. (GBOE Rule GBRI, 160-5-1-.01) (O.C.G.A., 20-2-850)

A leave request must be completed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. Unless otherwise approved by the Superintendent or designee, requested unpaid leave will not be granted if an employee has accumulated annual days. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave, at the request of the employee, if qualified substitutes are not available. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

TYPES OF LEAVE

Bereavement Leave

This benefit is only available to benefit eligible employees. In the event of a death in the immediate family including “step” relationships (spouse, children, parents, siblings, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or other relatives living in the household) up to three days cumulative bereavement leave per event will be granted in any given school/work year. When an employee wishes to use more than the three allotted bereavement days due to the death of an immediate family member, up to three day sick leave may be utilized. When employees are absent due to death in the immediate family, bereavement leave will be

charged against the employee's accumulated sick leave. When an employee is absent due to the death of any family member other than the immediate family, up to three days sick leave may be utilized.

Brief Leave (Time less than 2 hours)

Some circumstances could require a faculty member to leave early. In such events, the employee who leaves campus early or arrives late to school must comply with the procedure outlined below.

- Gain approval from appropriate administration/supervisor.
- Ensure all responsibilities are covered.
- Sign out/in upon departure/return.
 - **Note:** Planning times and lunch periods are to be spent on campus.
 - **Note:** Certified staff members may be charged as sick or personal leave time for excess leave.
 - **Note:** Classified staff members must make up early leave time within the same week.

Leave requests should be submitted electronically at least three days prior to the expected absence, when possible. The prior notification requirement may be waived if, in the judgment of the responsible administrator, the needed leave is of an emergency nature. The principal reserves the right to deny the leave requests if the leave interrupts the instructional schedule or does not comply with state guidelines.

Employees may not leave their work locations prior to the end of the work day without the specific permission of their supervisor/designee (*as outlined: Brief Leave*). This includes any and all field trips. Unapproved employee absences which are for three consecutive days or more may result in termination for job abandonment. Sign in/sign out procedures must be followed at each job site. Attendance records are subject to review at all times.

All leave is recorded at the individual school and reported to the Central Office. Employees will have the opportunity to verify leave reports and sign them before they are submitted to the Central Office for processing. Misrepresentation by an employee as to the purpose or necessity of any leave is a violation of policy and may result in disciplinary action or referral to the Calhoun City Schools Board of Education and/or the Professional Standards Commission.

Dual Pay Involving Leave

Employees of CCS are not eligible to receive dual compensation from earned leave and workman's compensation insurance during leaves for illness/injury. A choice must be made by the employee which of these two benefits the employee will receive.

Family and Medical Leave (FMLA)

Calhoun City Schools complies with the Family and Medical Leave Act (FMLA) of 1993. See board Policy GBRIG.

Flex Day Leave

Flex days are defined as alternative days worked in lieu of scheduled work calendar days at the direction of the building principal or department director for the purpose of school improvement, student achievement, or system improvement. Flex days must be worked at the equivalent number of hours of the regular workday.

Jury and Witness Leave

Each employee shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that

requires the employee's attendance at the judicial proceeding in a work-related matter. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed to attend a judicial proceeding in a work-related matter may keep any jury/witness pay they receive.

Employees who have a direct personal interest in the lawsuit or legal proceeding should take personal leave.

Leave Without Pay (Long-Term Leave)

This benefit is provided to employees who:

1. Are unable to return to work due to a personal medical necessity or that of a spouse or child; or, wish to take maternity leave; or, do not wish to return to work due to a medical condition or family situation related to a pandemic; and
2. Are at the end of an approved FMLA leave, or are not FMLA-eligible; and
3. Have exhausted all paid leave; and
4. Provide appropriate medical documentation.

If the unpaid leave is granted, the leave will be from the system and not from a specific job assignment.

Any benefits-eligible employee who meets the above criteria may request unpaid leave, which will begin when all paid leave is exhausted or at the end of an approved FMLA leave, whichever occurs later. Unpaid leave may be granted for a period of time up to one school year.

