

Employee Handbook



Turner County Schools
2020-2021

Turner County Schools Employee Handbook introduction

This Employee Handbook represents a brief summary of Human Resources policies, practices, benefits, and services at the time of its publication. More specific detail of each policy is available in the Turner County Board of Education (BOE) Policies available for review on the district's board website at

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4163.

The BOE reserves the right to adopt, change, or terminate any policy at any time. The district reserves the right to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, the BOE reserves the right to terminate or modify coverage for any group of employees and their dependents or a class of dependents, at any time.

Information completed on all employment forms must be accurate (forms include, but are not limited to, statements of experience and qualifications, medical history, work permits, criminal history, and application information). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in the Turner County Schools Employee Handbook shall constitute or imply a contract of employment between the district and any employee. The BOE reserves its right to separate the employment of any employee within the procedures, rules, and laws which govern its operation.

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Disclaimer: TEACHER HANDBOOK PROVISIONS

The terms described in this Employee Handbook may be altered, modified, changed, or eliminated by the Turner County School District at any time, with or without prior notice. This Employee Handbook and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, express or implied.

Absenteeism

Just as student attendance is important for academic success, staff members are expected to be consistent in attendance.

1. From time to time, everyone must be away from work for a variety of reasons. However, as the teacher in your classroom, you are extremely valuable to the learning process. Please remember, **the success of our school system is dependent on teachers being at work.** Every effort should be made to schedule doctor, dental, or other appointments outside the school day. When you must be out of school, we will make every effort to have a qualified substitute for you on that day. On days when a large number of teachers are out, you may be asked to cover classes for a colleague. We will do our best to limit this, but it cannot be eliminated altogether.
2. If you are going to be absent from school let the office know the day before or sooner when possible. If it is not possible, call the school's designee as early as possible.
3. Required leave forms will need to be completed for all absences including requested leave. See the Forms section of this handbook.
4. On your first day back to work from Sick Leave, complete a Leave Form. If you are charged with the wrong type of leave, and you have not turned in this form, we cannot help you get it straight at the central office.
5. Use Leave Request Forms to request permission to leave early or come in late.
6. Personal and professional leave must be approved at least ten (10) school days in advance. Appropriate forms are available through the office and online. **Generally speaking, personal leave on days prior to a scheduled holiday is prohibited. Personal leave will not be approved during testing periods except in the case of emergencies.**
7. Professional leave for classes and conferences must be pre-approved through your Principal and the Central Office. We encourage and support professional leave that helps improve instruction in the classroom. However, understand that not everyone will be able to attend every workshop or conference. Each situation will be handled on a case-by-case basis.
8. Teachers earn 1.25 sick leave days per month and may carry over unused sick leave from one year to another to accumulate up to 45 days of sick leave. Unused sick leave beyond 45 days is banked and can be used toward retirement. Three full workdays per year may be used for personal leave.
9. Each teacher is responsible for preparing a substitute folder and having it on file. This folder should consist of rosters and seating charts for all of your current classes (remember to make updates as you gain or lose students), a lesson plan, basic class rules you expect of your students, and any other information needed by a substitute. Have this ready by the end of the first week, and update as needed. However, these plans are only for emergencies. All other times – please make current plans available for the substitute.

10. If you would like a particular substitute, please make your preference known to the school designee.

Arrest Report

Any district employee who is arrested for any charge by a law enforcement agency is required to notify his/her immediate supervisor and the Director Human Resources no later than the first scheduled work day or within 48 hours after the arrest, whichever comes first. An “arrest” does not include minor traffic offenses in which an individual receives a citation and is allowed to continue driving after the stop.

Assemblies

Faculty members are required to attend ALL school assemblies and help maintain proper order unless assigned other duties by their supervisor.

Chain of Command

It is appropriate and acceptable for teachers to discuss issues with the superintendent or Board members; however, teachers should follow the appropriate chain of command. It is as follows: (1) Grade Level or Department Chair, (2) School Administration, (3) Central Office Director, if appropriate, (4) Assistant Superintendent, (5) Superintendent, and (6) Board of Education. For classified staff, the appropriate chain of command is: (1) immediate supervisor, (2) School Administration, (3) Central Office Director, (4) Assistant Superintendent, (5) Superintendent, and (6) Board of Education. Superiors cannot address issues and concerns if they are not aware of them. Most issues and decisions can be dealt with professionally if communication lines remain open. Failure to follow the chain of command undermines the supervisory process and could result in poor evaluations and/or termination of employment.

Classroom Care

Custodians assigned to schools will do most of the cleaning work; however, the building is large and time is limited. Teachers and students should help by keeping paper off the floor and giving proper care to the desks, walls, equipment, etc. Please strive daily to keep your room attractive and orderly to maintain the right classroom atmosphere. At the end of each day, ask students to remove any paper in or around their desk. Before you leave school each day, please ensure that all windows are closed and locked, lights and all electronic equipment are turned off, check the AC setting, and the door is locked.

