Laurens County Schools

467 Firetower Road Dublin, Georgia 31021

478-272-4767 (Telephone) 478-277-2619 (Fax)



Where a Quality Education Builds a Better Future

Employee Handbook 2022-2023



Rigor, Relevance, Relationships: Every Teacher, Every Student, Every Day

Mr. Clifford Garnto, Superintendent

Dr. Ronda Hightower, Associate Superintendent of Teaching & Learning

Dr. OJ Hall, Associate Superintendent of Teaching & Learning

Mr. Tim Passmore, Associate Superintendent of HR and Operations

Mr. Kenny Payne, BOE Chair Mrs. Kathy Sweat, BOE Vice-Chair

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Laurens County Board of Education

Mr. Jarvis Wilcher, (District II)

Mr. Tony Johnson, (District V)

Mr. Kevin Malone, (District IV)

Mr. Kenny Payne, (District III)

Mrs. Kathy Sweat, (District I)

The Laurens County Board of Education holds monthly meetings at: 467 Firetower Road, Dublin, Georgia 31021

Visit our website @ http://www.lcboe.net for meeting dates and times.

Leigh-Ann Tribble, BOE Secretary

Click the following link to view Laurens County Board of Education School Board District Maps

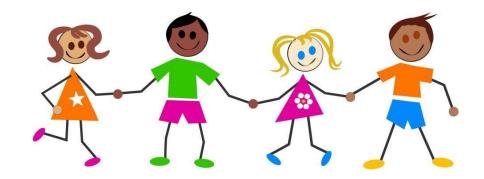
http://www.laurenscoga.org/districts.htm



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Student centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

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LCBOE operates the following facilities/programs:

East Laurens Primary School
East Laurens Elementary School
East Laurens Middle School
East Laurens High School
Northwest Laurens Elementary School
Southwest Laurens Elementary School
West Laurens Middle School
West Laurens High School
Crossroads Alternative School
LCBOE Board Office
LCBOE Bus Shop
Technology Annex

Facility Location & Contact Directory

Please visit our websites for more details!

www.lcboe.net

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East Laurens Primary School

950 Highway 80
East Dublin, Georgia 31027
478-272-4440
478-272-7815
http://elp.lcboe.net

Janelle Butler, Principal

Sherry Kight, Assistant Principal Shawna Flanders, Instructional Coach

The mission for East Laurens Primary School is to prepare a respectful, knowledgeable, motivated, well-rounded student who contributes positively to his/her community.

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East Laurens Elementary School

960 Highway 80
East Dublin, Georgia 31027
478-272-8612
478-277-2641 (Fax)
http://ele.lcboe.net

Kelly Dean, Principal

Kristal Porter, Assistant Principal Kelli Padgett, Instructional Coach

East Laurens Elementary's mission is to prepare a respectful, knowledgeable, motivated, well-rounded student who contributes positively to his/her community.

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East Laurens Middle School

930 Highway 80 East Dublin, GA 31027 478-272-1201 http://elms.lcboe.net

Dr. James Lawhorn, Principal

Brandi Purser, Assistant Principal

Kristina Garrett, Instructional Coach

The mission of East Laurens Middle School is to promote teaching and learning so that our students will become active learners and achieve academic and overall success.

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East Laurens High School

920 Highway 80 East Dublin, GA 31027 478-272-3144 478-609-2175 Fax http://elhs.lcboe.net

Dr. Lee Collins, Principal

Jason Thomas, Assistant Principal

Kandy Cruthfield, Assistant Principal

Leslie Flanders, Instructional Coach

The mission of East Laurens High School is to provide the best education possible for our students in order for them to become responsible, productive members of the community. To achieve this mission, a dedicated staff will provide educational expertise, encouragement, and motivation. A comprehensive curriculum and technologically advanced equipment will be used in an efficient facility with a safe, healthy, pleasant atmosphere.



Northwest Laurens Elementary

3330 Highway 80 West Dudley, Georgia 31022 478-676-3475 478-676-2246 (Fax) www.nwle.com

Jeffery Dean, Principal

Ryan Clanton, Assistant Principal

Markeisha Middlebrooks, Assistant Principal

Laura Sanders, Instructional Coach

Northwest Laurens exists to provide the best educational process possible for each student. We want all students to acquire necessary skills to grow; intellectually, physically, emotionally, socially, and to become productive, responsible members of society. The school provides an integrated curriculum in a conducive learning atmosphere to meet this goal.



Southwest Laurens Elementary

1799 Highway 117 Rentz, Georgia 31075 478-984-4276 Fax 478-984-4711 http://swle.lcboe.net

Ed Bland, Principal

Angela Howell, Assistant Principal

Jone Bourassa, Assistant Principal

Ginny Polhill, Instructional Coach

Christy Sutton, Instructional Coach

Southwest Laurens Elementary works together to provide a safe environment and prepares every student for a successful future.

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West Laurens Middle School

332 West Laurens School Road Dublin, GA 31021 478-272-8452 Fax 478-609-2202 http://wlms.lcboe.net

Reed Waldrep, Principal

Dr. Garrett Cannon, Assistant Principal Rosalyn Wiley-Tobler, Assistant Principal Glenda Thompson, Instructional Coach

The West Laurens Middle School mission is to prepare life-long learners who have the physical, emotional and social skills to become successful citizens.



West Laurens High School

3692 Highway 257 Dexter, GA 31019 478-875-1000 Fax 478-875-2860

Dewana Kemp, Principal

Tim Allen, Assistant Principal

Ernest Holmes, Assistant Principal

Lyn Long, Assistant Principal

The West Laurens High School Mission Statement is to empower and develop individuals who will be continuous learners and contributing members of society.

http://wlhs.lcboe.net



CENTRAL REGISTRATION/STUDENT RECORDS

Belinda Stanley, Central Registrar, EXT 1214
Marcy Smith, Central Registrar/Student Records, EXT 2447
Melissa Cutler Student Information Spec./Student Records Coordinator, EXT 2447

FEDERAL PROGRAMS, SCHOOL IMPROVEMENT, ASSESSMENT

Julie Dyar, Director, EXT 8420

Lynn Bowden, Title I Parent Coordinator, EXT 1228

Denise Taylor, District Instructional Coach, EXT 1958

Ashlyn Williamson, ESOL Coordinator

Unique Flanders, Migrant Coordinator

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CROSSROADS ALTERNATIVE SCHOOL & STUDENT DISCIPLINE

Torrance Pittman, Supervisor, EXT 2126

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CTAE and SECTION 504 PLANS

Randy Gay, Director, EXT 1227

School level coordinators:

NWLE – Robyn Meeks

SWLE – Paula Peavy

WLMS - Sheila Conyers

WLHS – Ernest Holmes

ELPS – Clare Bryan

ELES – Julie Washburn

ELMS – J'Netra McWilliams

ELHS - Jason Thomas

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SYSTEM ATHLETICS

Jeff Clayton, Director, EXT 9453

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SPECIAL EDUCATION

Stacey Sanders, Director, EXT 1234
Cheryl Rector, SPED Secretary, EXT 1213
Nicole Nelson, Behavior Specialist, EXT 1292
Christy Lord, SPED Facilitator, EXT 1210
Ellen Brown, SPED Facilitator, EXT 1957
Julie Grooms, School Psychologist, EXT 1224
Jakimva Martin, School Psychologist, EXT 1262
Sabrina Tanner, School Psychologist, EXT 1218
Marquita Timmons- Social Worker, West Side, EXT 1913
Summer Faulk – Social Worker, East Side, EXT 2006

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SCHOOL NUTRITION

Donna Sapp, Director, EXT 1241

Paula Wyatt, Administrative Assistant, EXT 1239

TECHNOLOGY

Lance Smith, Director, EXT 1143

Dennis Howell, EXT 1436

Diane Ikner, EXT 1246

Casey Sirmons, EXT 9410

Keith Williams, EXT 1291

Michelle Wynn, EXT 4913



LCSS Board Offices

467 Firetower Road Dublin, GA 31021 (478) 272-4767 (Extensions Follow Names)

SUPERINTENDENT'S OFFICE

Mr. Clifford Garnto, Superintendent EXT Leigh-Ann Tribble, Executive Assistant & BOE Secretary, EXT 4809