The employee on unpaid leave may continue as an active employee of the school district with all rights afforded to active employees with the exception of benefit premium payments, which must be paid by the employee and is inclusive of both the employee premium and any appropriate employer subsidy rate or employer contribution. Failure to make such payments will result in a lapse and forfeiture of the benefit in question.

Upon designation of unpaid leave status, the employee's previous position will be declared a vacant position and may be filled.

Prior to returning to work, employees on unpaid leave may be required to submit a health care provider's certification that verifies the employee's ability to return to work and perform the essential functions of his/her position.

An employee who has been granted unpaid leave may return to active employment upon written request for reassignment and contingent upon a vacancy for which he/she is qualified. Requests should be submitted as soon as an employee knows that he/she plans to return to work.

An employee granted unpaid leave will be considered for any vacancy for which he/she is qualified. Return to work may be delayed until the beginning of a semester or fiscal year as deemed appropriate by the school system. Employees who are unable to return to work at the end of the unpaid leave may be separated from employment.

Military Leave

All employees are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or

State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually, provide a copy of the official military orders, and cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

Part-Time 49% or less Employee Leave

Effective July 1, 2009, individuals who are employed to work 49% or less will not be eligible to accrue sick leave, personal and/or vacation leave.

Personal Leave

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

Professional Leave

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

Protected Days

Within a school year, certain days are considered essential for effective school operation. These days include pre-planning, the last two weeks of the school year, the days immediately preceding and following holidays, professional learning days, teacher workdays, post-planning; and field days, field trips, standardized test days, **and critical days** as determined by the Principal, Supervisor or Superintendent. Requests for personal days with pay will not be approved on the above days. Exceptions must be approved by the Superintendent or Designee.

Personal leave should not be requested during school, departmental, or system critical days. These days are considered **protected days** for which certain procedures are required if an absence is needed.

The superintendent must approve personal or professional leave requests for protected days. The principal or supervisor must email the superintendent with a letter of explanation of the emergency or extenuating circumstances giving rise to the need for the leave. The principal or supervisor must indicate approval or disapproval by the superintendent on the request for employee leave within the absence management system.

Religious Leave

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

Sick Leave

Each benefits-eligible employee of the Board shall be allowed to earn sick leave, with full pay, computed on the basis of one and one-fourth (1 1/4) working days for each completed month of service. All employees may accumulate unused sick leave from one fiscal year to the next up to a maximum of 45

days, although the Teacher Retirement System of Georgia allows participating employees to accumulate an unlimited number of unused sick leave days for credit toward retirement. Sick leave accumulated by a certificated employee or bus driver is transferable from one school system to another, up to a maximum of 45 days. Accumulated leave earned by a certificated employee must be forfeited if such employee withdraws from service for twelve or more consecutive months, but such forfeited leave may be reinstated in accordance with the provisions of O.C.G.A. § 20-2-850. Accumulated leave earned by a bus driver under O.C.G.A. § 20-2-1110 must be forfeited if the driver withdraws from service for 24 or more consecutive months.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or designee may require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or designee may require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for 3 consecutive days of sick leave, a physician's certificate may be required at the discretion of the Superintendent or designee.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, parents, siblings, in-law equivalents of the same, grandparents, grandchildren or relatives living in the employee's household.

With the supervisor's approval, an employee may use sick leave for absences due to the following reasons:

- Illness or injury;
- Exposure to contagious diseases which might endanger others; or
- Illness in the employee's immediate family (spouse, children, father, mother, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relatives living in the household or any dependent as shown in the employee's most recent tax return).

Employees absent for other than approved reasons or absent after sick leave has been exhausted will have their pay reduced appropriately based on their daily rate of pay.

Sick Leave Donations

An employee may donate up to ten (10) days of sick leave to another employee of the school district on an annual basis.