Code of Ethics

All educators are bound by the Code of Ethics as promulgated by the Professional Standards Commission. Certificated personnel should stay apprised of the Code of Ethics and should always adhere to them. The Code of Ethics and other related information is available online

through the Georgia Professional Standards Commission website at <http://www.gapsc.com/Ethics/Home.aspx>

Conduct Expectations

The Turner County Board of Education expects its employees to conduct themselves in a professional manner which reflects the trust and faith of the community for any individual who works near and with its children and families. All employees are required to meet the standards of conduct as identified in the Code of Ethics for Georgia Educators. The Code of Ethics and other related information is available online through the Georgia Professional Standards Commission website at <http://www.gapsc.com/Ethics/Home.aspx>

Conduct which is considered reasonable grounds for termination includes the following:

1. Falsification of any reports (reports pertaining to absence from work, claims pertaining to injuries, claims for any benefits provided by the system, communications or records including personnel and school records)
2. Sabotage or subversive activity
3. Misuse or removal from the premises, without proper authorization, of any school property, or possession of any property removed from school premises without proper authorization
4. Striking or manhandling another person or fighting on school system premises at any time
5. Theft of property, including fraud as defined in Policy DIE - Fraud Prevention.
6. Willful abuse or deliberate destruction of school system property, e.g., materials, equipment, tools, etc.
7. Insubordination (failure to follow the direction of a supervisor in the performance of work responsibilities)

Violations of any one of the following rules will cause penalties ranging from reprimand (verbal or written) to suspension without pay and/or termination:

1. Reporting to work under the influence of – or when suffering from a hangover from – alcohol, intoxicant, narcotic, barbiturate, amphetamine, or hallucinogen
2. Carrying alcoholic beverages or controlled substances without a doctor's prescription or appropriately labeled pharmacy container on school premises.
3. Immoral or indecent conduct
4. Threatening, intimidating, coercing or interfering with any person on school system premises at any time
5. Sleeping while on duty
6. Intentionally falsifying time records (either your own or that of another employee)
7. Improper performance of job
8. Low productivity

9. Carelessness or negligence in the use and/or operation of school system tools or equipment
10. Violation or disregard of safety rules and/or safety practices, carelessness endangering your life or that of another
11. Failure to immediately report injury or accident to supervisor
12. Smoking or other use of tobacco products while on school property or during the performance of duties
13. Repeated violations of rules of conduct and/or safety
14. Non-performance of duties; unwarranted failure to report to job; or failure to stay on job assignment during working hours
15. Poor attendance and/or continued tardiness

The above lists are not all inclusive of every possible act of misconduct and are not intended as such. Other actions or behaviors which would be considered by any reasonable person to be inappropriate in the workplace and within the education environment shall be grounds for termination. Any questions regarding employee conduct should be addressed to an employee's supervisor and/or the chief of human resources.

Copier Use

The copiers are available for teacher use. We will do everything possible to keep the necessary supplies for the copiers stocked but be mindful these supplies are expensive. Make copies of what is necessary to teach your class, but consider alternatives when possible. Also consider printing side-by-side and 2-sided or using your Interactive Panels or document cameras. Money spent on copies means less money for other areas of instruction. With the implementation of technology devices, teachers are encouraged to go more paperless.

Criminal Background Check

All personnel must be fingerprinted and successfully complete a criminal records check at time of hire. All certified staff will also complete a background check each time their certificate is renewed through the Professional Standards Commission's certificate renewal application process. Non Certified staff will be fingerprinted on a periodic basis within the final year of each five-years of employment based on most recent hire date

Dress

Faculty and staff dress should reflect the guidelines set forth in the student dress code. As leaders we should set an example of appropriate dress for our students. Guidelines for faculty and staff are as follows:

1. Faculty and staff should dress professionally at all times.
2. Jeans should be reserved for pre-approved Fridays, scheduled dress-down days, or when appropriate for the activity.

3. No casual shorts; any shorts must be dressy and appropriate length. Skirts should be the appropriate length. (Appropriate length is touching the knee.)
4. No tank tops or sundresses will be allowed.
5. Sandals are appropriate, but beach/shower/bedroom shoes are not allowed.
6. Leggings should only be worn with the appropriate length top/dress. (Appropriate length is touching the knee.)

Drug-Free Work Place

Turner County Schools adheres to the rules in the district's Drug-Free Work Place Policy GAMA. This policy is found in its entirety in the Appendix and in the district's online policy manual.

Educational Associations

Teachers are encouraged to belong to professional educational organizations whose function is the betterment of educators.

Employee Classifications

Classified: A classified employee is any person who is hired by the school district and does not hold a certificate issued by the Professional Standards Commission or receive a contract of employment.

Certified: A certified employee is any person who holds a professional educator certificate for a teaching, service or leadership field and receives an annual contract for employment.

Full-Time/Part-Time: Any employee who works at least 40 hours during a regularly scheduled work week is a full-time employee. A School Nutrition Employee is considered full-time if she/he works a minimum of 35 hours during a regularly scheduled work week. An employee who works less than 35 hours is a part-time employee.

Employee Types

Full-time employees who are certified and contracted are covered by O.C.G.A. § 20-2- 940 (The Fair Dismissal Act of 1975), and are afforded certain rights under the Act. 5 Other employees, including classified, Pre-K, and part-time employees, are employed under Georgia's "at-will" employment law and may be terminated at any time without cause.

Equal Opportunity Employer

Turner County Schools is an equal opportunity employer and does not discriminate based upon race, color, sex, national origin, religion, age or disability.