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ASSOCIATE SUPERINTENDENT OF TEACHING & LEARNING

Dr. OJ Hall, Associate Superintendent, EXT

Dr. Ronda Hightower, Associate Superintendent, EXT 2125

Dana Hall, MTSS Coordinator, EXT 4806

ঙক BRIGHT FROM THE START PRE-K PROGRAM

Dr. Ronda Hightower, Project Director, EXT 2125 Leigh-Ann Tribble, Ext 4809

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HUMAN RESOURCES & OPERATIONS

Mr. Tim Passmore, Associate Superintendent, EXT 7228
Sunny Franks, HR/CPI Coordinator, EXT 1220
Leslie Scarbrough, HR Assistant, EXT 1955
Marcy Smith, District FTE Coordinator, EXT.9011
Doyce Smith, Receptionist, EXT 1001

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SAFETY

Curt Kersey, Safety Director, EXT 4953

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FINANCE

Mary McCollough, Director, EXT 1144

Marcie Salter, Accounts Payable, EXT 1223

Cathy Baggett, Accounts Payable, EXT 1225

Amanda Waldrep, Secretary, EXT 1945

Vickie Neal, Purchasing, EXT 1237

Melissa Stephens, Payroll & Benefits, EXT 1226

Leslie Scarbrough, Benefits, EXT 1955

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MAINTENANCE AND CUSTODIAL SERVICES

McKinley Kemp, Director, EXT 1230

Michael Abnese, Assistant Director

James Walker
Joe Fields
Melvin Moore
James Parks
Roy Thomas
Jeffery Sims



TRANSPORTATION

Greg Pauldo, Transportation Director, EXT 3131 Angela Woodall, Transportation Admin. Assistant, EXT 1238



Bus Shop

Bruce Wood, Bus Shop Foreman Eddie Walker, Asst. Bus Shop Foreman

> Willie Bell Dixon Ken Fuqua Bobby Garcia Kendell Adcock Robbie Warren

Partnerships

Heart of Georgia RESA

717 Smith Street (formerly Saxon Street Elementary)
Dublin, GA 31021
478-373-2240
478-374-1524 (Fax)

HEARTLAND ACADEMY

Mark Bateman, Coordinator

Dublin Headstart

1014 Martin Luther King Jr. Drive Dublin, GA 31021 478-272-2866

East Dublin Head Start

110 Community Road East Dublin, GA 31027 478-273-1545

Communities in Schools (The Loft)

1405 West Moore Street Dublin, GA 31021 478-353-8360

Oconee Fall Line Technical College

560 Pinehill Road Dublin, GA 31021 478-275-6589

Dublin City School District

207 Shamrock Drive Dublin, GA 31021 478-353-8000

OVERVIEW

The purpose of this handbook is to provide employees answers to frequently asked questions concerning policies, procedures, benefits, and services which govern their employment. The information provided *is not a contract nor does it outline specific conditions or terms of employment*. The materials assembled in this handbook are from a variety of sources including federal and state laws, State Board of Education Rules, State Department of Education Rules and Standards, and policies and procedures of the Laurens County Board of Education.

As with all publications of this nature, revisions to state or federal laws, GA BOE rules or policies, and local BOE policies may lead to the inaccuracy of some data. For the most current information, please refer to your immediate supervisor. The text of all local Board policies may be located on the system website at http://lcboe.net.

DISTRICT POLICIES

For a copy of all current LCBOE Policies, please visit our website @ www.lcboe.net and click on the Board of Ed tab. Go to the bottom right hand of this page and click on eBoard — Laurens County. Hover the cursor over Policies and click Policy Overview. All district policies will appear.

While this handbook summarizes many of the policies and procedures of the district, it is the personal responsibility of all employees to maintain familiarity with and to abide by all policies and procedures of the Laurens County Board of Education.

NOTICE OF NON-DISCRIMINATION

The Laurens County 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.

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

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

- 1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
- 2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
- 3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the

action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

- 4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
- 5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
- 6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the

- receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision. the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
- 7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- 8. The Board of Education will either uphold the recommendation of the Superintendent or require the School District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the School District.
- 9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to

any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

- 10. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
- 11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
- 12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.



FRAUD PREVENTION

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

DEFINITION

As used in this policy, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies, or other District properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating Board conflict of interest policies.
- Mishandling financial records or District assets (destroying, removing or misusing).
- PLEASE SEE PAGE 55-57 for additional information in regard to Fraudulent activity in regard to Federal Programs and funding.

STAFF RESPONSIBILITIES

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee, who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and/or other internal or external departments or agencies as appropriate.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud regulations established by the Board:

- 1. The District shall operate in a climate of honesty and ethical behavior with employees doing all within their power to further that goal.
- 2. Employees shall comply with all state and federal laws, rules, regulations and court orders, as well as Board policy addressing fiscal matters.
- 3. Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.
- 4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
- a. Maintaining and protecting District financial records;
- b. Performing one's job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets;
- e. Refusing to reveal to unauthorized persons or agencies investment activities engaged in or contemplated by the District; and f. Resisting incentives, pressures, and negative

attitudes that detract from

performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District.

Reports of suspected fraudulent activities shall be investigated in a manner that protects, to the extent possible, the confidentiality of the parties and avoids unfounded accusations.

Employees involved in the investigation shall be advised to keep information about the investigation confidential. Employees who bring forth a legitimate concern or suspicion about potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

If an investigation substantiates occurrence of a fraudulent activity, the Superintendent/ designee shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know until the results become subject to public disclosure in accordance with state law or federal law.

MANDATORYREPORTING

Georgia educators are required by law to report expected child abuse and neglect to the appropriate authorities.

"Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him/her, other than by accidental means, by a parent or caretaker or has been neglected or exploited by a parent or caretaker or has been sexually assaulted shall be identified to a child welfare agency providing protective services where the child lives and having been designated to the county's Department of Family and Children's Services by state law and the Georgia Department of Human Resources."

All employees of the Board of Education, who have reason or cause to believe that a child is being or has been abused shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Laurens County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

See LCBOE Policy JGI. Annual updates and signatures of participation in a review of the procedures are required.

CONFIDENTIALITY

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: 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; sharing of confidential information restricted by state or federal law; 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 violation of other confidentiality agreements required by state or local policy.

WORKER'S COMPENSATION

All employees of the Laurens County School System are covered by the Georgia Worker's Compensation Act. All accidents must be reported promptly, in writing, using forms furnished free of charge upon request at the office of their supervisor or at the office of the Superintendent.

Medical attention, within the limits of the law, will be furnished. The injured worker MUST meet with the Superintendent (except in the case of a medical emergency situation where immediate medical attention is required) **and** then select a doctor from the approved panel of physicians posted in each building. Even in an emergency, a panel doctor must be used.

Should a Worker's Compensation injury require medical treatment, a drug test will be administered as a routine part of the examination.

All employees are expected to abide by safety policies and training that they receive in regard to the safe operation of tools, equipment, and processes used in their daily routine.

SAFE & DRUG-FREE WORKPLACE

The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and 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 work force 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.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period

of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five-year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the Board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense

as described above for a three-month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

TEACHER CERTIFICATION

The Laurens County School System's Human Resources Department does not evaluate transcripts nor make course recommendations. State law mandates that each employee must continue to hold a current in-field certificate. State pay cannot be received for expired or out-of-field certification.

It is each employee's responsibility to know the status of his/her certification and to keep current all provisions.

Important aspects are in-field provisions, expiration date, method of renewal, and procedure for renewal.

The Laurens County Board of Education will not accept responsibility for omissions regarding an individual's certificate. The Human Resources department will assist in every possible manner.

PROFESSIONAL LEARNING

Laurens County School System is a learning community committed to the students we serve.