Student Teacher Leave (Requests)

Leave must be requested under specific conditions of employment and one semester in advance of leave request through the Human Resources Department.

Student Teaching Leave

Employees who are completing the student teaching requirement to obtain teacher certification (not to employees who are seeking other advanced degrees or education) may request unpaid leave for up to one semester. The employee must have been employed by the school district for at least 12 months and for at least 1250 hours during the prior 12 months' period. Reasonable efforts will be undertaken to assign employees who request to return to work following the unpaid leave.

Unpaid Medical Leave

Employees Eligible for Leave under the Family and Medical Leave Act:

Employees who are unable to return to work due to medical necessity at the end of an approved leave in accordance with FMLA may be authorized for unpaid medical leave (UML) for their personal illness for a period of time up to 365 calendar days from the initial date of the approved medical leave. Under UML status, the employee continues as an active employee of the school district; however, the employee's previous position will be declared a vacant position and may be filled. Employees on UML will be given the option to make monthly payments to cover the cost of their insurance premiums. Failure to make these payments will result in cancellation of the benefit for the period of non-payment.

Prior to returning to work, employee will be required to submit a health care provider's certification that verifies the employee's ability to return to work and perform the essential functions of his/her position. Reasonable efforts will be undertaken to assign employees who are able to return to work at any time prior to the end of their approved UML status. This placement may not be the position the employee held prior to UML.

Employees who are unable to return to work at the end of the UML will be separated from employment.

Employees Not Eligible for Leave under the Family and Medical Leave Act:

An employee who is not eligible for leave in accordance with FMLA may be granted employee leave without pay due to the employee's need for parental leave or for the employee's serious illness or medical condition, not to exceed six weeks.

Vacation/Annual Leave

Twelve-month employees are eligible for annual vacation of fifteen (15) days per year. Any unused vacation may be used in subsequent year(s); however, a maximum accumulation of twenty (20) vacation days is allowed to be carried forward. At the time of separation from Calhoun City Schools, an individual may be compensated for up to 20 unused vacation days. Compensation shall be based upon the daily rate of pay of the individual. Approval of vacation shall be made through formal request to the immediate supervisor and/or Superintendent.

Just as the schools communicate to teachers and support staff that there are critical work days necessary to the smooth operation of school, we recognize that there are days leading up to the beginning and close out of the school year that are critical to our work here at the central office. Please refrain from scheduling vacation or leave two days prior to pre-planning, the week of preplanning, the first week of school and post-planning. If you have concerns, please notify your supervisor as soon as possible.

Voting

There is no federal law which requires employers to give employees paid time off to vote. Under Georgia law, if the polls are not open for at least two hours before or after the normal work period/shift, employees are entitled to take up to two hours off to vote in any local, state, or federal election or primary. The law does not require the employers to pay the employees for this time. (OCGA 21-2-404)

DISCLAIMER

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

Section IV: School Nutrition Employee Standards

Employee Expectations and Standards of Performance:

- Adhere to all safety protocols. Work efficiently and safely at all times.
- Maintain regular attendance and adhere to system leave policy and procedures
- Notify the Manager of a planned absence at least 3 days in advance.
- Due to the nature of the job responsibilities, employees should have the ability to lift at least 50 pounds with no medical restrictions.
- Report any injury to Manager immediately and complete the accident report form. **All incidents must be reported.**
- Tell the Manager if you have any illness such as a fever, cold or diarrhea. Also report any open cuts, sores, boils, or rashes.
- Be at work on time and complete job assignments within the time designated.
- Accept responsibility of job to which employee is assigned.
- Notify Manager of change of address and telephone number.
- Do not take any food or supplies from the cafeteria or kitchen for personal use.
- Conduct personal business after work hours (personal telephone calls and visits from family members are prohibited except in emergencies).
- Refrain from bringing cell phones or ANY electronic devices to work. Cell phones, pagers, MP3 players I pods, PDA's Blackberries, etc ARE NOT ALLOWED TO BE CARRIED ON PERSON.
 - Note: Earbuds/Headphones cannot be used within the kitchen. If a cell phone is required and approved by the School Nutrition Director, it must be kept in the Manager's office or in the employee's locker.-=
- DEPARTMENTAL PHONE IS RESERVED FOR SCHOOL NUTRITION BUSINESS. LIMIT ALL EMPLOYEE CALLS TO THIS PHONE LINE FOR **EMERGENCY** USE ONLY.
- Participate in required in-service meetings and other School Nutrition training.
- Wear Designated School Nutrition uniform as provided. Proper undergarments must be worn at all times.

