



Employee Handbook

2024-2025

AFFIRMATION OF RECEIPT OF EMANUEL COUNTY PUBLIC SCHOOL EMPLOYEE HANDBOOK

I, _____
Last Name First Middle

affirm that I have received and read the 2024-25 Employee Handbook either by hard copy or electronically and understand the conditions therein. I also attended the 2024-25 Child Abuse, Code of Ethics and Identifying and Reporting Sexual Misconduct, Drug-Free Schools, HIV and AIDS Employment Awareness Updates during preplanning. I am aware of the availability of the Employee Assistance Program. I agree to abide by the policies, procedures, and directives set forth in the Emanuel County Public Schools' Employee Handbook.

Employee Signature

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SECTION 1: Introduction and Administrative Information

1.1 INTRODUCTION

The policies and procedures contained in this handbook are current as of the publication date and are provided for employees as a quick reference guide to the Emanuel County School District policies. This handbook can be superseded by official administrative rules and other policies as established by the superintendent and Emanuel County Board of Education. The information contained in this handbook is not to be perceived as a contract of employment or a promise of continued employment. Updates made to this handbook will be made available online at the official Emanuel County School District website at <http://emanuel.k12.ga.us>. Employees will be responsible for reviewing the contents of this handbook and any updates made to its contents.

1.2 DISTRICT PHILOSOPHY

Mission

The mission of Emanuel County Schools is to prepare and inspire all students for college and career success through rigorous and relevant instruction.

Vision

The vision of Emanuel County Schools is to become a leader in education by strengthening our community one student at a time.

Core Beliefs

- *We believe a strong educational program is the foundation for a thriving and progressive community.*
- *We believe meeting educational needs requires the active participation and support of home, school, and community.*
- *We believe everyone is unique, worthy, and capable of learning and achieving success.*
- *We believe learning is a life-long process.*
- *We believe everyone is entitled to a safe and secure learning environment.*

1.3 SCHOOL BOARD MEMBERS

The Board of Education, the official governing body of the Emanuel County School System, is composed of seven citizens who are elected by districts for four-year terms.

Cherie Hooks, District 2
Tanya Lane, District 4
John Allen Bailey, **Interim Vice Chair**, District 7
Del Brown, District 3
Brandon Jones, District 1
Vacant, District 5
Vacant, District 6

Board of Education Meetings

The Emanuel County Board of Education holds its monthly meeting on the second Tuesday of each month, beginning at 5:30 p.m. in the Emanuel County Board of Education Building at 201 North Main Street.

1.4 EMANUEL COUNTY SCHOOL SYSTEM CENTRAL OFFICE STAFF

Superintendent for Schools	Dr. Denise Warnock
Administrative Assistant- Superintendent//Professional Learning/General	Devin Marchman
Assistant Superintendent of Administrative Services	Jansen Ware
Director of Social Work	Dionne Gamble
System Social Worker	Olivia Golden
Director of Federal Programs and Assessment	Anetria Edenfield
Executive Director of Teaching and Learning	Stefanie Mason
CTAE Supervisor	Dr. Shannon Lawrence
Director of Student Services	Demita Clark-Hubbard
Assistant Director of Student Services	Tracy Coxwell
Secretary-Curriculum/Instruction/Federal Programs/Assessment	Sandy Brantley
Due Process Facilitator	Wendy Bullard
Director of Transportation	Rusty Kea
Operations Project Manager	Matt Braswell
Secretary-Transportation	Paula Amerson
Secretary-Maintenance	Gayle McKenzie
Executive Director of School Nutrition	Chandra Hooks
School Nutrition Service Bookkeeper / Procurement	Claudia Arledge
Executive Director of Instructional Technology	Stacey Barber
Technology Project Manager	Ann Rogers
Executive Director of Finance	Mollie Smith
Staff Accountant	Leila Donaldson
Staff Accountant	Lynn Stevens
Payroll Specialist	Melissa Fleming
Executive Director of Human Resources	Valorie Watkins
Human Resources Specialist / Employee Benefits	Kristie Johnson
Receptionist	Bailey Burke
Public Relations Specialist	Tammy Gray

1.5 PRINCIPALS AND ASSISTANT PRINCIPALS - 2024-25

Emanuel County Institute

Brooke Frye, Principal
Corian Roberson, Assistant Principal
Adam Robertson, Assistant Principal