My Learning Plan Inc. is the leading provider of web-based educator evaluation and professional learning data management solutions used by K-12 school districts throughout the United States and around the world. All certified staff are required to use this tool for the effective management and support of educator evaluation and professional learning.

State law has recently changed in regard to the renewal of certificates. Beginning July 1, 2017, educators employed in a Georgia local unit of administration (LUA) will engage in continuous job-embedded professional learning in their schools, school districts, education agencies, or universities. Each certified employee is responsible for maintaining proper certification and credentials and is therefore expected to participate in Professional Learning Opportunities.

EVALUATION OF STAFF

All personnel shall be evaluated annually. The Laurens County Board of Education expects the evaluator to take corrective action, including a plan of improvement for the employee as appropriate or, if necessary, demotion, dismissal, or non-renewal of the employee's contract.

TEACHER EVALUATIONS

Annual Evaluation Notification:

Official Code of Georgia 20-2-210 requires that each LEA shall provide written notice in advance of each school year to each teacher of record of the evaluation measures and any specific indicators that will be used for evaluation purposes.

If you are a teacher of record, your annual evaluation for FY22 will be based on the Teacher Keys Effectiveness System 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.

It is the belief of the Laurens County Board of Education that a program for evaluating personnel should be conceived and conducted for the sole purpose of improving the quality of instructional, supervisory, and administrative services. The procedures that serve the purpose of an appropriate evaluation instrument should clearly identify the educational goals of the Laurens County School System, and the evaluation program should provide information pointing to the kinds of professional learning needed by the teachers, supervisors, and administrators to accomplish these goals. Teacher education objectives must be consistent with educational goals and the educational personnel evaluation program should be used to identify individual and collective professional learning needs. Evaluation or assessment should be a diagnostic tool that identifies additional

competencies that would strengthen a given individual's professional repertoire. Such an approach holds promise for upgrading achievement of educational goals, and one real advantage is its potential for improving the personnel through a systematic professional learning program. When implemented in such a positive, non-punitive way, an educational personnel achievement program of this type can stimulate constructive self-appraisal and can indeed provide realistic data for making decisions leading to more efficient and effectual service training.

The Superintendent shall ensure that annual teacher evaluations are in accordance with state law and shall at a minimum take into consideration the following:

- 1. The role of the teacher in meeting the school's student achievement goals, including the academic gains of students assigned to the teacher;
- 2. Observations of the teacher by the principal and assistant principals during the delivery of instruction and at other times as appropriate;
- 3. Participation in professional development opportunities and the application of concepts learned to classroom and school activities;
- 4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel;
- 5. Timelines and attendance for assigned responsibilities;
- 6. Adherence to school and LCSS procedures and rules; and
- 7. Personal conduct while in performance of school duties.

For certification and renewal information please refer to Georgia Professional Standards Commission Rules 505-2-.01 -- 505-2-.183.

CONTRACTS

Each full-time professional employee who has been approved for employment shall be offered a legal and binding contract for the employment period.

Recommendations are made by the principal to the Superintendent and by the Superintendent to the Board of Education. All employees are hired by the Board of Education at the recommendation of the Superintendent.

All contracts for certificated personnel are valid from the effective date of the contract to the end of the current fiscal year. Contract renewal from year to year depends upon job availability and a recommendation for re-employment by the Superintendent. The Board of Education must approve these recommendations prior to the issuance of contracts. If, however, there occurs a need to fill a vacancy, or to hire additional personnel, administrative positions excepted, during the time between its regularly scheduled meetings, the Board of Education authorized the Superintendent to employ and issue a contingent contract or letter of intent to qualified personnel who must be approved by the Board of Education at its next meeting.

Contracts for new employees are temporary and are not considered binding until clearance is received from the required fingerprinting and criminal records check.

The Superintendent shall determine what circumstances merit releasing an employee from the provisions of the contract. While the Board of Education recognizes that there are legitimate reasons for the request for release from a contract, it also recognizes that employment carries with it ethical and professional obligations. All certificated personnel are expected to fulfill the terms of their contracts.

A teacher who violates a contract or agreement with a school system may have his or her license suspended by the Professional Standards Commission of the State of Georgia.

TRANSFER OF PERSONNEL

The Superintendent reserves the right to reassign and transfer personnel to other positions for the betterment of the school system at any time. The Board will receive and act upon recommendations for personnel reassignment and transfer in the light of each individual's qualifications for the position.

PROFESSIONAL PERSONNEL TRANSFERS

A certified staff employee desiring to change positions within the school system must make a written, electronic application for the new position and meet the following requirements:

- 1. Meet the certification requirements of the requested position.
- 2. Both administrators of the departing administrative unit and the receiving administrative unit agree to the transfers.
- 3. The School Superintendent makes a recommendation to the Board of Education for the transfer to be approved.
- 4. The Board of Education approves the transfer.
- 5. Except in special circumstances, employee requested transfers should be submitted to the Superintendent in early spring in the announced window.

EMPLOYEE LEAVE AND ABSENCES

This policy shall apply to all employees of the Laurens County Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the Board of Education.

Unless otherwise provided by the Board of Education, principals and other supervisors are

not authorized to rearrange the work calendars of employees.

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

Each full-time employee (20 hours or more per week) shall be entitled to sick leave, with full pay, computed on the basis of one and onefourth (1 1/4) working days for each completed month (20 school days of service). All unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of sixty (60) days. Unused leave past the 60 days is forfeited but, in the case of TRS participants, will accrue in a forfeited bank to be used upon the employee's retirement. Bus drivers may earn 11 1/4 days for nine (9) months. Employees earn 12 1/2 days for 10 months, 13 3/4 days for 11 months and 15 days for 12 months. Sick leave accumulated by a certified employee is transferable from one school system to another school system, up to a maximum of 45 days.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick

leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, 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 immediate household.

PAID PARENTAL LEAVE

- 1. An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:
- a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and
- b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.
- 2. A qualifying life event means:
 - a. The birth of a child of an eligible employee;
- b. The placement of a minor child for adoption with an eligible employee; or
- c. The placement of a minor child for foster care with an eligible employee.
- 3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period.
- a. The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave.
- b. Parental leave may be taken as needed and may be taken in increments of less than eight

hours. The smallest increment of parental leave that may be taken is 2 hours.

- c. Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use.
- d. Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.
- 4. Paid parental leave under state law shall run concurrently with any leave provided under federal law.
- 5. Eligible employees requesting paid parental leave must submit the district's designated from to the Superintendent or designee at least 30 school days in advance of the requested leave start date.
- 6. The Superintendent or designee shall develop paperwork needed to administer paid parental leave, which shall specify the documentation required to establish the existence of a qualifying life event.

PERSONAL & PROFESSIONAL LEAVE

Employees may take three (3) days of personal/professional leave from their sick leave if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the supervisor one (1) week prior to leave. Unless otherwise approved by the Superintendent, or his/her 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. 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 his/her designee, in his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstances beyond the employee's control. The Superintendent, or his/her designee may refuse to allow an

employee to take personal or professional leave 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.

Professional leave for training and/or professional meetings attended at the request of the School District shall not be counted against an employee's sick leave.

OBSERVANCE OF RELIGIOUS HOLIDAYS

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.

JURY AND WITNESS LEAVE

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave. No employee utilizing jury and 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 for reasons arising out of their employment with the school system may choose whether to keep the jury/witness pay they receive or use their personal leave days.

substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system may choose whether to keep the jury/witness pay they receive or use their personal leave days.

MILITARY LEAVE

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or 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 Superintendent or designee annually and shall 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.

BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, up to three days cumulative bereavement leave will be granted. Additional absences must be approved by the Superintendent or designee. All such bereavement leave will be charged against the employee's sick leave.

FAMILY & MEDICAL LEAVE ACT

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 thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.

ARRANGEMENTS FOR INTERNSHIPS, STUDENT TEACHING, ETC.

All internships, observations, student teaching assignments must be approved by the Superintendent's Office prior to the activity.