- Wear a clean apron daily. Aprons should be changed after food preparation and before meal service. Aprons should be removed when going to restroom or out of department.
- Wear clean, School Nutrition-Approved, closed-toe shoes with non-skid soles.
- ***Wear a hairnet. Hairnets must be worn and all loose hair restrained which includes bangs and any hair down on the neck below a ponytail, etc. Check for loose hairs on shoulders or back of uniform and avoid touching hair while preparing or serving food. GEORGIA LAW STATES “A PERSON WHO PREPARES FOOD WHICH IS TO BE CONSUMED BY HUMANS SHALL WEAR, RESTRAINTS TO PREVENT CONTAMINATION OF SUCH FOOD”.***
 - Note: Any person violating the regulation will be subject to a civil penalty, which includes a warning for the first offense and a fine not to exceed \$50.00 for the second offense. The individual employee will be responsible for paying the fine, not the School Nutrition Program. The County Board of Health will be authorized to impose this penalty.
- Keep fingernails clean and trimmed (DHR Rule). Wearing artificial fingernails and nail polish are prohibited (FDA Code).
- Wear jewelry which consists of a plain wedding band (no stones), and plain pierced earrings. Hoops (even small hoops), clip-on or dangle earrings, bracelets and necklaces are not permitted. All of these could catch on equipment and cause personal injury. (Exceptions include medical alert necklaces and bracelets).
- Refrain from using or displaying tobacco products, on any school property at any time.
- Alcohol and Drug use is strictly prohibited.
- Wash hands frequently. Hands must be washed with soap when you arrive at work, and after using the toilet, touching your hair or face, blowing your nose or coughing, eating, handling money or raw foods according to the guidelines.
- Wear appropriate gloves to prepare and serve foods.
- Refrain from chewing gum at all times.
- Eat or drink only in designated areas. All employee cups must have lid and straw and be kept in designated areas.
- Use language/tone of voice appropriate to the overall school atmosphere.
- Work cooperatively and show courtesy to ALL school employees, students, and visitors.
- Avoid favoritism toward individual students, teachers, and co-workers.

APPENDIX Section

CALHOUN CITY SCHOOLS’ COMPENSATION GUIDELINES

Human Resources – HR Services

Compensation Philosophy

The purpose of the Calhoun City Schools’ (CCS) Classification and Compensation Program is to attract, reward and retain the most qualified employees by offering an equitable, competitive, and attractive program. We believe that a robust compensation strategy is essential to our success and a key component for progressing as a system. Additionally, effective

recruitment and retention requires that we continually develop, recognize, and compensate staff by:

1. Developing a classification and compensation system that is transparent and equitable.
2. Recognizing employees for their experience.
3. Including appropriate fiscal responsibility.
4. Ensuring that CCS stays competitive in the market place.

Calhoun City Schools has conducted an internal audit in which it identified pay parity issues that exist amongst employees. The following outlines a strategic plan for accomplishing our initiatives as well as creating internal salary equity:

1. Adopting a salary step pay plan that places non-teaching employees on the appropriate salary schedule based on verified years of experience.
2. Placing teachers on the salary schedule based on years of teaching experience and their level of degree, unless otherwise defined.
3. Adopting compensation and classification policies that maintain the integrity of the system.