Swainsboro Elementary

Lara Norton, Principal
April Woods, Assistant Principal

Swainsboro High

Brandon Andrews, Principal
Steven Golden, Assistant Principal
Jodi Singletary, Assistant Principal

Swainsboro Middle

David Miller, Principal
Jonathan Moses, Assistant Principal
Lindsey Sconyers, Assistant Principal

Swainsboro Primary

Sarah Tapley, Principal
Gray Mendieta, Assistant Principal
Maria Daniels, Early Learning Center Director

Twin City Elementary

Jessica Collins, Principal
Christie Henry, Assistant Principal

1.6 ORGANIZATIONAL RELATIONSHIP AND COMMUNICATION

THE EMANUEL COUNTY SCHOOL DISTRICT expects employees with professional concerns regarding matters requiring administrative action to follow the appropriate lines of authority. Employees express their initial concerns to their school administrator. When necessary, the administrator will refer such matters to the next highest administrative authority. The Board expects employees to keep their immediate supervisors informed of their professional activities by whatever means their supervisor deems appropriate.

All employees have the ultimate right to appeal a decision made by an administrator through grievance procedures established through the Emanuel County School District Board Policy GAE Complaints and Grievances. This policy outlines the key elements involved in due process. Lines of authority and structured channels of communication do not restrict, in any way, the cooperation of all employees at all levels in order to develop the best possible school programs and services.

1.7 PERSONNEL COMPLAINTS AND GRIEVANCES

(Reference: BOE Policy GAE –February 2005)

It is the belief of the Board of Education that an established grievance procedure will secure at the lowest possible administrative level equitable solutions to certified personnel problems which *may* from time to time arise and which may affect the welfare and wellbeing of the employees. These grievance procedures shall not apply to employment matters.

Termination and suspension during contract term of certificated or other contract personnel, and non-renewal of tenured teachers, is governed by the Fair Dismissal Law. Non-renewal of non-tenured certificated personnel is subject to the tribunal hearing procedures of Section 20-2-1160 only when there is a claim that the

non-renewal was based upon constitutionally impermissible grounds, but such hearing rights do not otherwise exist under this statute. The administrative staff shall be responsible for developing and implementing a system-wide procedure for all certified employees of the school system.

If the employee alleges any equal opportunity discrimination or harassment under Title II, VI, IX or Section 504/ADA, the appropriate system coordinator will be notified immediately and the Equal Opportunity Complaint Procedure followed as noted in Board Policy GAAA (February 2005).

1.8 PROFESSIONALISM

Professionalism is an internalized attribute of effective employees within successful organizations. Some key traits of professionalism are noted below:

- Become knowledgeable of professional organizations.
- Act professionally toward other faculty members. Do not malign them or discuss them with students.
- Know and follow the chain of command in your school. Make sure you check with your principal on the proper procedure to use in resolving problems.
- Support and follow your school policies. If you disagree with a policy, go directly to the person involved.
- Keep abreast of latest developments in your field.
- Try to kindle enthusiasm for your field. If you feel no inner spark for your area of concentration, you'll have trouble igniting others.
- Be ready to admit when you do not know something, but do your best to try and find out.
- Try not to put off work so long that it later interferes with other professional obligations.
- Try to maintain a sense of humor.
- Get to know your students very early in the school year through school records, conversations, etc.
- Be positive about school affairs at all times.
- Be loyal to your employers and your professional organizations.

1.9 PROFESSIONAL PERSONNEL WORK LOAD

All full-time professional employees are expected to observe a minimum workday of eight hours and a minimum work week of forty hours. Each school principal shall establish a minimum workday schedule for all personnel assigned under his or her supervision. Teachers are expected to remain on school grounds during the work day unless otherwise specifically approved by the school principal. Principals are expected to be at school or on other work assignments during work hours established for teachers.

As part of their workload, teachers are expected to perform such duties as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra-class responsibilities, whether or not these activities fall into the hours during which they are required to be on duty at their school.

Every teacher who is employed in grades K-5 for more than half of the regular school day, shall be provided a duty-free lunch of not less than 30 consecutive minutes in accordance with the provisions of state law.