ARRANGMENTS FOR SUBSTITUTES

A substitute teacher is an individual employed to serve in the absence of the regularly employed teacher or a person temporarily employed to teach a class that does not have a regular teacher.

The Laurens County Board of Education designates the Superintendent and his/her staff to establish and maintain a list of those individuals who are qualified to serve as substitute teachers for the school system, in accordance with state law and the requirements set by the State Board of Education and the Professional Standards Commission (PSC).

Click <u>here</u> to view PSC Rule 505-2-.36: Substitute Teachers.

Only persons hired and approved by the LCBOE may be hired to serve as substitutes.

HARASSMENT

It is the policy of this School District to prohibit acts 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.

WORK DAY AND DRESS CODE

The minimum workday for which basic State pay is earned is eight hours and the minimum workweek is forty hours. A schedule designating the beginning and end of each workday for teachers will be set by the Superintendent or the principal of each school. Circumstances may sometimes necessitate a longer workday on campus.

The minimum workday for which the basic State pay is earned shall entail such duties as teaching, teacher preparation, staff meetings, conferences with students and parents, planning conferences, developing IEPs, and other extra class responsibilities.

DRESS CODE

An environment that is safe, professional, and conducive to learning must begin with employees who support these attributes in their dress, grooming, and overall appearance.

Jeans or "dressing down" for spirit days or other special occasions is permitted as directed by the principal or the program director. Staff members who work in physical education, lab settings, or with small children may dress as guided by their principal or director. There are no exceptions for neatness and grooming.

For the safety of our students and staff, all support personnel who enter schools must be identifiable. Employees are encouraged to wear name badges. Some support staff are furnished with uniform shirts, which should always be worn clean and presentable.

Please wear open toed shoes with extreme caution. It is strongly suggested that all shoes fit properly and fasten in the back.

Each principal or supervisor is responsible for maintaining an acceptable level of dress from all employees who are assigned to each building.

MAINTENANCE

All employees are expected to maintain clean and safe work stations, classrooms, and work environments. If you notice a problem in regard to safety or damaged property, please make a prompt report to your principal or supervisor who will then make an official report to the Director of Maintenance.

Maintenance Request Forms are located on the district's website or are available in the Principal's Office. Emergencies should be reported directly to Mr. McKinley Kemp, and school staff should take immediate precautions to avoid injury to themselves or their students while the situation is being assessed.

Please assist custodial staff in helping to keep our facilities free of liter, trash, clutter, and other distracting elements. Keep Laurens Beautiful!

INVENTORY

School districts are required by law to maintain a proper accounting of furniture, equipment, technology, books, and various other purchases made with public monies.

In the event that you are requested to complete and inventory by a principal or director, please do so quickly and with as much accuracy as possible. Please seek guidance from your principal or supervisor prior to the disposing of property or materials that were purchased on behalf of Laurens County Schools.

EMPLOYEE TOBACCO USAGE

The Laurens County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus.

Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke Free Air Act of 2005, the federal Pro-Children's Act, the Georgia Youth Access Law and the Elementary and Secondary Education Act (ESEA).

Tobacco Use Prohibited

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hour per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Laurens County Schools.
- On any school grounds and property-including athletic fields and parking lots-owned leased, rented or chartered by Laurens County Schools; or
- At any school-sponsored or school- related event on campus or off- campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages, or smokeless tobacco containers, lighters, ash trays, key chains, tshirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic delivery systems or the use of vapor products (vaping). Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products. This prohibition includes any product with CBD (cannabidiol), 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 Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district school grounds include playgrounds and recreational places. School grounds include the portion of land, school facilities and other facilities owned by municipalities, private entities or other

individuals during those times when the school district has exclusive use of a portion of such land, school facilities or other facilities for the provision of extracurricular programs.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings, and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's code of conduct.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises.

Enforcement at Outdoor School Sponsored Events on Campus Grounds

All outdoor school sponsored events on campus (ex. Athletic events, meetings or functions by community groups renting school property) must be tobacco free.

Enforcement at School Sponsored Events off Campus

All indoor and outdoor school sponsored events off campus in venues (ex: rented arenas, stadiums, hall, and theaters) must be tobacco free.

SCHOOL NUTRITION

Teachers and staff are allowed to charge meals in the cafeteria. Please be sure balances are paid in full monthly. Any balances that are owed on the last day of school, by teacher or staff member, should be paid in full immediately or the amount owed will be deduced from the employee's June payroll check.

School Nutrition personnel should refer to the School Nutrition Handbook for specific rules and regulations in regard to safety, dress, etc.

The kitchen office telephone is for school business only. Use of the office telephone is for **EMERGENCY use ONLY**. The line should remain clear for business and any emergency that might arise. Please share this information with family and friends. Calling other lunchrooms except for appropriate lunchroom business is prohibited. Gossip is not appropriate business.

Personal cell phone use is limited to the employee's designated lunch break ONLY. Cell phones will be kept in the locker area only. Cell phones are not allowed in the kitchen and serving areas at any time. At designated times the Manager may be asked to keep their cell phone in their pocket as a form of additional communication with the Central Office.

According to the 2010-2011 Laurens County Board of Education Cell Phone Policy, employee use of cell phone during instructional day may lead to a work day without pay.



Frits Ahlefeldt

PROFESSIONAL PERSONAL ETHICS

All employees of the Laurens County Board of Education shall comply with "The Code of Ethics for Educators" adopted by Georgia's Professional Standards Commission (PSC). For purposes of disciplinary action by the PSC, the Code of Ethics, "educator" refers to teachers, school or system administrators, other education personnel who hold or who have applied for a certificate issued by the PSC, paraprofessionals, aides, and substitute teachers. Such employees who are found to have violated the Educator Code of Ethics shall be subject to disciplinary action as determined appropriate by the Laurens County Board of Education and/or by the PSC.

Employees not under the jurisdiction of the PSC found to have violated the Educator Code of Ethics shall be subject to disciplinary action as appropriate by the Laurens County Board of Education.

Effective June 15, 2015 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)) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by the Georgia Professional Standards Commission.
- (b) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable bodily harm to the student.
- (c) "Educator" is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Georgia 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 "educator" also refers to paraprofessionals, aides, and substitute teachers.
- (d)) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- (e)) "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 Georgia 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.
- (f) "Revocation" is the invalidation of any certificate held by the educator.
- (g) "Denial" is the refusal to grant initial certification to an applicant for a certificate.
- (h) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.
- (i)) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (j) "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.
- (k) "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia 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.
- (l) "No Probable Cause" is a determination by the Georgia 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 who are 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).

- (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 and/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:

- 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: **Abandonment of Contract** An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:
- 1. abandoning the contract for professional services without prior release from the contract by the employer, and
- 2. willfully refusing to perform the services required by a contract.
- (i) Standard 9: **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.
- (j) Standard 10: **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 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.

- (k) Standard 11: **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.).
- (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 (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 (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; 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 <u>may not serve</u> 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.

ELECTRONIC MAIL USE

Each employee of the Laurens County School System is furnished an electronic mail (email) account at the discretion of the Laurens County Board of Education. The email accounts are established through the Laurens County Schools Technology Department and each account is maintained by the individual user. Due to current laws and court findings, each employee of the Laurens County School System will be expected to abide by the following rules and guidelines concerning the use of electronic mail:

A. Official email accounts will be established through the Technology Department.

B. Each employee will be responsible for the upkeep and maintenance of their own email account, regardless of which retrieval and maintenance program is used (i.e. *Outlook, Outlook Express, Imail, Smart Phone*, etc.).

C. Third party web mail accounts (i.e. Hotmail, Yahoo Mail, Gmail, etc.) or personal ISP home email accounts (i.e. BellSouth, Progressivetel, Alltel, AOL, etc.) are totally at the purview of the user and Laurens County Schools assumes no responsibility or liability for the content and maintenance of these personal, non-school accounts. Access to these accounts via school system owned equipment is not guaranteed and maybe interrupted or allowed at the discretion of the Laurens County Board of Education.