Hiring Practices

Newly hired employees will be placed on the appropriate salary schedule based on their years of verified experience and degree level where applicable. Please refer to CCS Salary Schedules for more information.

1. Teacher Hiring:
 - a. K-12 Teachers will be granted verified year for year experience and placed on the appropriate step and certification level.
 - b. Pre-K Teachers will be granted verified year for year experience and placed on the appropriate step up to level 5 certificate, effective July 1, 2016
2. To be granted a full year, a teacher must meet all of the requirements in the State Guidelines (160-5-2-.05 Experience for Salary Purposes). Typically, to receive a full year of credit teachers must meet the following requirements:
 - a. Must have been certified
 - b. Worked in an accredited institution
 - c. Worked at least 63% of days full-time per school year
Note: If you were employed part-time (62% or less), you must work two consecutive years to earn one step.
3. For all other Employment Categories (Administrative, Non-Teaching Professional & Support), employees will be placed in their assigned pay schedule and be offered a salary based on their years of verified experience. Experience is defined and will be awarded based on the following guidelines:
 - a. Tier 1 - Equivalent Functional Experience: Equivalent functional experience is defined by the job description of the position specifically noting core job requirements, performance expectations, and responsibility to stakeholders. The candidate will be awarded years of equivalent experience for previous full time work verified in writing from their former employer.
 - b. Tier 2 - Relevant Industry Experience: Relevant industry experience is defined as experience that is related to the pending job/industry/division, but has lesser or minimal job requirements, performance indicators, and less responsibility to

stakeholders. The candidate will be awarded one year of service credit for every two years relevant industry experience for previous full time work verified in writing from their former employer.

*Please Note: All evaluations are completed by HR & Finance Department and are non-negotiable.

Military Experience

1. Military service credit is for active duty service in the Armed Forces of the United States. Service in the Reserves shall not be counted unless the individual is called to active duty.
2. Non-Teaching employees do not receive military service credit, however, if equivalent job duties were performed, work experience credit may be awarded.
3. Certified employees may receive a maximum of three years military service credit.
4. A DD214 must be submitted to the Human Resources Department for review.

Promotions

Employees that are promoted within the organization will be re-evaluated as if they are a new hire into the organization. Promoted employees experience will be evaluated in order to place the employee appropriately on the salary schedules. If the employee's experience does not result in a pay raise, the employee's current salary may be adjusted by a percentage increase and placed on the nearest step in the new assigned scale, not to exceed the maximum. Internal equity will always be a consideration in these cases.

Demotions

Voluntary and involuntary demotions will be treated the same. In the case of a demotion, employees will be placed on their newly assigned scale at the appropriate step, not to exceed the maximum. An employee will begin receiving the newly assigned salary based on the effective date of the demotion.

Lateral Movement

If an employee moves to a new position within the same salary schedule, they will receive the same pay.

Verification of Employment & Retroactive Pay for Verification of Employment

Upon offer of employment with Calhoun City Schools, HR Department personnel will inform employees of their starting salary with CCS. All employees (both internal and external) will be granted a salary offer based on verified experience. Therefore, an employee that has no verified experience upon hire will be placed at the entry salary level until CCS experience verification forms are received and processed by the human resources department. Once verification forms are processed, an employee's salary will be adjusted to reflect the total number of years of verified experience. The employee will also receive retroactive pay as long as proper documentation is received within 60 days of the official start date and the employee remains on active full-time status.

Please Note: It is the employee's responsibility to ensure that verification forms are sent to the appropriate identified organizations and to contact these organizations if delays occur. The expectation is that all verified experience documentation will be received by the human resources office in one packet at one time. Based on this documentation, the employee's salary will be adjusted, and one retroactive payment will be calculated, if applicable. Any additional experience verification forms submitted may result in a salary adjustment but will not be retroactively paid.