1.10 PERSONNEL GOALS AND OBJECTIVES

The excellence of the entire staff determines the success of a quality educational experience for the youth of the district. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals:

- to employ the best available personnel to staff the school system
- to provide attractive compensation and benefits for staff welfare
- to develop and implement personnel evaluation processes which will contribute to the improvement of staff capabilities and the learning program
- to provide an in-service training program for all employees to improve the educational program and aid each staff member's career aspirations
- to assign personnel so as to ensure they are utilized as effectively as possible
- to develop a climate which will produce the highest staff performance, morale and satisfaction

Section 2: Employment

2.1 EQUAL EMPLOYMENT/EDUCATION OPPORTUNITIES STATEMENT

(Reference: BOE Policy GAAA –February 2005)

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

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

The following individuals have been designated as personnel responsible for coordinating our effort to implement this nondiscriminatory policy:

Title I – Anetria Edenfield,, Director of Federal Programs

Title IX – Anetria Edenfield,, Director of Federal Programs

Title II - Anetria Edenfield,, Director of Federal Programs

Title VI - Demita Clark-Hubbard, Director of Special Services

Title VI-B Rural -Anetria Edenfield,Director of Federal Programs

Carl D. Perkins –Stefanie Mason, Director of Teaching and Learning / Dr. Shannon Lawrence, Supervisor of CTAE

Section 504 and ADA – Demita Clark-Hubbard, Director of Special Services

Inquiries concerning our application of Title VI, Title IX, Title II, Section 504, and/or ADA to the policies and practices of the Emanuel County School System may be addressed to the persons listed above at the Emanuel County Board of Education, P.O. Box 130, 201 North Main Street, Swainsboro, Georgia 30401, (478) 237-6674.

This grievance procedure is available to students, employees and the general public through School Board Policy Manuals available in all school offices, media centers, county web site and the central office facilities at Post Office Box 130, 201 North Main Street, Swainsboro, Georgia 30401.

This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the Board of Education, specifically including policy GAE, 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, Official Code of Georgia Annotated 20-2-940 through 947. The complainant remains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

2.2 EQUAL OPPORTUNITY EMPLOYMENT

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

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

COMPLAINTS PROCEDURE

Complaints made to the Emanuel County Schools regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent 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.
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 system 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 system 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 workdays 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 system 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 system.
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 or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful 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, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations.

2.3 PROOF OF EMPLOYMENT ELIGIBILITY

All employees are required to complete an I-9 form. Federal immigration laws require that employees provide proof of employment eligibility. An I-9 form must be completed and submitted to the Personnel Office with a copy of your driver's license and social security or other identifying information acceptable by law. E-Verify is a free internet based system operated by the United States Citizenship and Immigration Services (USCIS) in

partnership with the Social Security Administration. This system is used to immediately confirm the legal working status of new hires in the school district.

2.4 CONTRACT OBLIGATIONS

State law prohibits teachers from being obligated through contract to more than one school district for the same period of time. Teachers who attempt to sign an employment contract with a school system while still under contract to another may risk losing state certification. The board will not release a teacher from his/her contract after June 1 except under one of the following conditions.

- circumstances beyond the teacher's control (ex., military/business transfer of spouse)
- serious illness of teacher

The district reserves the right not to release the teacher if written notice is not given before the date specified above or a suitable replacement has not been found. Until a teacher has been formally released from his/her contract, the district expects the teacher to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year.

If a teacher signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.

When the superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the Professional Standards Commission requesting that appropriate action be taken against the employee for failure to comply with contractual obligations. Both state law and Professional Standards regulation provide for suspension or revocation of the professional certificate under such circumstances.

2.5 REQUIRED CENTRAL OFFICE INFORMATION

In order to administer the policies and provide information for determining salaries, each Employee of the Board should furnish certain information.

(Certified and Classified Staff)

1. General information sheet.
2. Employee's withholding certificate for federal income tax deduction (Form W-4).
3. Georgia withholding certificate from income tax deduction (Form G-4).
4. Social Security Number (Blanks should be secured from Social Security Office or Post Office and application should be made for a number at once if the employee does not already have one.)
5. Application forms for life insurance provided by the Board.
6. Employment Eligibility Verification form from U.S. Department of Justice, Immigration and Naturalization Services.
7. As an employee of the Emanuel County School System, all employees are required to maintain up-to-date information in their files. This information includes, but is not limited to the employee's name, phone numbers (personal and emergency contacts) and current mailing address.
8. State Health Benefit Plan Packet.
9. It is the responsibility of each educator to contact and schedule an appointment with All Ways Caring HomeCare for a criminal history check/FBI background check.