D. Password changes and maintenance on school sponsored accounts are the responsibility of the employee.

Email messages are text documents which are created, stored, and delivered in an electronic format; email is the communication tool,

equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record. Georgia law defines a record as "all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency." (O.C.G.A. 50-18-91(5)). E-mail messages that meet the definition of a public record in Georgia are official records and must be retained according to the state schedules. Each user is responsible for retaining their e-mail records according to the Georgia retention schedules.

Staff should review the General Retention Schedule for state agency records, available at http://sos.georgia.gov/archives/who are we/rims/retention schedules/default.htm

Records can only be destroyed according to approved retention schedules. Georgia law also says that "the destruction of records shall occur only through the operation of an approved retention schedule." And, "the alienation, alteration, theft, or destruction of records by any person or persons in a manner not authorized by an applicable retention schedule is a misdemeanor." (O.C.G.A. 50-18-102 (b) and (c)).

There are two ways to manage retention of email messages: *Print out and file* – This is *not* the preferred method of maintaining email messages, but it may be your only choice. *File messages electronically* – Filing email messages in an electronic file folder within your email account is the preferred method.

E. At any time should the employee's emails be legally requested through the Open Records Act, subpoenaed by the courts,

or the computer containing said emails be seized by a judge issued search warrant, **NO** electronic mail may be deleted from the account in question until such time as noted in the legal documents. This would also include personal and SPAM emails.

Judges consider school business emails official records, and in turn, are property of Laurens County Schools as are all system hardware, software, and area networks. This property is governed by the technology acceptable use polices as set forth by the Laurens County Board of Education. All system technology equipment are intended for programs (educational) use only. Any Laurens County School employee failing to meet the electronic mail use guidelines above may be subject to disciplinary action, commensurate with the violation, by the Superintendent of schools, the Board of Education, the Professional Standards Commission, law enforcement, and/or the court system.

OPEN RECORDS REQUESTS

All requests for Open Records should be submitted in writing to the Laurens County Superintendent.

Any employee who is approached with an Open Records request should immediately refer the requester to the Superintendent's Office. Please notify your principal or supervisor immediately should you receive such a request.

PROCEDURES FOR A PARENTALLY-REQUESTED EVALUATION

If parents/guardians express (verbally or in written form) to the classroom teacher or any other school personnel that they want their

child tested for special education, that their child needs an IEP, or that their child may have a disability, the classroom teacher/school personnel is required to notify the school-based RtI Coordinator within 2 school days.

If parents/guardians send a request for an evaluation in writing to the classroom teacher/school personnel, the teacher needs to give the written request to the school-based RtI Coordinator within 2 school days.

CURRICULUM AND INSTRUCTION

As a public school system in Georgia, the Laurens County School System teaches the academic standards set by the Georgia Department of Education. These are the Georgia Standards of Excellence. The Georgia Standards of Excellence (GSE) provide a consistent framework to prepare students for success in college and/or the 21st century workplace. The grade level designations of each of these learning standards also allow for there to be a consistent progression or continuity of learning for students that builds upon previous learning and provides a foundation in anticipation of forthcoming expectations for learning. All teachers and staff are expected to plan and deliver appropriate content for these academic standards and to hold students accountable for the mastery of these standards. The Superintendent has issued a series of "We Believe" statements to assist teachers and staff in framing a rigorous delivery of curriculum.

It is the expectation of the district that all district-wide initiatives be implemented with fidelity. Examples of this expectation include but are not limited to curriculum maps, writing rubrics, progress monitoring cards, pre/post benchmark assessments, READ180 & System 44.

INTERNET ACCEPTABLE USE

The Laurens County School System, also referred to as the LCBOE in this document, in conjunction with its internet service providers presents to its faculty, staff, and students, Internet access for the purposes of academic disciplines. The use of the Internet as an electronic highway literally provides students and teachers access to thousands of mainframe servers and millions of microcomputers WORLDWIDE. This access includes software and public domain of all types, library catalogs, journal holdings of universities and Library of Congress, government documents, and serial holdings as well as many other informative and educational resources. In recognizing the awesome and ubiquitous tool that the Internet provides to the users in the Laurens County School System; the Systems Administrators, faculty and Administration recognizes that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, and, therefore, requires EACH user of the Internet to subscribe to the following terms and conditions for use. The signatories at the end of this document must realize that this document is legally **binding** and the terms and conditions should be carefully and fully understood. The Systems Administrators reserves the right to modify any term or condition with appropriate notification to the users of the system. The Systems Administrators reserve the right, at their sole discretion, to suspend or terminate user's access to and use of Internet upon any breach of Terms and Conditions by user. Prior to a suspension or termination, or as soon as it is practicable, the Systems Administrators will inform the user of the suspected breach and give the member an opportunity to present an explanation. A panel consisting of the Technology Committee of the respective school as well as Administrators of the school and Systems Administrators will determine the appropriate action to be taken against the user in terms of future use of the Network (i.e. Internet, Email, etc.) at school sites. The signature(s) at the end of this document

IS/ARE legally binding and indicate(s) the party/parties who sign/signed read the terms and conditions carefully and understand(s) their significance.

TERMS AND CONDITIONS

Personal Responsibility

Employees accept personal responsibility for appropriate use of all resources. The use of the Internet and the supporting software is a PRIVILEGE, NOT A RIGHT, and inappropriate use will result in a cancellation of those privileges. Attempts to logon as a Systems Administrator will result in cancellation of user privileges. Users are not allowed to use others' E-mail accounts or passwords. Any user identified using or sharing this information will lose their privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as other services provided via LCBOE network system. The Systems Administrators will deem what is appropriate use and their decision is FINAL.

Also, the Systems Administrators may close any account at any time as required, without notice. The Administration, Faculty, and Staff may request the Systems Administrators to deny, revoke, or suspend specific users, with no appeal process. LCBOE reserves the right to review any material on user accounts and to monitor fileserver space as well as activities performed on the LCBOE network in order for LCBOE to make determinations on whether specific users of the network are appropriate. The Systems Administrators reserve the right to set quotas for disk usage on the system. Any member who exceeds their quota will be advised to delete files to return to compliance.

No software may be uploaded to the software libraries of the computer stations in school without prior permission from the Systems Administrators.

<u>Copyrighted material must not be placed on any computer in the Laurens County School</u>

<u>System unless</u> an original copy or appropriate license is maintained at the school site.

Acceptable use of the Internet including "netiquette"

Use of the Network requires etiquette, which include but are not limited to the following:

- a. Not violating any state or/or federal laws (i.e. copyright laws)
- b. Not violating LCBOE policies or Georgia BOE policies.
- c. Be polite do not "shout" (sending e-mail in all CAPS) or use abusive language.
- d. DO NOT reveal personal information such as address or phone numbers.
- e. Note that Electronic Mail (E-mail) is not guaranteed private. Data, including personal letters, E-mail, bank account info etc., stored on school computers is considered public information.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users. (Using up Bandwidth).
- g. Do not indicate or suggest racism, sexism, or pornography.
- h. Do not conduct unethical or illegal activities of any kind.
- i. Do not make solicitations or purchases of any kind.
- j. Do not conduct commercial, for profit activities.
- k. Do not transmit any copyrighted material, trade secrets, and threatening and/or obscene material.

Privacy

NEVER give your full name, home address, phone number, or other personal information

on the Internet or any other information service. NEVER give out this type of information for any other person. NEVER use anyone else's name password or account.

Security

On all networks security is of the highest priority. If you identify a security problem, notify a school administrator, Systems Administrator or faculty member at once. Never demonstrate a security flaw to other users as this may compromise the integrity of the network.

Vandalism

Causing damage to any equipment or the data of another person or agency, including uploading or creating a computer virus WILL result in the loss of ALL technology privileges, disciplinary action, and legal referral.

Under Georgia State Law a user of school equipment is liable for up to and not exceeding \$5000 for damage to technology equipment. This includes malicious damage to equipment or data, introduction of virus or modification to system settings, or any other acts that make the equipment inefficient or inoperable.