Evaluation of Teachers

Turner County School will use TKES for evaluations. Where applicable, annual evaluations will be based on the Teacher Keys Effectiveness System (“TKES”) in accordance with Official Code of Georgia 20-2- 210, all applicable rules of the State Board of Education, and the Implementation Handbook for TKES. Leadership positions will be evaluated based upon the Leader Keys Effectiveness System (“LKES”), and some will be evaluated using an instrument approved by the school system. In accordance with TKES, all teachers will be evaluated on ten different standards, plus growth in student achievement. The student achievement growth factor will count at least 50% of the overall evaluation. Assistant Principals and Principals will be evaluated using the Leader Keys Effectiveness System (LKES). All certified staff members are encouraged to read details of TKES/LKES at:

<http://www.doe.k12.ga.us/School-Improvement/Teacher-and-LeaderEffectiveness/Pages/Teacher-Keys-Effectiveness-System.aspx>

Employees evaluated with TKES or LKES may request a conference within ten working days of any formative evaluation.

Field Trips and Athletic/Extracurricular Activities Off-Campus

All field trips must have a direct relationship to a course of study, must be adequately supervised by school personnel, and must be approved in advance by the school principal and superintendent. The club or class must assume cost for the field trip unless other financial arrangements have been made. All field trip forms must be properly completed before taking any trip. Forms should be turned in to the Principal's office. When taking students on a trip or activity of any nature, you must prepare an Emergency Contact list that includes the name of each person (student and adult) on the trip, a contact person, and a phone number where that person can be reached in case of an emergency. Turn one copy of this form into the office and carry one copy with you. Coaches and club/competition sponsors should submit a team roster to the school office as soon as practical, and before departing for an away game, a list of anyone not traveling that is on the roster or anyone travelling who is not on the roster MUST be submitted to the school office. Out of state and/or overnight trips require approval by the Board of Education before the trip. Submit request to the superintendent's office before the last day of the month so it will be included on the following month's BOE agenda

In the event of an emergency, you are to call the school as soon as possible. If it is outside school hours, call the Principal.

- You must also provide a roster of students attending the trip to the office on the day prior to the trip. This will allow the students to be ‘coded’ correctly for the day they miss school and cut down on the confusion of who is on the trip and who is absent.

- Athletic and other competition teams should provide a roster of their team and a schedule of the dates and times the students will be out of class. In cases of tournaments and playoffs, discuss departure times with the administration before making plans.

Interoffice Mail

The district maintains an interoffice mail service to distribute documents and materials to employees and departments. Interoffice mail should not be used for distribution of non-work related materials.

In-Service/Pre-Post Planning Days

The hours for In-Service/Pre-Post Planning Days are 8:00-4:00 unless adjusted by the Superintendent. Staff members should make arrangements for the supervision of personal children off campus as this is your place of employment.

Late to School Procedures

All teachers and staff members should be at work and at assigned areas as assigned by your school.. If you are going to be later than 7:30 AM, telephone and let the office know. Continually being late to work could result in your being placed on personal leave for the time you are out. If tardiness becomes a problem, then the teacher may need a PDP. Continual tardiness can be a reason for dismissal. **You are essential to the learning process!**

Leaving School Procedure

Teachers' workday is assigned by your school. Many of you come in early and stay late, and your efforts are appreciated. Occasions may occur that require you to leave early or for a short time, do so through the office. Avoid running errands during the school day including your planning period. When it is necessary to leave campus, obtain the permission of an administrator and sign out in the office. Please do not ask to leave unless it is an important reason.

Mandated Reporter

Any person – including teacher, administrator, support personnel and other district and school personnel – who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned or neglected shall report such knowledge immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. A Turner County Schools employee who suspects physical or sexual child abuse shall report this suspicion to her/his principal, supervisor, counselor, or school social worker. All employees are to complete training on mandated reporter requirements each year. This training is made available online or through in-person presentations.

Parent Relations

A good relationship between teacher and parent is important in effective teaching. Some things to consider in teacher-parent relationships are

1. Be patient and courteous.
2. Take time to discuss problems fully and offer suggestions for the best possible solution.
3. Recognize and consider the parent's problems. (Empathize)
4. Cooperate with and encourage parent's efforts.
5. A teacher can never keep parents too informed.

Parents and Grades

Parents have daily access to their child's grades through Infinite Campus. If a parent asks about a password for their child, they should be referred to the office. Parents should be encouraged to use this source to be aware of their child's progress. They can also view attendance through this method. Keeping parents aware of their child's progress early in the game can save problems down the road. Teachers need to be able to justify all grades given through recorded test grades, daily grades, etc. Points should never be deducted as a disciplinary measure.

Personnel Records

Employees are responsible for informing human resources staff when there are changes in their name, home address, phone number, direct deposit account(s), or dependents. It is important to be aware that changes in these records affect the district's ability to appropriately and efficiently process issues related to employment and to communicate with an employee.

Information contained in an employee's personnel file is not made available to others except as may be required or permitted by law, requested by the employee, or to those school officials with a need to know in an official capacity. Otherwise, requests for information not specifically approved by the employee will be referred to the chief administrative officer. Georgia's Open Records law lists certain records that are protected from public disclosure. Among those listed are medical records, home address information, Social Security Number and confidential evaluations.

An employee may review personnel information, except for confidential references, contained in the employee's personnel file. In order to review the file, an appointment must be scheduled with the human resources department.