Certification Upgrades

Calhoun City Schools strongly encourages that its employees continue their education to increase their effectiveness in their jobs, as well as to enrich their lives. Over the last several years, the Georgia Professional Standards Commission (PSC) has revised its policies that clearly identify how to upgrade a certificate and rules on if the upgrade will increase an employee's pay. Please visit www.gapsc.com for more information. For employees that qualify for a pay increase resulting from a certificate upgrade, please take the following steps and read the policies that will apply to a certification upgrade request:

- The HR Department must receive a copy of the upgraded certificate. Please scan and email to the HR Assistant.
- Pay changes for applicable upgraded certificates will be instituted based on the PSC effective date and retroactively paid as long as the employee submits a copy of the certificate to HR within 60 days of the effective date on the certificate. If submitted after 60 days, then the pay will be calculated based on the date submitted to HR.
- If an employee submits a certificate upgrade after the fiscal year has ended, the employee's salary increase will go into effect starting their next contract year.
- If an employee's certificate is not effective on their first day of work, the upgraded salary will be prorated based on the number of days worked.

Temporary Placements

Occasionally, circumstances arise that require employees to temporarily fill positions that require additional or a change in responsibilities. These positions are often referred to as interim in nature and are time bound. In such cases, it is the policy of the Human Resources Department that the following steps be followed:

1. The temporary status change form must be filled out, submitted to the Chief Human Resources Officer, and approved before the temporary placement occurs.
2. Temporary placement pay calculations for short term assignments will receive a monthly stipend of a set dollar amount. For long term interim placements, an employee will receive the salary as if it was their permanent placement.
3. Additional days for short term assignments must be logged and signed off on by the temporary employee's supervisor in order to receive payment. This does not apply for long term interim assignments.
4. Depending on the duration and circumstances of the temporary assignment, the employee will either receive payment in a one-time stipend or by pay period.

Leave with no Pay

An employee's annual salary is divided into 12 or 13 even payments processed through monthly payroll. Salary recalculations will be completed only in extenuating circumstances and when possible. The salary recalculation will reflect the decrease in monies owed for the remainder of the employee's work scheduled year.

Reclassification/Job Evaluation Process

The purpose of the job evaluation process is to determine whether the core duties and responsibilities of a position have significantly and permanently changed to such an extent that reclassification to a different pay grade (higher or lower) is appropriate. The essential functions of a position typically change in response to the needs of the organization, not based on the person in the position. Therefore, the assessment will focus on the standard requirements associated with the position without regard to the merits of the person occupying the position.

The reclassification and job evaluation review process will occur during the budget process timeline of every school year. The Superintendent has final approval authority for all recommendations coming out of this review process. If a reclassification is approved, it will take effect on the first duty day of the following school year.

In order for a review to be considered, the following steps must occur:

1. The appropriate supervisor has to be in agreement that a job evaluation review should occur.
2. The Chief Finance Officer and Chief Human Resources Officer should be in agreement that the job evaluation review should occur.

Return to Work Employees (TRS Retirees)

Return to work employees, TRS Retirees, must be submitted to TRS for approval prior to work being completed with CCS. Additionally, the rate of pay for teaching services provided will be \$30/hr unless otherwise approved by the Superintendent. Employees in leadership or specialized positions will be paid based on the position salary schedule and respective employment basis. Leave will be accrued based on the employment basis as defined by policy, but no annual leave will be awarded.

Supplemental Paid Positions

Positions responsible for services such as summer school, COLA, Hospital Homebound, tutoring, interventionists, and the like will be compensated in the following manner:

1. **Certified Instructional Positions:** The rate of pay for instructional services provided by a certified employee will be \$30/hr unless otherwise approved by the Superintendent.
2. **Classified Instructional Positions:** The rate of pay for instructional services provided by a classified employee will be \$15/hr unless otherwise approved by the Superintendent.