(Certified Staff only)

1. Teacher service record and data sheet giving number and type of certificates, number of years of teaching experience and other information requested. (The personnel folder must be completed using the name as it appears on the employee's social security card.)
2. Copy of current teacher certificate.
3. Oath to the Constitution of the State of Georgia (included on the Professional Contract of Employment).
4. Teacher Retirement Number or an application for a number if a teacher is new in this State's Retirement System or if contributions have been withdrawn (Form 2A) when previously a member.

If a need develops for any other information, the employee will be expected to furnish it immediately upon request, making sure all forms are properly notarized (a service provided by the Central Office). It is important that all information requested be filed in the Central Office no later than pre-planning week. **It is the responsibility of the employee to get employment verification from the previous employer to the HR department in a timely manner.**

Annually, each principal shall advise the Superintendent of the teachers he wishes re-employed for the ensuing year. The Superintendent, after evaluation of each principal's recommendations, shall recommend to the Board those teachers and other professional employees to be re-employed. By May 15th, the Superintendent shall notify, in writing, those teachers who will not be re-employed by the Board.

Any name changes are sent to the HR Department along with a copy of the name change on your social security card.

If employees have moved to a new address, go to [Employee Self Service \(ESS\)](#). Click on [Personal Actions](#) (at the top), then click on [Demographics](#) to make changes. This will automatically update in our system.

2.6 NON-CONTRACTED PERSONNEL COMPENSATION GUIDE

Personnel will be employed by the Board upon the recommendation of the Superintendent and the immediate supervisor of the employee. The term of employment shall be continuous as long as the employee's services are satisfactory or until that particular type of service is discontinued. Their salary shall be in compliance with federal minimum wage law.

NON-CONTRACTED PERSONNEL SUPERVISION

All non-instructional personnel, except bus drivers, will come under the direct supervision of the principal of each school. Bus drivers will be under the supervision of the Superintendent or designee.

NON-CONTRACTED PERSONNEL EVALUATION

Non-certified employees should be evaluated by their immediate supervisor.

An annual evaluation should be done in narrative and checklist form pointing out what is satisfactory or unsatisfactory, what improvements are needed to become a satisfactory employee, as well as, a timetable for the improvement to be accomplished.

Procedures

If the performance of a non-certified employee is unsatisfactory, the principal will write a letter to the program director outlining dissatisfaction and complaints and request a conference to be held concerning the employee.

After the conference, if the principal deems it necessary, a reprimand will be given the employee; he/she will be put on probation and be given an evaluation at the end of the probationary period.

In the event no improvement is noted, this shall be so stated in a second letter and replacement shall be requested by the principal.

NON-CONTRACTED PERSONNEL SEPARATION/RESIGNATION

Dismissal of non-certified personnel, except bus drivers, shall be made by the principal of each school. Resignations shall be made in writing to the principal.

The Superintendent is empowered to dismiss any bus driver found guilty of violations of bus safety rules. (See Policy EDC) A separation notice, as required by the Labor Department, shall be completed and submitted on any employee who is leaving the system.

2.7 CHANGE OF EMPLOYMENT FOR CONTRACTED PERSONNEL

TRANSFER

Transfers may be requested, subject to availability of position, vacancies, and qualifications of the applicant. The Superintendent, subject to the approval of the Board, shall assign all employees of the district employed in positions requiring certification to the position in which they are to serve. Such power to assign includes the power to transfer an employee from one school to another at which the employee is certificated to serve within the district, when the Superintendent concludes that such a transfer is in the best interest of the district.

RESIGNATION

Employees wishing to resign from their contract must give adequate notice of such desire. The request for release from contract must be made in writing to the Superintendent. The Superintendent is authorized by the Board of Education to accept a resignation effective on the date when a qualified replacement has been secured to ensure the best possible transition. The Superintendent will present the resignation at the earliest regular Board meeting. A separation notice, as required by the Labor Department, shall be completed and submitted on any employee who is leaving the system.

SUSPENSION

The Superintendent has the authority to suspend an employee charged with a felony or misconduct for a period of time to permit an investigation of the charges.

SEPARATION

It is the responsibility of the Board of Education to operate the public schools of the county in a manner that will maintain broad community confidence in and support for the public schools of this community. In the absence of such support a strong, effective public educational program cannot be maintained. Hence, it is the policy of the Board to remove from employment any teacher or administrator whose conduct, either in or out of school, is such as to be an open or public affront to community and to consider such teachers unfit to enter into a teacher-student relationship with their children.

Any action taken under this policy will assure due process rights of the employee and the Board. Notification of contract non-renewal will be sent in writing on or before May 15th. A separation notice, as required by the Labor Department, shall be completed and submitted on any employee who is leaving the system.