Professionalism

As educators, we are professionals and it is the expectation that we will all act in a professional manner. It is unrealistic to think that a group of co-workers as large as ours will not have

occasional misunderstandings. These should be handled in an appropriate and professional manner. Spreading gossip and ill will is unprofessional and unacceptable. Do not air your disputes in a public forum and make every effort to get along with other employees.

Purchases

DO NOT make any purchases without prior approval. If you are at the school level, please refer to the “Purchasing at the School Level” document posted on our website under the Finance tab.

Records and Reports

All records and reports are expected to be accurate, complete, and on time. Final school year paychecks may be withheld until all records are completed to the satisfaction of the administration. The permanent records should NEVER be taken from the record room unless they have been signed out on the sheet on top of the filing cabinets. They should ALWAYS be returned before the day is over and should NEVER be left in the classroom overnight or taken home. This is a State Board of Education policy.

Reduction in Work Schedule

Due to unforeseen State budgetary cuts imposed upon the school system after the budget has been set, may lead to a reduction in the work schedule for employees. Reductions will be reflected in the annual salary earnings reported to TRS.

Reprimand

The Superintendent may write a letter of reprimand to a teacher or other school employee for any valid reason. A copy of the letter of reprimand will be placed in the teacher’s or employee’s permanent personnel file. The teacher or employee receiving such a letter of reprimand shall have the right to appeal the decision of the Superintendent to the Board of Education. The Board shall have the right to either affirm the decision of the Superintendent or to reverse it. If the decision of the Board is to reverse it, the letter of reprimand shall be removed from the teacher’s or employee’s permanent personnel file. (OCGA 20-2-944)

Resignations

Notice of resignation must be presented in writing to the principal as soon as practical. The resignation should include a final date of work and must be signed. Employees under contract should include in the resignation a request to be released from the contract. The Superintendent makes recommendations for release, and the Board of Education acts on those recommendations. Not all requests are granted, depending upon the timing of the request.

School/Office Telephones

Turner County Schools' telephones are provided for business communications. Accepting personal phone calls during work is discouraged. Any long distance calls made for personal reasons that result in a cost to the district must be reimbursed.

Sexual Harassment Policy

The Turner County Board of Education is committed to maintaining a work environment that is free from distractions caused by sexual harassment and all other forms of discrimination, or inappropriate or offensive conduct. It is expected that all personnel conduct themselves in a highly professional manner and respect coworkers, students, parents, and others who interact with district personnel. The Board prohibits sexual harassment, all forms of discrimination, and other unprofessional conduct. Sexual harassment in the school environment is unacceptable conduct and will not be tolerated or condoned.

Sexual harassment may include, but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against
- Comments regarding physical or personality characteristics of a sexual nature
- Sexually oriented "kidding," "teasing," double-entendres, and jokes
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.

Policy GAEB: Harassment

Policy JCAC: Harassment

Social Media and Text Messaging

Teachers are strongly discouraged from texting students or allowing students to "befriend" them on Facebook® and other social networking sites. Remember that anything posted on a personal networking site is no different than posting the same in the local newspaper. Ethics issues arise when teachers do not heed this advice.

Solicitation

Employees are prohibited from using any email list serve or email group announcing any event where the sender or the sender's friends or family would benefit financially from the event. Examples include Tupperware® parties, fundraisers benefiting the employee directly, etc. Notices regarding benevolent fundraising activities to benefit another employee or community member are allowed. Examples include a fundraiser to help defray medical expenses of an employee, student, community member, or worthy cause. If you have a question about the

activity, ask your Principal. Violations will result in permanent blocking of the sender's email account from the school system's servers.

Staff Meetings

Regular staff meetings are a necessary part of school operation. Each school will schedule staff meetings as needed for the purpose of sharing information or for professional learning. All staff members are required as part of their teaching/employment responsibilities to attend all such meetings as determined by the principal or district administration. Students or staff members' children should not attend staff meetings.

Staff Use of Cell Phones

Although staff members are allowed to have cell phones at school, the phones should not be used for personal reasons, during class time, or any time students are under your care. Cell phone use should never interfere with instructional time.

Student Accidents

If a student is injured while under your supervision, notify the office immediately. An accident report, detailing the incident, will need to be completed by the end of the day.

Student Miscellaneous

Students are not allowed to sign out for any reason without parental permission. School administration shall use discretion in setting forth procedures for sign-outs. Teachers should be sure that lessons are well prepared, the class starts on time, and the class does not end too soon in order to ensure good student discipline. Do not allow students to gather by the classroom door before the bell. Remember, YOU dismiss the class! Teachers are to help supervise the halls and other areas around campus as needed. Be outside your door or at your duty station during class change. If students' congregating becomes a problem, report it to the office. The more eyes watching, the less will happen.

Student Relations

A good relationship between student and teacher is of great importance. Some suggestions are:

1. Be fair and consistent.
2. Be reasonable and tolerant, but sufficiently firm when necessary.
3. Commend students and give recognition for accomplishments.
4. Be constructive in criticism - never embarrass or ridicule a student.
5. Give students responsibility.
6. Do not prejudge students.
7. Explain clearly to the students the rules, standards, and expectations.

Students with Disabilities

Each school has a Student Support Team (SST) that provides interventions for students struggling to make progress academically, behaviorally, and in the area of speech and language. These teams work to provide evidence and research based interventions to improve performance prior to a referral for a special education evaluation or 504 plan.