Disclaimer for local and remote terminal access

The Laurens County School System as the Systems Administrator makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Laurens County School System will not be responsible for any damages suffered while on this system. These damages include loss of data, miss-deliveries, service interruptions, and/or exposure to offensive or threatening material. The Laurens County School System specifically denies any responsibility for the accuracy of information obtained through these services. This extends to Internet access from remote terminals.

Employees will abide by all of the provisions and conditions of this contract. Any violations

may result in disciplinary and/or legal actions. Employees should immediately report any misuse of technology resources or information services to a school administrator.

FIELD TRIPS AND EXCURSIONS

2015-2016 Educational School Field Trip Procedures

- * The Laurens County Board of Education agreed to allow schools to take two instructional field trips per school per grade (2012-13). One of the two may be outside of Laurens County during a school year if desired. The LCBOE will provide one school bus per 50 students and one tank of fuel for each bus on the field trip per school per grade. The school is responsible for all other expense involved.
- * School field trips should not extend beyond Macon, Georgia going west or Statesboro, Georgia going east and/or the distance there of if going north or south from the school unless special permission is given from the transportation director 45 days ahead of time. All field trips must be approved by the transportation department. All field trips must be submitted for approval on a Laurens County Field Trip Request Form before scheduling and sending information home to parents.
- * All field trip requests should be submitted at least 45 days prior to the planned trip. By doing so, it allows ample time for Board approval if needed and to arrange bus schedules and drivers. The permission form should be submitted back to you after approval. If you do not receive an approved field trip permission form 30 days before your planned trip, please contact the transportation director's secretary (don't just assume it has taken place).
- * The school must have signed parental consent forms on the bus for each child on the field trip. There must be up-to-date contact information for each child on the form. A copy

- of the forms must be left with the principal. There must be approved adult chaperones accompanying students at a ratio of 10:1.
- * It is the school's responsibility to obtain a bus driver and a bus for all field trips and pay the bus driver (not just driving time). The driver must be registered with the Laurens County Board of Education BEFORE they can operate any Laurens County School bus.
- * All approved out-of-county school field trips are permitted to travel up to 150 miles round trip without being charged for mileage. If a field trip exceeds 150 miles, the school will be charged \$1.00 a mile for each mile over 150 miles.
- * School buses must be returned each day unless the trip is an overnight trip. The driver must complete a bus log before returning the bus if the bus is returned after normal working hours. Accurate odometer readings must be printed legibly on the bus log.
- * Each school has a fuel card and may use that card if the trip requires extra fuel.
- * Field trips are an educational privilege; therefore, only students who have shown satisfactory behavior should be allowed to participate.
- * If you have any questions, please call the transportation department.

SECLUSION AND RESTRAINT

Seclusion and Restraint for all Students State Rule: 160-5-1-.35

The seclusion of students is prohibited in the Laurens County School System. The use of restraint is limited to those situations in which students are a danger to themselves or others. Prone restraints are prohibited in all situations. Laurens County Schools has adopted the HELP (Human Empowerment and Leadership Principles) program that focuses on maintaining a physically and emotionally safe environment. Training is provided to those staff who are in positions in which they may be called upon to physically restrain students. An update HELP training is provided annually.

A Physical Restraint Incident Report Form should be completed on each incidence of restraint. Written notification should be provided to parents within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used. A copy of the Physical Restraint Incident Report Form and a copy of the written parent notification should be given to the Principal and the Special Education Director within two school days of the restraint.

Incidences of restraint and the documentation will be reviewed periodically by administration.

- Less restrictive interventions should first be used to de-escalate the behavior and the student should only be restrained when these less intensive interventions prove unsuccessful.
- Restraints should be conducted by staff who are trained in the restraint procedures that have been adopted by the school or program. Staff should know and utilize the prescribed procedures for requesting assistance.
- Adults should carefully observe the student throughout the restraint to observe the student's physical status and to determine when the child is no longer a danger to himself/herself or others.

Restraint should be immediately terminated if the child is observed to be, appears to be, or claims to be in severe distress. The student's breathing should be carefully monitored, and the restraint should be immediately terminated if the student is exhibiting any respiratory distress.

- When possible, all potentially dangerous materials such as pencils, pens, or other sharp objects should be removed to ensure the student's safety.
- The restraint should be removed as soon as the student is no longer a danger to himself/herself or others. Generally, students should be restrained for very short periods of time. Additional staff support should be provided and the documentation log should restraints that last for longer periods of time.
- As soon as appropriate after the restraint is removed, the staff should discuss the incident leading up to the restraint with the student and discuss alternative behaviors that could have been utilized.
- When the student is no longer a danger to himself/herself or others, he /she should be returned to the instructional activity or to a less restrictive environment.

NEW HIRE INSTRUCTIONS

Once the LCBOE has officially approved employment, the new hire will be contacted via email from noreply.com by the Human Resources Department and a time will be set for new employees to complete various forms that are required.

<u>Finger printing is required by law and is</u> <u>conducted by an outside agency. This expense</u> <u>must be incurred by the employee.</u>

As a new hire, you will be expected to sign a Loyalty Oath, pledging to uphold the Constitution of the United States of America.

Please contact Sunny Franks with any questions in regard to new hire questions.

Payroll and Benefits

New hires will also be given the opportunity to select their benefits; this task must be completed within thirty days of the first day of work. Annually there is an open enrollment period where each employee is expected to confirm or change their benefit package. There are occasionally "qualifying events" that would allow an employee to make a benefits selection change outside the open enrollment period.

Please contact Melissa Stephens for additional payroll or Leslie Scarbrough benefits concerns.

Drug Testing: Transportation

The Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing of employees in safety-sensitive functions. The goal of the Board is to provide our employees and students with an environment that promotes health and safety.

In order to meet this goal, the Board hereby endorses the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies, regulations and procedures for transportation workplace drug and alcohol testing programs. The Board shall require testing for alcohol and controlled substances by employees engaged in safety sensitive functions in accordance with federal and state law, which shall include pre-employment, post-accident, random, follow-up and reasonable suspicion testing.

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 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.

The Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees. Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 1.4 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose tests 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, whether by prescription or "over the counter", and must provide a statement from their treating physician that the substance does not adversely affect the driver's ability to operate the bus.

The Superintendent or designee shall establish the administrative processes needed to ensure that all employees engaged in safety sensitive functions who are subject to the alcohol and drug testing requirements of this policy are provided information that explains the testing requirements with which they must comply.

PURCHASING

The Laurens County Board of Education has the responsibility to assure that all purchases are made in the best interest of the school system both in the quality and usefulness of the purchases in meeting program goals. The Board is also responsible for making purchases in line with state requirements.

Purchases that are billed to the Board of Education must be made through the use of purchase orders. The principal or supervisor will prepare the necessary requisition forms and send these signed forms to the central office where a purchase order will be prepared and signed by the Superintendent of Schools or designee. The order will then be placed with the yendor.

SCHOOL DISTRICT CHARGE CARDS

Employees who are issued corporate charge cards are authorized to use the charge cards for business purposes only. Elected officials, such as members of the Laurens County Board of Education, are prohibited by law from being issued district charge cards. The same reimbursement provisions detailed in this policy apply to all corporate card charges. These corporate charge cards are to be used to:

Eliminate the need for the school district to direct pay airline tickets, hotels, motels, travel agencies, and car rental agencies;

Provide guarantee for hotel rooms and other services requiring a deposit; and

Allow the purchase of goods and services from vendors that do not accept a school district purchase order or require a pre-payment.

All corporate card charges for travel related expenditures (i.e., hotels, motels, airline tickets) must be included on the employee expense statement that documents that particular travel. The total amount incurred on the corporate charge card should be listed under "other" at the right side of this statement and all credit card receipts attached.

The corporate charge card should only be used for non-travel expenditures (i.e., subscriptions, supplies) after a purchase order has been issued for those expenditures. In these instances, the receipt for the items charged should be provided to Business Services with the purchase order number noted.