Employees may be dismissed from their contracts, or tenured employees may be denied continued employment, for reasons specified by law:

1. Incompetency
2. Insubordination
3. Willful neglect of duties
4. Immorality
5. Inciting, encouraging or counseling students to violate any valid state law, a municipal ordinance, or policy or rule of the Local Board of Education
6. For reduction in staff due to loss of students or cancellation of programs
7. For failure to secure and maintain necessary educational training
8. For any other good and sufficient cause

2.8 DRUG-FREE WORKPLACE

The Emanuel County Board of Education recognizes that a drug-free workplace promotes employee productivity and facilitates the accomplishment of the school system's mission and goals. In accordance with federal and state law, the Board prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs and alcohol. Specific disciplinary sanctions may include referral for prosecution, completion of an appropriate rehabilitation program at the employee's expense, suspension from employment, termination of employment and other disciplinary measures as appropriate. As a condition of employment, each employee must abide by the terms of the policy and must notify the Board within five days after any criminal charge or conviction for a drug or alcohol related violation.

2.9 EMPLOYMENT REQUIREMENTS

All Emanuel County School System personnel are employed and assigned by the Emanuel County Board of Education upon the recommendation of the Superintendent. Teachers, principals and other contracted and professional personnel are eligible for regular employment provided they meet the educational and professional standards set by the State of Georgia and the Emanuel County Board of Education and otherwise satisfy the requirements for the position. Other employees are eligible for regular employment upon evidence of completion of required training, ability to do the work for which they are applying and satisfactory recommendations. Employees who do not receive an employment contract are considered "at-will." Employment-at-will means that, in general, an employer may terminate the employment relationship at any time, for any reason, or for no reason, unless an agreement or law exists to the contrary.

In some cases, the school system may hire or place a staff member in a part-time position. These positions are not guaranteed and are evaluated annually or as needed. Employees who change to part-time status forfeit any seniority that had been established while working full-time. Seniority for part-time employees who move into full-time positions is determined by the most recent full-time hire date.

Every employee must have an acceptable background check. All employees must complete I-9 forms as required under federal law and must provide proof of eligibility for employment.

2.10 HEALTH EXAMINATIONS

The Emanuel County Board of Education may require an employee to have a health examination and/or to provide a physician's statement when the employee's physical, mental and/or emotional condition appears to be interfering with the employee's ability to meet the standards necessary to perform his/her job duties safely or efficiently or if such behavior constitutes a direct threat to the health and safety of the employee or others, or when required by law. The board may designate a physician of its choosing or use the employee's physician.

2.11 UNIVERSAL PRECAUTIONS

All employees will attend annual Universal Precautions and Bloodborne Pathogens training as required by OSHA. New teachers receive this training during their initial District orientation. Other employees will be scheduled for this training through their immediate supervisor. In addition, all employees will receive an update every year. Questions about the training and/or updates should be directed to your immediate supervisor or to the Human Resources Dept.

Precautions to Prevent the Spread of Infectious Diseases

The following precautions can be taken to help protect you from infectious diseases.

- Wash your hands with soap and water at regular times during the workday.
- Avoid punctures with objects that may contain the blood of others.
- Handle bodily fluids with gloves, and wash hands thoroughly with soap and running water after handling bodily fluids.
- Carefully dispose of trash containing sharp objects and bodily wastes. Use special containers with plastic liners for disposal of materials that contain blood or for any bodily fluids that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated.
- Promptly remove another person's blood and bodily wastes from your skin by washing with soap and water.
- Clean surfaces that have blood or bodily wastes containing blood on them according to the guidelines provided by the district in accordance with OSHA guidelines. All school custodians have been trained in the proper method of this type of cleaning and should be used to facilitate the clean-up in these types of incidents.

2.12 PAY DAY SCHEDULES

All employees, including temporary (substitutes) employees, shall be paid on or before the last working day of each calendar month.

2.13 SALARY DEDUCTIONS

Except for payroll deductions required by the state or federal government, all deductions must be approved by the Board. Deductions for insurance that are made through the Central Office will be limited to four companies and former employees must submit their payment directly to the company unless paying dental and/or vision through COBRA.