Turner County provides support to students served through an Individual Education Plan (IEP) and/or a 504 Plan. These supports are developed by a team decision and our teachers are required to follow these plans. The Department of Special Education works to ensure that all students with disabilities are provided a free appropriate public education. As an employee of this school system, you may be asked to serve on these teams to ensure that the student's needs are addressed to support their participation in the general education classroom setting. Teams meet annually to update these plans.

The school 504 coordinator and the special education case managers will provide instructional, behavioral, and testing accommodations to the general education teachers working with students with disabilities within the first 5 days of school or within 5 days of the student entering the teacher's class. The school 504 coordinator and the special education case managers are available to explain and assist with the implementation of instructional, behavioral and testing accommodations and/or modifications on an as needed basis. It is important to note that special education instructional accommodations may include significantly more accommodations than the allowable state testing accommodations.

Without choice, teachers are required to follow the accommodations and/or modifications defined within these plans until the plans are reviewed and amended. If a teacher has a concern regarding a student with a disability, the teacher should contact the special education lead teacher in their school or the school 504 coordinator. If concerns are not addressed adequately, please contact the Director of Special Education for additional support/information.

Together, we work to ensure that ALL students learn regardless of their academic or behavioral limitations. With the implementation of supports and services, we will help children learn!

Tips, Gratuities and Gifts

Employees should not engage in any activities, transactions or relationships that would interfere with the impartial, objective and effective performance of their duties.

Students: Staff members may accept gifts from students on special occasions, provided the gift is not unduly elaborate or expensive. Staff members should always use good judgment and adhere to the code of professional ethics when accepting gifts from students. In no case shall a

staff member accept a gift from a student group, school organization, etc. in excess of a nominal value.

Staff: Staff members may accept gifts from other staff members provided the gifts are not unduly elaborate or expensive and are given on a voluntary basis.

Outside agencies or individuals: Staff members shall not accept individual gifts from outside agencies or individuals that are a result of business transactions between the school district and said agency or individual. Business partners may provide gifts of nominal value to a department or staff as part of an ongoing relationship with the district. District employees may not accept gifts from vendors or those seeking a business relationship with the district, including tickets, vouchers, passes, or gift cards to events, retailers or restaurants. Refer to Policy DJE-R(1).

Transfers

The superintendent and his/her designated school and department administrators may assign and reassign personnel as required by the needs of the district within the area(s) of an employee's qualifications. The involuntary reassignment of certified personnel will be kept to a minimum and based upon student enrollment and program needs. An employee may request a transfer to another location or position at any time during the year whenever a vacancy occurs for which the employee is qualified. The supervisor or district administration may deny the opportunity for a transfer due to anticipated disruption in school or department continuity. In general, teachers will not be transferred at their request from one school to another in the system during the school year. Exceptions shall be cleared through the superintendent. Staff members may request transfers for the next school year on their Letters of Intent for the following school year.

USE OF SCHOOL FACILITIES AND EQUIPMENT

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

1. COMPUTER USAGE

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

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

The use of Turner County School System automation systems, including computers,

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

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

- Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Turner County School System policy

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

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate education purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of files or other school system data;
- Destroying, deleting, erasing, or concealing school system files or other school system data, or otherwise making such files or data unavailable or inaccessible to the school system or to other authorized users;
- Misrepresenting oneself or the school system;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or

other code or file designed to disrupt, disable, impair, or otherwise harm either the school system's networks or systems or those of any other individual or entity;

- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of school system networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("biogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on school system systems and applications.

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

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

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

Visitation During Work Hours

Employees may not permit family or friends who by their presence interfere with performance of their duties, or the duties of coworkers, during work hours as determined by the employee's supervisor.

Waste, Fraud and Abuse

This procedure is established to facilitate the development of controls concerning fiscal matters that aid in the detection and prevention of waste, fraud, abuse and corruption against the Turner County Board of Education. It is the intent of the District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. These procedures apply to acts involving employees as well as consultants, vendors, contractors, and any other parties doing business with the District.

Management is responsible for the detection or prevention of fraud, misappropriations, and other inappropriate conduct. Each employee is responsible for reporting any indication of irregularity. Any fraud that is detected or suspected must be reported to the Superintendent.

The Superintendent has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined herein. If the investigation substantiates that fraudulent activities have occurred, final action or resolution will rest with the board.

Investigations related to fraud will be treated with confidentiality. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know.

General Information**Announcements**

Announcements will be made at the beginning of 1st period. If an employee needs an announcement made, it must be in the office by 7:30 each morning. We will do everything possible to limit interruptions to instructional time; however, understand that it may be necessary from time to time to make an announcement later in the day. Announcements must be about school-sponsored activities. Make sure all students are attentive during announcements to avoid the chance of not receiving important information. Items to be placed on the school bulletin are to be turned into the office. Items turned in before school will be included on that day's bulletin. All others will be added as time permits.

Be Involved with Our Schools

One of the best ways to build trust with your students is to show an interest in the activities that they take part in here at Turner County Schools. It can go a long way to let a student know you saw them in a performance, game, or even at a practice to let him/her know that he/she did a good job. Make a point to attend extra-curricular events that your students are participating in. Even if you can only stop by a practice for 10 minutes as you leave school, it will make a difference with them.

