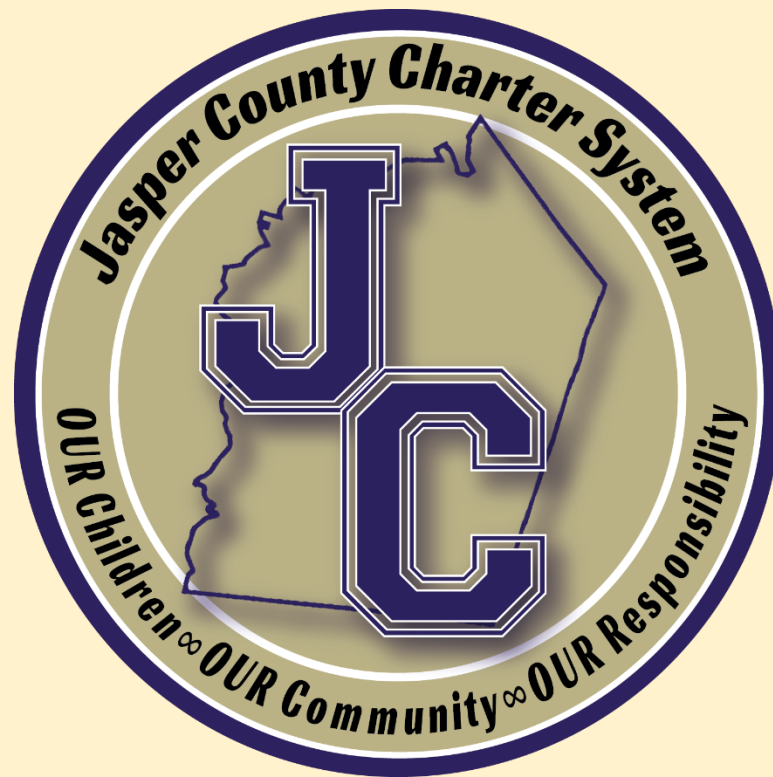


Jasper County Charter System

1411 College Street
Monticello, Georgia 31064
706-468-6350



Personnel Information Guide

Purpose of this Guide

This *Personnel Information Guide* has been prepared to provide you with links to necessary information, resources, and Jasper County Charter System policies, which pertain directly to its employees. The purposes of the guide are as follows:

1. Provide employees with information concerning their benefits, rights, and responsibilities.
2. Establish guidelines/procedures for day-to-day administration of personnel matters.
3. Ensure that the district recruits, selects, and retains the best personnel, i.e., those with high capabilities and a commitment to the mission and goals of the Jasper County Charter System.
4. Provide a climate and culture of high expectations that foster optimal staff performance and high morale.
5. Meet both the system's and employee's need in providing leadership and service for high quality education in Jasper County Charter System.

This guide is not intended as a detailed statement of all applicable personnel statutes, regulations, and policies. Employees may request further information from their supervisor or from the system's personnel department when questions arise and information that is more specific is desired. In the case of any inconsistency between the content of this guide and applicable statutes, regulations, or policies, the policies shall prevail.

This guide is a continuous working document and subject to modification and further development as determined by the superintendent of schools. Maintaining this guide will be an ongoing process that will require frequent updating. It is suggested that all employees monitor eBoard monthly for policy updates. Employees are encouraged to provide suggestions to their immediate supervisor concerning improvements in personnel guidelines/procedures.

Personnel Information Guide

Board of Education

[Board Meeting Dates for Jasper County Charter System](#)
[Board Members of Jasper County Charter System](#)
[Superintendent's Message](#)

Central Office Staff

[Central Office Staff in Jasper County Charter System](#)
[Staff Directory for the Jasper County Charter System](#)

Certification

[Certification: Jasper County Policy](#)
[Certification: GaPSC Certificate Upgrade Advisor](#)
[Certification: MyPSC](#)
[Certification: Renewal Procedures Guide](#)

Code of Ethics

[Code of Ethics for Educators: Jasper County Policy](#)
[Code of Ethics: Employees of State Schools per GADOE](#)
[Tutoring for Pay: Code of Ethics](#)

Community Resources

[Community Link: Jasper County Sheriff's Office](#)
[Community Link: The Chamber of Commerce](#)
[Community Link: The Monticello News](#)

Criminal Background Checks on Personnel

[Personnel Criminal Background Check: Jasper County Policy](#)

Drug Free Workplace

[Drug-Free Workplace: Jasper County Policy](#)
[Drug Screening of Bus Drivers: Jasper County Policy](#)
[Tobacco Use: Jasper County Policy](#)

Emergency Closing of Schools

[Emergency Closings: Jasper County Policy](#)

Employment Benefits and Opportunities

[Employment Benefits for Classified and Certified Employees](#)
[Equal Educational Opportunity: Jasper County Policy](#)
[Equal Employment Opportunities: Jasper County Policy](#)

Evaluation Processes

[Professional Evaluations: LKES GaDOE](#)
[Professional Evaluations: TKES GaDOE](#)

Family Educational Rights and Privacy Act (FERPA)

[FERPA: Complaints regarding Student Privacy Right; Jasper County Policy](#)
[FERPA: Information for Eligible Students and Parents US DOE](#)
[FERPA: Student Records: Jasper County Policy](#)

Field Trips and Excursions

[Field Trips and Excursions: Jasper County Policy](#)

Funds, Solicitations, and Other Money Matters

[Proposed Budget for Jasper County Charter System](#)