2.14 GARNISHMENTS

Employees of the Emanuel County Board of Education (a revenue supported agency) are expected to conduct their personal business in a responsible manner. Salaries of government employees shall be subjected to garnishment. Garnishment of wages or salary incurs additional expense for the Board of Education. The Board reserves the right to assess the employee for the expense. A second Summons of Garnishment on a different indebtedness can result in dismissal from the system's employment. The garnishment procedure will meet the requirements of Section 46-301/46-503 of the code -- Garnishment, of the Official Code of Georgia Annotated --- Garnishment Proceedings.

2.15 AUTOMATIC DEDUCTIONS

Automatic deductions will be made for the following purposes:

1. Teacher Retirement
2. Social Security
3. Federal Income Tax
4. Insurance, when authorized
5. Teacher association dues, when authorized
6. Days of leave in excess of authorized leaves
7. Georgia Income Tax
8. Tax sheltered annuity, when authorized

It is the duty and responsibility of the employee to keep correct state and federal income forms (showing number of exemptions) on file in the central office.

2.16 EMPLOYEE BENEFITS

The Emanuel County Board of Education provides numerous employee benefits to the employee. Employees should contact the payroll department or visit www.myemanuelbenefits.com with any questions related to employee benefits.

Benefits available through payroll deduction include;

- Life, long-term disability, short term disability, flexible spending accounts, vision, and dental insurance
- State Health Benefit Plan
- 403 (b), 457 Plans

Emanuel County Board of Education also participates in the Teacher Retirement, Public School Employee Retirement and Social Security systems. The Core Credit Union is available for the convenience of system employees.

2.17 CAFETERIA PLAN

The Cafeteria Plan, under Section 125 of the Internal Revenue Code, allows employees to put eligible benefits on a pre-tax basis. Therefore, the employees do not pay income tax or Social Security taxes on the premiums they put under the Cafeteria Plan.

2.18 WORKER'S COMPENSATION

Employees of the Board are covered by Worker's Compensation and are subject to payment of claims as provided by law. A copy of the procedural guide (Effective date: July 1, 1995) for Emanuel County School System employees is included in this handbook.

WORKERS' COMPENSATION PROCEDURAL GUIDE

Introduction

According to law, Emanuel County Board of Education, referred to herein as the Board, is required to provide Workers' Compensation benefits to its employees. Administration of this benefit is the responsibility of Board-retained administrators with assistance from designated workers' compensation personnel.

It is the intent of the Board to comply in all regards with the Workers' Compensation Law of the State of Georgia.

Purpose

The purpose of this procedure is to provide to all administrative employees a guideline relating to the administration of Workers' Compensation benefits, and to outline their obligations under the State of Georgia Workers' Compensation Law.

Nothing in this procedure shall or is intended to conflict with the State of Georgia Workers' Compensation Law. Any questions of the application of the law or interpretation of this policy shall be immediately addressed to the designated workers' compensation personnel.

Definitions

- **Workers' Compensation Law:** The State of Georgia law mandates that the Board provide and pay certain benefits on behalf of or to an employee of the Board who is injured by an accident which arises out of or during the course of his/her employment; or who suffers an occupational disease as defined by the law.
- **Employee:** Any individual (other than elected officials and employees of independent service contractors) employed by the Board. This includes full-time employees, part-time employees and temporary employees (subs) hired and paid directly by the Board.
- **Compensable Injury or Disease:** Any injury by accident which arises out of or during the course of employment or an occupational disease as defined in the State of Georgia Workers' Compensation Law.
- **Workers' Compensation Benefits:** Benefits as defined in the Workers' Compensation Law which pay for lost income and medical services directly resulting from a compensable injury or disease.
- **Disability:** The inability of an injured employee to return to suitable work which is a direct result of his/her compensable injury or disease and is supported by an authorized treating physician.
- **Panel of Physicians:** The list of four (4) or more physicians chosen by the Board to provide medical services to employees who sustain a compensable injury or an occupational disease.
- **Authorized Treating Physicians:** A physician on this panel; a specialist authorized by a panel physician or the Board; or a physician who may become authorized by order of the Georgia State Board of Workers' Compensation.

- Georgia State Board of Workers' Compensation: The State Board that is authorized by law to administer Worker's Compensation matters. This Board is empowered to make and enforce rules and regulations; to hold hearings concerning disputed issues; to assess penalties for non-compliance and to approve settlements of disputed issues.