Health Insurance

Employees have the opportunity to enroll in group health insurance through the State Health Benefit Plan. Both individual and family coverage options are available. A number of plan options with varying costs are presented each year. Complete packets of information are made available by plan providers and distributed to employees through the human resources department. The plan options are available online through the Department of Community Health (DCH) at <http://dch.georgia.gov> under the link for the State Health Benefit Plan (SHBP).

New employees may enroll at the time of employment regardless of the time of year. Current employees may only elect coverage during the Open Enrollment Period as determined by the state, except under certain circumstances due to change in family status such as marriage, birth of a child or loss of a dependent. Open Enrollment is typically a three-week period during October and November. The dates are announced by the state and shared with all employees by the human resources department.

Insurance Benefits

Eligible employees are those employees who work 20 hours or more per week. Insurance benefits become effective on the first day of the month following 30 days of employment and a proper payroll deduction.

Example: If John Doe is hired and begins work on Aug. 6, then his insurance benefits will begin Oct. 1 after he works the full month of September and his premium deductions are made in his September payroll.

Leave**Sick Leave**

Each person employed full-time is entitled to sick leave with full pay computed on the basis of 1.25 working days for each completed school month of service. By this formula a 10-month employee earns 12.5 days while a 12-month employee earns 15 days. An employee must be at work or on paid leave at least 13 days within a month to earn sick leave for that month. Sick

leave shall be accumulated from one school year to the next up to a maximum of 45 days for classified staff and 75 days for certified staff. Part-time employees working 49 percent or more earn leave prorated in accordance with the percent of time worked rounded to the nearest quarter day. For those employees who are members of the Teachers Retirement System (TRS), all accumulated sick leave over the maximum allowed for use is maintained for possible service credit toward retirement.

Sick Leave Uses

Sick leave may be used with the supervisor's approval for the following reasons:

- Personal reasons (*three days per fiscal year*)
 - These three days are taken from accumulated sick leave. An employee who earns 12.5 days of sick leave and takes three personal days will have only 9.5 days of sick leave remaining for other qualifying absences.
 - Personal days do not accumulate from one year to the next.
- Personal illness or injury
 - Absence due to illness for more than five consecutive days must be accompanied by a physician's excuse and completion of FMLA documentation before the employee will be allowed to return to work.
- Absence due to the medical care of a spouse, parent, or dependent child
- Absence necessitated by exposure to contagious disease
- Absence due to death in the employee's immediate family or someone with whom the employee had a close personal relationship
- Absence due to the birth of a child
- Absence due to the adoption of a child
- Absence for the paternal employee due to the birth or adoption of a child for up to two calendar weeks immediately following the birth or placement

Family and Medical Leave Act (FMLA)

Turner County Schools fully complies with the federal requirements of FMLA. This act grants qualified employees 12 weeks of unpaid leave every 12 months. FMLA may be used for:

- Birth of a child
- Adoption of a child or the placement of a foster child
- Care for a sick spouse, child, or parent
- Employee's own serious health condition
- Call to active military duty (extended leave up to 26 weeks for injury in line of duty)
- In support of a qualifying family member called to military service overseas for active military operations.

To be eligible for FMLA an employee must have been employed by the district for at least 12 months and worked for at least 1,250 hours during the prior 12-month period. For any medical qualification for an employee's own condition or that of an immediate family member, the district requires an approved health care provider's statement or military orders.

Although FMLA provides for unpaid leave, Turner County Schools requires that an employee use any accumulated leave during his or her absence.

Returning From Leave

An employee returning from disability leave or any sick leave requiring an absence of five or more days must provide a work release from the primary treating physician stating that the employee is able to perform the essential functions of his/her assigned duties.

Personal Leave

Personal leave is taken for reasons of personal importance to the employee. Although the reason for a request for leave may involve an activity that is related to a professional interest or goal, unless the leave is approved as a Professional Learning Activity, the leave must be taken as personal leave. Examples of leave for personal reasons that may also be related to professional goals are to: satisfy requirements for a graduate degree or participate in a professional association conference that is not connected to an improvement plan.

Professional Leave

Professional leave is available for the purpose of professional learning directly tied to an individual, department, school or district improvement plan, or coursework specifically required by the district or state. Professional leave must be approved by the employee's supervisor. Professional leave does not affect an employee's leave balance. Professional leave may not be used for absences during scheduled work days related to earning a degree, including presentation or defense of portfolios or dissertations.

Work-Related Leave

Work-related leave is available for the purpose of fulfilling assigned professional responsibilities of one's assigned duties in-district which requires a substitute, or out-of-district which requires an absence of one or more days. Work-related leave must be approved by the employee's supervisor. Work-related leave does not affect an employee's leave balance. Work-related leave may not be used for absences during scheduled work days related to earning a degree, including presentation or defense of portfolios or dissertations.

Appendix A

Turner County School System

Social Media Guidelines and Procedures

The Turner County School System recognizes the importance of using social media as a communication and learning tool. The way and manner in which TCSS staff members communicate with students, parents and the community shapes public perception. The purpose of these guidelines is to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives. Social media includes websites and applications where users share and create content and includes blogs, wikis, podcasts, virtual worlds and social networks.

All staff are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy as well as TCS guidelines and at risk of disciplinary action.

Posting on personal social media sites during instructional time or times when you are responsible for students is not acceptable and place you at risk of disciplinary action. Additionally, it is not acceptable for staff to use TCSS owned computers or electronic devices to interact on personal social media sites during the designated work day.