[Purchase Order](#)

[Fraud Prevention: Jasper County Policy](#)

[Gifts and Bequests: Jasper County Policy](#)

[Grant Writing Processes and Procedures](#)

[Purchase Orders and Contracts: Jasper County Policy](#)

[Sale of Competitive Foods: Jasper County Policy](#)

[Solicitations of Students: Jasper County Policy](#)

[Solicitations: Jasper County Policy](#)

[Vending Machines and Sale of Food: Jasper County Policy](#)

Handbooks

[Parents and Students of Jasper County Schools](#)

[Jasper County PreK](#)

[Jasper County Primary School](#)

[Washington Park Elementary School](#)

[Jasper County Middle School](#)

[Jasper County High School](#)

Harassment

[Harassment: Jasper County Policy](#)

Hiring, Working Conditions, Transfers, Resignations, Terminations

[Nepotism: Jasper County Policy](#)

[Professional Personnel Compensation Guides and Contracts: Jasper County Policy](#)

[Professional Personnel Hiring: Jasper County Policy](#)

[Professional Learning Opportunities: Jasper County Policy](#)

[Professional Personnel Recruitment: Jasper County Policy](#)

[Professional Personnel Resignation: Jasper County Policy](#)

[Professional Personnel Termination: Jasper County Policy](#)

[Professional Personnel Transfers: Jasper County Policy](#)

[Professional Personnel Working Conditions: Jasper County Policy](#)

[Reduction in Force \(RIF\): Jasper County Policy](#)

Infectious Diseases

[Infectious Diseases: Jasper County Policy](#)

Instruction: Policies, Resources, and General Information

[Instruction: Gifted Programs: Jasper County Policy](#)

[Instruction: Graduation Requirements: Jasper County Policy](#)

[Instruction: Media Programs: Jasper County Policy](#)

[Instruction: Promotion Retention: Jasper County Policy](#)

[Instruction: Promotion Retention Placement Guidelines K-12](#)

[Instructional Calendar](#)

[Instructional Resources](#)

[Internet: Acceptable Use: Jasper County Policy](#)

[Internet: Acceptable Use for Employees](#)

[Internet: Children's Internet Protection](#)

[Scheduling for Instruction: Jasper County Policy](#)

[School Celebrations and Observances: Jasper County Policy](#)

[Special Services in Jasper County](#)

[Student Attendance: Jasper County Policy](#)

[Testing Calendar for Jasper County Charter System](#)

[Unstructured Break Time: Jasper County Policy](#)

Leaves and Absences for Personnel

[FMLA: Guide for Employees](#)

[FMLA: Jasper County Policy](#)

[FMLA: Request Forms](#)

[Personnel Leaves and Absences: Jasper County Policy](#)

[Personnel Sick Leave Bank: Jasper County Policy](#)

Mandated Reporting: Child Abuse and Suicide Prevention

[Mandated Reporter Form](#)

[Mandated Reporting of Abuse as Defined by the Georgia Code of Ethics](#)

[Mandated Reporting: Child Protection Services](#)

[Mandated Reporting: Jasper County Policy](#)

[Suicide Prevention: Jasper County Policy](#)

Medications

[Medications: Jasper County Policy](#)

Mission and Vision

[Mission and Vision of Jasper County Charter System](#)

Safety and Security

[Emergency and Crisis Management Procedures for Jasper County Charter System](#)

[Safety Plan for Jasper County Charter System](#)

[Student Safety: Jasper County Policy](#)

[Transportation Safety: Jasper County Policy](#)

Salary Schedules and Resources

[Salary: Direct Deposit Authorization Form](#)

[Salary: FY18 Classified Salary Schedule](#)

[Salary: FY18 Certified Local Salary Schedule](#)

[Salary: FY18 Certified State Salary Schedule](#)

[Salary: Payroll Dates](#)

[Salary: W4 Form](#)

[Salary: G4 Form](#)

[Salary: Classified Personnel Overtime Pay: Jasper County Policy](#)

[Salary: Deductions: Jasper County Policy](#)

School Property

[Disposal of School Properties: Jasper County Policy](#)

[Use of Facilities: Jasper County Policy](#)

[Use of School Buses: Jasper County Policy](#)

Searches, Seclusions, Restraint and Corporal Punishment

[Corporal Punishment: Jasper County Policy](#)

[Searches and Interviews of Students: Jasper County Policy](#)

[Seclusion and Restraint of Students: Jasper County Policy](#)

Sports

[Sports: Concussion Management: Jasper County Policy](#)

[Sports: Concussion Management: Form](#)

[Sports: Gender Equity: Jasper County Policy](#)

[Sports: Health Education: Jasper County Policy](#)

[Sports: Interscholastic Activities: Jasper County Policy](#)

Title VI, VII, IX, 504, ADA, ADEA

[Title VI, VII, IX, 504, ADA, ADEA Compliance: Jasper County Policy](#)

Travel Reimbursement and Forms

[Travel Information and Resources](#)

Volunteers in the Schools

[Volunteer Background Check Form](#)

[Volunteer Procedures and Background Checks](#)

[Volunteer Request Form](#)

Weapons

[Weapons: Jasper County Policy](#)

Websites for all Schools

[Jasper County Charter System](#)

[Jasper County PreK](#)

[Jasper County Primary School](#)

[Washington Park Elementary School](#)

[Jasper County Middle School](#)

[Jasper County High School](#)