Credit card purchasing shall take place as follows:

- 1. A requisition form should be filled out and submitted to the principal or supervisor. Requisition forms must be signed by the principal or supervisor and are available in each school office.
- 2. A copy of the requisition form will be sent to the Central Office to be approved.
- 3. Once approved, the Central office will fill out a purchase order (3 copies). One copy will remain in the Central Office for permanent records, one returned to be filed within the school, and one to be given to the vendor at time of purchase.
- 4. A purchase order must accompany the credit card at the time of purchase.
- 5. A credit card receipt must accompany the purchase order marked received, dated, signed, and sent to the Central Office. Payment will not be made until a receipt is received in the Central office. In the event an employee does not return a receipt with the purchase order, the employee will be personally liable for the payment.

No employee of the Laurens County Board of Education has the authority to make any purchase without a purchase order signed by the Superintendent or designee. An employee who does not follow the guidelines when using the purchasing card may receive corrective action, including termination.

USE OF PRIVATE VEHICLES FOR STUDENT TRANSPORTATION

The Board recognizes that, in special circumstances, teachers and/or employees may need to use private vehicles for school purposes. While the use of private vehicles for school business and/or school-related/sanctioned activities, including the transportation of students is discouraged, the Board acknowledges that there are occasions when it may be necessary.

The Board authorizes teachers and other certified employees to transport students in their private vehicles to and from school-related activities when in their professional judgment and discretion, there are no other viable options available and the safety or education of the student will be best served by the employee transporting the student. In making this decision, the employee should consider the following factors:

- Whether transportation in a bus or other school vehicle is available or possible or whether the student's parent, guardian or other parental approved means of transportation is available.
- 2. Whether the principal or school administrator in charge is available and concurs in the discretion and judgment of the employee that private transportation is necessary.
- 3. Whether the employee has available an appropriate and safe means of transportation, an enclosed passenger vehicle, and whether the employee's driving record would reasonably lead a parent to question the safety of their child when riding with the employee.
- 4. Whether the employee has adequate personal motor vehicle liability insurance.

- 5. Whether transportation provided by the employee is the most economical and efficient means of transporting the student given the need.
- 6. Whether the student will be left unattended on school property if transportation is not provided.
- 7. What efforts have been made and can be made to contact the parent or guardian of the student, arrange for other transportation, or obtain specific parental approval for transportation by the employee.

The superintendent and principals of each school shall work to develop appropriate protocol and procedures for implementing this policy.

A Certificate of Private Insurance must be on file. See Form AB 2.

A Student Transportation in Private Vehicle Release Form must be on file. See AB 1.

BUSTRANSPORTATION

All bus drivers shall be knowledgeable of and comply with all state laws and State Board of Education rules regarding traffic laws pertaining to the operation of school buses and on school bus safety.

All bus drivers shall participate in annual mandatory training activities on traffic laws pertaining to the operation of school buses and safety as established by State Board of Education rules and comply with procedures or regulations promulgated by the Superintendent and/or designees related to school bus operations and safety.

All bus drivers shall be familiar with the school system's Student Code of Conduct, including rules specifically applicable to school buses. Each bus driver shall

acknowledge in writing that he or she has received a copy of and has read and understands this policy and all other regulations or procedures issued by the Superintendent regarding the safe operation of school buses.

ATHLETICS

LAURENS COUNTY ATHLETICS MISSION STATEMENT

Laurens County is committed to excellence in athletics while supporting the educational mission of Laurens County Schools. We meet student-athletes at their individual skill levels and educational needs and provide a challenging environment for skill development in both team and individual sports. Laurens County Athletics is connected to the whole student: academically, socially, emotionally and physically through intentional preparation and planning throughout the school day and season. We focus on creating opportunities for all student-athletes to develop skills through individual instruction, peer interaction and competition. While winning is not an end in itself, we believe that our student-athletes' efforts to be their best will lead them to succeed. Our mission is that all individuals associated with Laurens County Athletics (coaches, staff, student-athletes, alumni and parents) will value character traits developed through athletic participation. We expect all participants to respect themselves and others, demonstrate loyalty, be good teammates and put the team before themselves, handle failure like they handle success, have school pride, have a strong work ethic, be honest, and show up and be prepared.

All coaches are issued a handbook and should abide by the Coaches' Code of Conduct.

FORMS

Numerous useful forms are located on the Laurens County Board of Education Website. Please visit the link below and familiarize yourself with the required forms.

http://www.lcboe.net/District/Links-Forms

Forms

School/Staff

- <u>Certificate of Attendance -</u> Crossroads & PLC
- Certificate of Attendance ELHS
- Certificate of Attendance WLHS
- o <u>Daily Time Sheet</u>
- Employee Expense Statement
- Employee Expense Statement -Electronic
- Field Trip Permission Form
- o <u>Hotel Tax Exemption Form</u>
- o Requisition Form
- Student Transfer Request
- o Tax Exemption Form
- Travel Advance Instructions
- Travel Advance Request
- o Travel Guidelines
- Vendor Information Form
- Verification Form

Facilities & Maintenance

- School Facilities Request Policy
- Facility Use Request Form
- o <u>LCS Rental Agreement</u>
- Janitorial Supply Request Form
- o Maintenance Request Form