You are Always a School Employee

The lines between public and private, personal and professional are sometimes blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the district in what you do and say online.

- Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.
- Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff. Even if the communication takes place from a personal account, all communication related to the educational process is considered a public record. What you post will be seen by others and can be forwarded or shared in just a few clicks.
- Do not use District contact information (email, address, phone, etc.) when using social media for personal use.
- Use discretion and carefully consider the policies of the District before accepting any permission-based friend or follower requests received from students. Doing so puts you in a teacher-student relationship.
- Do not use District equipment or District network as primary tools for maintaining personal accounts.
- No School system email address should be associated with any personal social media pages or sites.
- As a district employee, TCS Ethics Guidelines govern your behavior(s). You may still be identified with the district, and your behavior is governed by the Ethics Guidelines of the Georgia Professional Standards Commission even if you choose NOT to identify yourself with the district.

Be Professional

Represent the district values of respect, responsibility, integrity, citizenship, honesty and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos.

- Online posts should be well written. Write for your immediate purpose, but also for a worldwide audience by following writing conventions including proper grammar, capitalization, and punctuation.
- Respect copyright and fair use guidelines.
- Refrain from derogatory statements about colleagues or students, or other comments that would reflect badly on your professional reputation.
- Do not use any school logo or image without permission from the District's Technology Department.
- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit your mistake and correct it.

- Be cautious about posting personal videos. Content never disappears entirely once it is posted, so it's important you correct any errors as soon as possible. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be viewed by everyone in your personal and professional worlds.
- Never create an alias and never be anonymous. Misidentifying yourself or providing false information may result in disciplinary action.
- Think before you post. If you feel angry or passionate about a subject, it may not be the time to share your thoughts in a post- you should delay posting until you are calm and clear-headed.

Manage Staff/Student Relationships Carefully

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

- Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
- Inappropriate or offensive content posted to social networks by employees and viewed by students, parents or other staff may be investigated by school and district officials and, if warranted, may result in disciplinary action.
- School email is not private and is subject to open records request. All communications by employees to students or parents at any time from any email system shall be expected to be professional. Email between employees and students and parents shall be done through the school provided email application and must conform to school email policies.

Respect Others and Ensure the Safety of Students

Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the district in general. Negative comments about people may amount to cyberbullying and could be deemed a disciplinary offense.

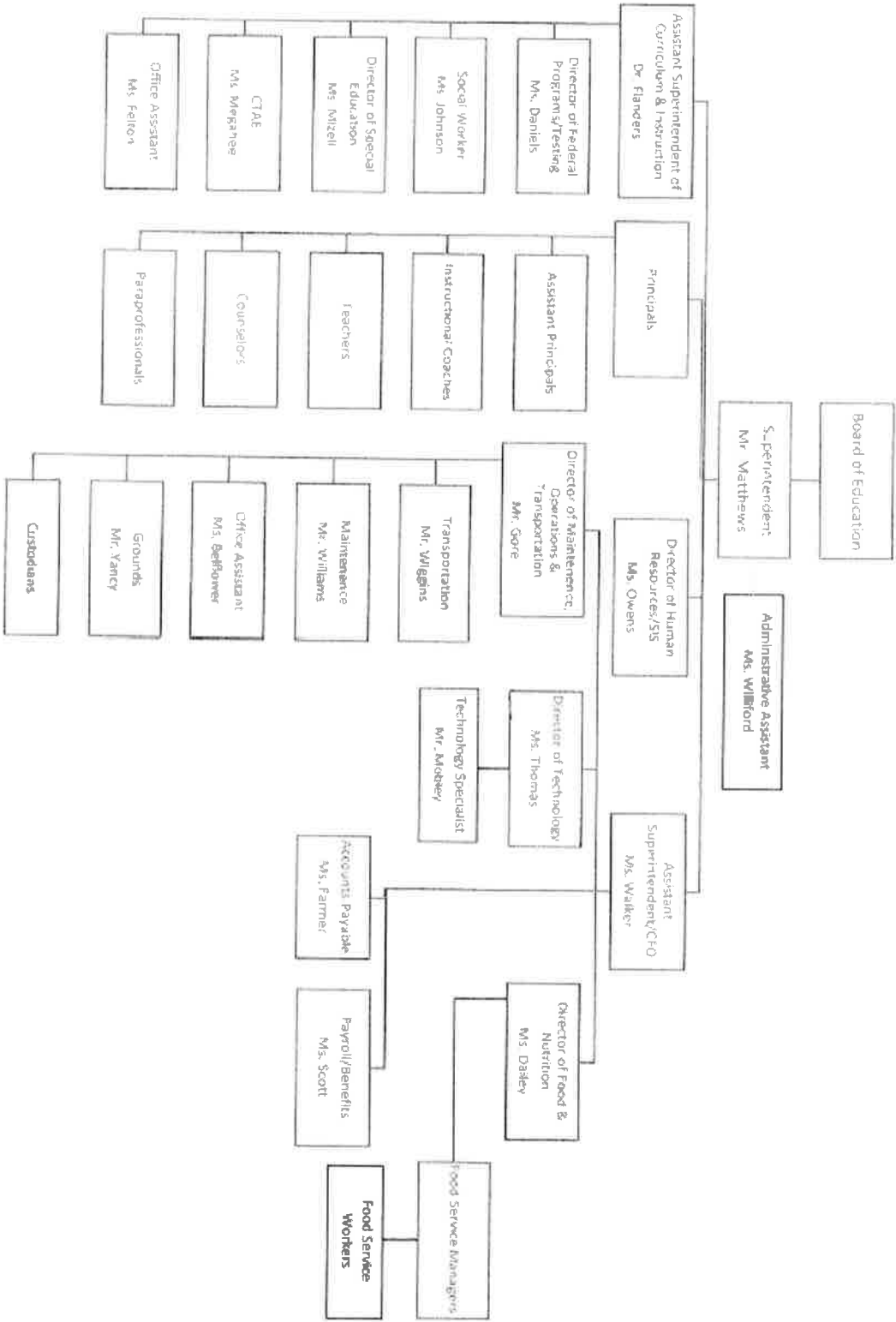
- You are responsible for what you post publicly, so be certain it is accurate and supports, or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted you can't take it back.
- Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors.
- Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.
- Be aware of students who have "opted-out" of District communications before posting photos and names online. (District social media teams have been put in place to post for schools, clubs and sports. You are welcome to share items that you would like posted with the appropriate social media team for your building)