Responsibilities

1. Employee:

- Report all accidents and/or injuries, regardless of how trivial, to his/her immediate supervisor as soon as the accident/injury occurs. If the injury prevents an immediate report, the employee must report the accident/injury within 24 hours or have someone do so on his/her behalf.
- Those employees who are witnesses to a job related accident/injury shall provide any information regarding the circumstances surrounding the accident as required by the immediate supervisor or the designated workers' compensation personnel.

2. Immediate Supervisor:

- Ensure that the injured employee is provided with first aid treatment or, if necessary, with emergency medical care.
- File a Supervisors' Accident Report with the designated central office workers' compensation personnel within 24 hours after being made aware that a job-related accident/ injury has occurred or is being alleged. Supervisors, not employees, are to complete this report
- Report by phone, to workers' compensation personnel as soon as possible, any accident involving a serious injury and/or death.
- Thoroughly investigate the accident or alleged accident and include the results of the investigation in the Supervisors' Accident Report. *NOTE: If you are unable to complete the investigation within 24 hours, file the Accident Investigation Report indicating you will report the results later. DO NOT Delay filing the Supervisors' Accident Report beyond 48 hours.* Failure to timely report accidents may result in benefits being denied and fines imposed.
- In non-emergency situations, assist the employee in receiving treatment of a compensable injury from one of the panel physicians.

3. Department Heads/Principals:

- Ensure that employees and supervisors follow correct procedures for filing job-related accident reports and injury claims.
- Assure that supervisors investigate all accidents and report all injuries or alleged injuries, and take the appropriate steps to provide the necessary medical care to treat the compensable injury.
- Conduct your own investigation and, where necessary, take appropriate steps to ensure that the cause of the accident is corrected as soon as possible to prevent recurrence.
- Report immediately any concerns relating to the accident or injury to the Risk Management Office.

4. Designated workers' compensation personnel:

- Administer all phases of the Board's Workers' Compensation Program.
- Assure that all employees, supervisors and department heads comply with procedures related to Workers' Compensation.
- Continually monitor all phases of the Workers' Compensation Program to assure compliance with the state law and compliance with the purpose and intent of the policy of the Board.
- Make recommendations and/or approve any additions or changes related to the panel of authorized physicians.
- Make recommendations and/or approve any additions or changes for the safety of Board employees.

PROCEDURES FOR HANDLING WORKERS' COMPENSATION

Accidents and Injuries

1. Supervisors initial action:

- a. Seek immediate medical services for the injured employee.
- b. If an employee requires emergency room care, inform the emergency room staff that the injured employee is a Board employee and that follow up care must be referred to a panel physician after emergency treatment has been performed.
- c. Inform the department head of the accident as soon as possible and complete and file a supervisors' accident report within 24 hours.

2. Non-Emergencies:

- a. Employee reports the accident/injury to his/her immediate supervisor as soon as possible but no later than the end of the day's shift.
- b. Supervisor and/or department head assists employee in receiving treatment from a panel physician or, if appropriate, from an emergency room on weekends, holidays or nights.
- c. ***If appropriate, the supervisor and/or the department head should accompany the injured employee to the physician's office or emergency room.***
- d. Supervisor provides the injured employee with a Medical Authorization Form to be presented by the employee to the authorized treating physician.
- e. If an employee is referred to a panel physician and then to a specialist for follow-up treatment, the specialist becomes the authorized treating physician.

3. Clearance to Return to Work:

- a. After minor injuries are treated at an emergency room the employee is expected to return to work immediately upon approval of the attending physician.
- b. For injuries treated by a panel physician or a referral specialist, the authorized treating physician will make a medical determination of the employee's return-to-work status and will give the employee a written form to be given by the employee to his/her supervisor or department head.
- c. The supervisor will notify the Risk Management Office of employee's return-to-work status as soon as possible after receiving the completed form.

4. Return-to-Work Status

- a. **Regular Duty:** The employee returns to his/her regular job and performs regular duties without limitation.
- b. **Light Duty:** The employee returns to his/her regular job but the authorized treating physician has placed limitations on the employee's ability to perform all normal job duties. NOTE: Any return-to-light-duty slip must indicate the physician's estimate of the number of days or weeks that an employee will have limitations.
- c. **No Work:** The authorized treating physician indicated, in writing, that the employee will be disabled from any work for an estimated number of days or weeks. Supervisors **MUST** notify the Risk Management Office if an employee is to be out in excess of seven (7) days.
- d. **Job Reassignment:** If the authorized treating physician indicates that the injury will be permanent and will prevent the employee from ever returning to his/her regular job, consideration will be given to transferring the employee to a permanent or modified position considering the limitations as placed by the physician.