Transportation

Bus Accident Passenger Injury List

Bus Count Form

Bus Driver & Bus Monitor Evaluation Form

Bus Rider Policies and Procedures

Complaint Form

Criminal Background Check Consent Form

DDS-MVR Request Form

Documentation Form

Emergency Evacuation Drill Record & Roster

Employee Information Form

Frequently Asked Questions

GADOE Pre-Trip Inspection Form

Helpful Tips for Parents

Improper Passing of School Bus Violation

Report

LCS Daily Time Sheet

Payroll Sheet

Physical Examination Form

Pre- & Post-Trip Inspection Form

Seating Chart

SPED - Student Roster

Student Bus Data Form

Student Emergency Care - Information Profile

Student Request for Transportation Form

Student Roster & Stop Location

Student Transportation Information Form

Substitution - Daily Time Sheet

Training Record History Request Form



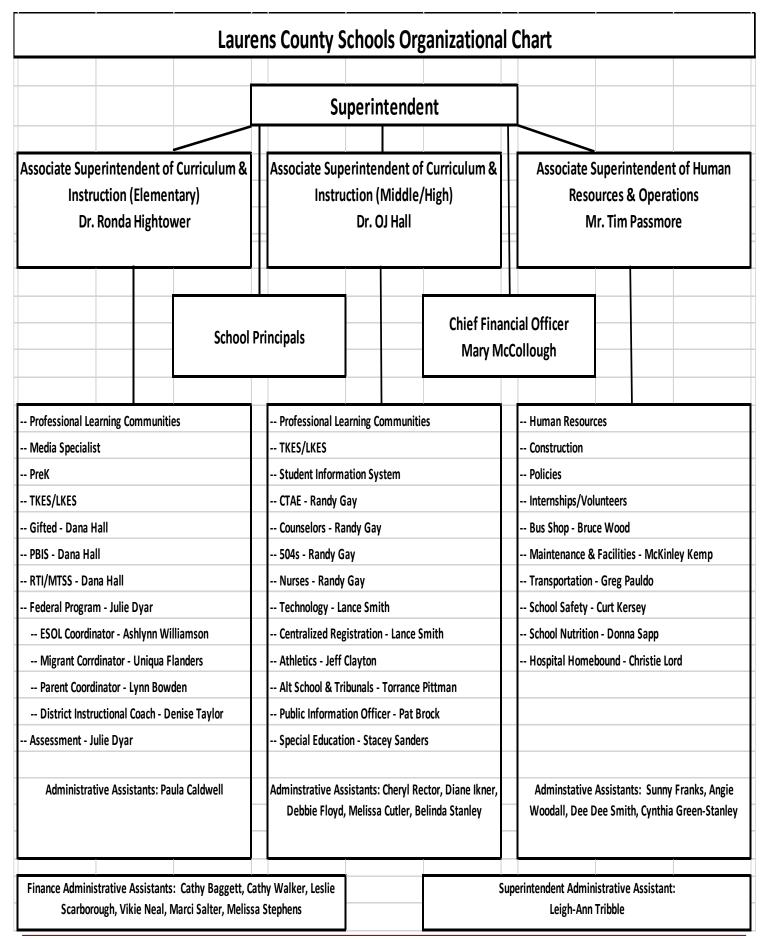
Laurens County Schools



Physical Restraint Incident Report Form

Student Name:	DOB:	Grade:
Student's school:		
Location of Restraint (specific location where	e restraint occurred):	
Date of Restraint:	Time of day:	Duration:
Description of restraint/incident, intervention leading up to the action(s): (attach document		rs, antecedent circumstances
Description of student behavior(s) observed	and physical status durin	g restraint:
Injuries to student, staff, or peers:No	Yes (describe &/or atta	ach documentation):
Name(s) and position(s) of ALL staff involved	l:	
Printed Name of Staff Member Completing Form		Position/Job Title
Signature of Staff Member Completing Form		Date Completed
Signature of Building Principal or Designee		Date
Date parent notified in writing: Staff person who notified parent:		parent notified: Position:
*Attach a copy of the written parent notification 2 days of the restraint incident. ***REMINDER: Written parental notification M		

LCBOE Updated 07/2015



Complaint Procedures for Federal ProgramsLaurens County School System

Any complaints issued as a result of federal programming, including Title I, Part A (Disadvantaged Children), Title I, Part C (Migrant Education Program), Title I, Part D (Neglected and Delinquent), Title II, Part A (Teacher and Leader Quality), Title III (English Learners and Immigrant Students), Title IV, Part A (Student Support and Academic Enrichment), and Title X, Part C (McKinney-Vento Education for Homeless) must be filed according to the system complaint procedures policy.

Ethics and Fraud, Waste, Abuse, and Corruption

The Federal Programs Director reviews ethics and fraud, waste, abuse, and corruption policies as it relates to Title programs, including Title I, Part A (Disadvantaged Children), Title I, Part C (Migrant Education Program), Title I, Part D (Neglected and Delinquent), Title II, Part A (Teacher and Leader Quality), Title III (English Learners and Immigrant Students)), Title IV, Part A (Student Support and Academic Enrichment), and Title X, Part C (McKinney-Vento Education for Homeless) with all staff through the District Compliance Directory program during the Fall each year. Staff are required to sign off electronically that they have read and understand all policies as related to Title programs. This electronic signature will document this has been completed. 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 property without the approval of the local board of education/governing board or authorized designee.

The Laurens County School System takes the responsibility of properly managing federal funds seriously. Any individual who suspects that funds have been misused with any Title program, including Title I, Part A (Disadvantaged Children), Title I, Part C (Migrant Education Program), Title I, Part D (Neglected and Delinquent), Title II, Part A (Teacher and Leader Quality), Title III (English Learners and Immigrant Students), Title IV, Part A (Student Support and Academic Enrichment), and Title X, Part C (McKinney-Vento Education for Homeless) should report the waste, fraud, abuse, or corruption using the following guidelines:

Purpose: To ensure the reporting of suspicion of fraudulent activity, the Laurens County Schools provides employees, clients and providers with confidential channels for such reporting.

Definitions: Fraud: A false representation of a matter of fact, whether by words, 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. Statement of Administrative Regulations: The Laurens County Schools thoroughly and expeditiously investigates and reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken. Confidentiality: All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

(LCSS BOE Policy)

The School System ("System") shall not tolerate fraud of any kind and has an established system for the reporting of suspicious activities.

"Fraud" is defined as 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 from federal, state, or local grants and funds.

Employees and parties maintaining a business relationship with the System who suspect fraud, whether it pertains to federal, state, or local programs, should report their concerns to the Superintendent or his/her designee. If fraud is suspected by the Superintendent, such allegations should be reported to the Chair of the Board of Education.

All reports of suspected fraud shall be handled under the strictest confidentiality allowed under the law. Informants may remain anonymous as allowed by law but are encouraged to cooperate with investigators and to provide as much detail and evidence of the alleged fraudulent act as possible.

Any and all reports of suspicious activity and/or suspected fraud will be investigated. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know until the results become subject to public disclosure in accordance with state and/or federal law.

Grounds for a Complaint

Any individual, organization or agency (stakeholder) may file a complaint with Laurens County School if that individual, organization or agency believes and alleges that the Laurens County School system is violating a Federal Statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered ongoing.

Filing a Complaint

- Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:
 - A complaint must be made in writing and signed by the complainant. The complaint must include the following:
 - A statement that the Laurens County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program;
 - The date on which the violation occurred;
 - The facts on which the statement is based, and the specific requirement allegedly violated;
 - A list of the names and telephone numbers of individuals who can provide additional information;
 - Whether a complaint has been filed with any other government agency, and if so, which agency;
 - Copies of all applicable documents supporting the complainant's position; and
 - The address of the complainant.

The complaint must be addressed to:

Laurens County Schools Federal Programs Director 467 Fire Tower Road Dublin, GA 31021

Procedures and Responsibilities:

- Anyone suspecting fraudulent activity should report their concerns to the Laurens County School System
 Superintendent or Assistant Superintendent for Teaching and Learning or the Federal Programs Director at 478-272-4767.
- Any employee with the Laurens County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
- Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
- The Laurens County Schools Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
- If necessary, the person reporting will be contacted for additional information.
- Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

Complaint Process:

- Complaint Procedure is posted on the main page of the Laurens County Schools website, in each school office and the Board of Education Office. Each notice includes the following information:
- Programs for which Laurens County receives federal funds and for which complaints can be filed
- Grounds for complaints

Once a complaint has been received, the following procedure may be employed to investigate the complaint:

Investigation of the Complaint:

- Any complaints or grievances shall be addressed to the Federal Programs Director. The Coordinator or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:
- The date the complaint was received;
- How the complainant may provide additional information;
- A statement of the ways in which the Federal Programs Coordinator may investigate or address the complaint; and
- Any other pertinent information

The decision of the Federal Program Director may be appealed to the Superintendent in writing. The decision of the Superintendent may be appealed to the Laurens County Board of Education in writing. If needed, referral may be made to the Professional Standards Commission for final resolution. All decisions and appeals shall be submitted in writing. Complaints will be tracked by the Federal Programs Director by maintaining documentation of written complaints and other supporting information. Reports will be maintained with letters of complaint and

Federal Programs - Fraudulent Activity Procedures: Fraud, Waste, Abuse & Corruption

The following documents are posted on the school network with other school documents so that all employees have easy access to them at all times.

Programs from which Laurens County receives federal funds

- Title I, Part A: Improving the Academic Achievement of the Disadvantaged
- Title I, Part C: Education of Migrant Children
- Title I, Part D: Neglected and Delinquent
- Title II, Part A: Teacher Quality
- Title III, Part A: Language Instruction for LEP & Immigrant
- Title IV, Part A: Student Support and Academic Enrichment
- Title VI, Part B, Subpart 2: Rural and Low-Income Schools
- McKinney-Vento Act: Homeless & Foster Children and Youth
- School Improvement 1003(a) and 1003(g) SIG)

LAURENS COUNTY SCHOOL SYSTEM

Fraud Administrative Regulations

Procedure for Reporting Suspicion of Fraudulent Activities

Purpose: To ensure that the reporting of suspicion of fraudulent activity the Laurens County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.

Definitions:

Fraud: 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 from federal grants.

Statement of Administrative Regulations: Laurens County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality: All reports of suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities:

- 1. Anyone suspecting fraud concerning federal programs should report their concerns to Laurens County Board of Education at 478-272-4767.
- 2. <u>Any employee with Laurens County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.</u> You are to contact the Laurens County Board of Education at 478-272-4767. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
- 3. The Laurens County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
- 4. If necessary, you will be contacted for additional information.
- 5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.