Annual Maintenance of the CCS Salary Schedule

Each fiscal year, the Calhoun City Schools is required to submit and pass a balanced budget. Salary schedules may need to be adjusted and/or created to reflect changes made during

the budget process (i.e. Cost of living adjustments, salary freezes, etc.). As a result, in order to maintain equity on how employees are compensated, annual maintenance of the salary schedule may occur in one of the following manners:

1. Salary schedules will remain intact. When this occurs, employees will receive salary increases based on an additional year worked.
2. Salary schedules will be adjusted to reflect no additional compensation. When this occurs, employees receive a year of experience, but will not receive a salary increase. This allows for internal equity to be maintained with internal and external hiring for that particular fiscal year. (Board Salary Hearings as required by General Code of Laws may be necessary)
3. Salary schedules will be modified to include cost of living adjustments or other increases. When this occurs, employees will receive increases based on an additional year worked and increases to salary schedule.

Calhoun City Schools Duties and Responsibilities

To be completed during the mid-year and summative evaluation.

Educator: _____ Building: _____

Date: _____ Evaluator: _____



	S	N	NA
1. Follows procedures and guidelines as outlined in the School and/or System Personnel Handbook.			
2. Provides adequate information, plans, and materials for substitute teacher and for ISS.			
3. Enforces regulations concerning student conduct and discipline.			

4. Assumes responsibility for supervising students on campus and while away from the building on school-related activities.			
5. Follows direct and/or school prescribed assessment strategies and procedures.			
6. Maintains accurate records to document student performance and attendance.			
7. Assumes responsibility for the safety and good order of the total school program.			
8. Maintains confidentiality of students and records.			
9. Maintains accurate, complete, and appropriate records and submits reports as required and within deadlines.			
10. Demonstrates ethical behavior as outlined in the Code of Ethics for Educators.			
11. Works cooperatively with school/district leaders, support personnel, colleagues, and families.			
12. Attends and participates in faculty meetings and other assigned meetings and activities according to school/district procedures.			
13. Reports to work on time as assigned.			
14. Interacts in a professional manner with students, family members, staff, and school/district leaders.			
15. Implements a Professional Growth Plan or Goal each year.			
16. Mitigates deficiencies through a Professional Growth Plan for Improvement, if required.			

(S = Satisfactory N = Needs Improvement N/A = Not Applicable)

Note: Duties & Responsibilities rated as Needs Improvement require a PLP or letter of direction.

Educator Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

Calhoun City Schools ESS Duties and Responsibilities

To be completed during the mid-year and summative evaluation.

ESS Teacher: _____ Building: _____

Date: _____ Evaluator: _____



	S	N	NA
1. Follows procedures and guidelines as outlined in the ESS Manual and discussed in training.			
2. Maintains accurate records to document student performance and attendance through progress monitoring and data collection.			

3. Completes and distributes data-based progress reports in accordance with the frequency determined on the IEP.			
4. Coordinates meetings in a timely manner with all stakeholders involved in the IEP team, including: therapists, ESOL, speech, Vocational Rehab, Parent Mentor and other supports for the student as needed.			
5. Demonstrates professionalism in IEP meetings by being prepared prior to the meeting and follows procedures as outlined in the ESS Manual.			
6. Works collaboratively with school psychologists, diagnostician, coordinator and director and submits items required for evaluations in a timely manner.			
7. Works collaboratively with school leadership, teachers and staff to address behavior issues of students through IEP goals and behavior intervention.			
8. Assumes responsibility for completing paperwork and submitting required documents to the System Designee by the appropriate deadlines.			
9. Attends and participates in trainings, professional development and other assigned meetings and activities according to school/district procedures.			
10. Interacts in a professional manner with students, family members, staff, and school/district leaders.			
11. Works collaboratively with general education teacher to develop ESS lesson plans that address the standards and are differentiated for the student's appropriate level of learning.			
12. Maintains confidentiality of students and records.			

(S = Satisfactory N = Needs Improvement N/A = Not Applicable)

Note: Duties & Responsibilities rated as Needs Improvement require a PLP or letter of direction.

Teacher Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____