Directory for Roles & Responsibilities

Job	Who	Contact
504	Sonya Mizell	sonya.mizell@turner.k12.ga.us
Accounts Payable	Glenda Farmer	glenda.farmer@turner.k12.ga.us
Assistant Superintendent	La Shonda Flanders Liz Walker	lashonda.flanders@turner.k12.ga.us liz.walker@turner.k12.ga.us
Athletic Director	Bryson Daniels	bryson.daniels@turner.k12.ga.us
Benefits/Insurance	Paula Scott	paula.scott@turner.k12.ga.us
CFO	Liz Walker	liz.walker@turner.k12.ga.us
Contracts	Michelle Owens	michelle.owens@turner.k12.ga.us
CPI	Michelle Owens	michelle.owens@turner.k12.ga.us
CTAE	Dale Megahee	dale.megahee@turner.k12.ga.us
Curriculum & Instruction	La Shonda Flanders	lashonda.flanders@turner.k12.ga.us
Email Accounts	Jennifer Thomas	jennifer.thomas@turner.k12.ga.us
Federal Programs	Zetta Daniels	zetta.daniels@turner.k12.ga.us
Food & Nutrition	Amy Dailey	amy.dailey@turner.k12.ga.us
FTE	Michelle Owens	michelle.owens@turner.k12.ga.us
GaPSC	Michelle Owens	michelle.owens@turner.k12.ga.us
Gifted	La Shonda Flanders	lashonda.flanders@turner.k12.ga.us
Homeless Liaison	Shylynski Johnson	shy.johnson@turner.k12.ga.us
Human Resources	Michelle Owens	michelle.owens@turner.k12.ga.us
Infinite Campus	Michelle Owens	michelle.owens@turner.k12.ga.us
Maintenance & Operations	Josh Gore Bobby Williams	josh.gore@turner.k12.ga.us bobby.williams@turner.k12.ga.us
Mental Health	Kerry White	kerry.white@turner.k12.ga.us
Payroll	Paula Scott	paula.scott@turner.k12.ga.us

PBIS	Zetta Daniels	zetta.daniels@turner.k12.ga.us
PreK Director	La Shonda Flanders	lashonda.flanders@turner.k12.ga.us
Psychological Testing	Sonya Mizell	sonya.mizell@turner.k12.ga.us
RTI/MTSS	Sonya Mizell	sonya.mizell@turner.k12.ga.us
Sick Leave	Michelle Owens Paula Scott	michelle.owens@turner.k12.ga.us paula.scott@turner.k12.ga.us
SLDS	Michelle Owens	michelle.owens@turner.k12.ga.us
Social Worker	Shylynski Johnson	shy.johnson@turner.k12.ga.us
Special Education Director	Sonya Mizell	sonya.mizell@turner.k12.ga.us
Student Records	Michelle Owens	michelle.owens@turner.k12.ga.us
Student Services	Zetta Daniels	zetta.daniels@turner.k12.ga.us
Superintendent	Craig Matthews	craig.matthews@turner.k12.ga.us
Technology Director	Jennifer Thomas	jennifer.thomas@turner.k12.ga.us
Technology Specialist	Wesley Mobley	wesley.mobley@turner.k12.ga.us
Testing	Zetta Daniels	zetta.daniels@turner.k12.ga.us
Title IX	Zetta Daniels	zetta.daniels@turner.k12.ga.us
TKES/LKES	Michelle Owens	michelle.owens@turner.k12.ga.us
Transportation	Josh Gore Michael Wiggins	josh.gore@turner.k12.ga.us michael.wiggins@turner.k12.ga.us
Work Based Learning	Eva Joiner	eva.joiner@turner.k12.ga.us
Workman's Compensation	Jennifer Felton	jennifer.felton@turner.k12.ga.us

Turner County Schools
Organizational Chart



Turner County Schools Employee Handbook

Your signature below indicates that you have read, understand, and agree with the policies and procedures found in the Turner County School Employee Handbook.

Signature: _____

Printed

Name: _____

Date: _____

Disclaimer: TEACHER HANDBOOK PROVISIONS

The terms described in this Employee Handbook may be altered, modified, changed, or eliminated by the Turner County School District at any time, with or without prior notice. This Employee Handbook and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, express or implied.