Summary

1. Claim (accident or illness):

- a. Employee notifies immediate supervisor at the time of accident.
- b. Supervisor notifies Building Supervisor.
- c. Building Supervisor notifies Risk Management.
- d. If medical assistance is necessary, supervisor contacts a panel physician or hospital and makes arrangements for treatment.
- e. Employee and supervisor complete a First Report of Injury.
- f. If physician or hospital requires verification of employment, employee gives immediate supervisor's name and telephone number. Supervisor will verify employment and that an accident did occur. Treatment can only be rendered by panel physicians or hospital. Treatment can only be authorized by Risk Management.
- g. Should additional treatment be necessary (specialist, surgery or unusual treatment) Risk Management must verify and authorize treatment.
- h. Immediate supervisor must verify with Risk Management the day following the accident if medical treatment was needed and if the employee returned to work.
- i. Immediate supervisor must call the employee and check on status the evening of injury or no later than the next day.
- j. If medical treatment is rendered, the employee must have a doctor's release to return to work.

2. Employee returns to work:

- a. Employee must have doctor's release.
- b. Supervisor notifies Building Supervisor who calls Risk Management and verifies employee's return to work.

3. Workers' Compensation, Sick Leave and Short Term Disability:

- a. An employee cannot draw workers' compensation and sick leave or short term disability benefits at the same time.
- b. An employee has a seven (7) day qualifying period before workers' compensation benefits are paid.

2.19 SEXUAL, RACIAL AND OTHER HARASSMENT PROHIBITED

(Reference: BOE Policy JCAC/GAEB)

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

2.20 FRAUD ADMINISTRATIVE REGULATIONS

Reporting Suspicion of Fraudulent Activities

Purpose: To ensure that the reporting of suspicion of fraudulent activity the Emanuel 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.

Statement of Administrative Regulations:

Emanuel 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 suspected 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 acts as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud should report their concerns to the Emanuel County Board of Education School Superintendent or Finance Director at 478.237.6674.
2. Any employee with the Emanuel 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. You are able to contact Internal Investigations at 478.237.6674.
Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Emanuel County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Communication through employee handbooks emphasizes the responsibilities and channels to report suspected fraud.

Section 3: Employee Leave

3.1 LEAVE

Employees are expected to maintain regular attendance. School principals and department heads are expected to monitor their employees' attendance and take action when attendance problems occur.

An employee who is absent from school the day before or the day after a holiday will forfeit 1/190th of his/her salary. When leave is requested, the following options are available. For complete details, refer to Board policy.

3.2 SICK LEAVE

Employees may use paid sick leave for absences due to their own illness, injury or exposure to contagious disease, or due to illness or death in their immediate family. The Emanuel County Board of Education agrees to grant one and one-fourth (1 ¼) working days for each completed school month of service. Any unused portion of leave will be cumulative from one school year to the next until a total of 60 days have been accumulated. Total accumulation shall not exceed 60 days. Unused sick leave of up to 45 days may be transferred from system to system in the state of Georgia.

In the case of an anticipated or foreseeable absence (childbirth, scheduled surgery, etc.), requests must be given at least 3 days in advance. In the case of sudden or unexpected need for sick leave, request must be given as far in advance as possible but no later than one hour prior to the employee's normal starting time.

If an employee resigns during the school year and more leave has been used than has been earned, it is agreed that the Board of Education shall have the authority to deduct over-payment from any salary still due the employee. There will not be any payment for unused leave or accumulated leave in the event the employee resigns.

3.3 PERSONAL LEAVE

Prior approval of the principal or immediate supervisor is required before a personal day may be taken. In cases of anticipated or foreseeable need for personal leave, requests for personal leave must be submitted at least 30 days in advance. Except during the times listed below, employees are not required to disclose the specific reason for taking personal leave other than to specify that the absence is personal. Except in extreme emergencies and with the prior written approval of the employee's immediate supervisor, personal leave is not allowed at the following times:

- the work day immediately prior to or after a holiday or vacation;
- the first day of the school year and the following five working days thereof;
- the last work day of the school year and the preceding five working days thereof;
- pre-planning, conference, professional development, registration and post-planning days; and
- other critical days identified by the principal or department head.

If an employee mistakenly enters personal leave instead of sick leave before or after a holiday, the employee is required to provide a doctor's excuse in order to change it to a sick leave without getting docked.

3.4 EMERGENCY AND LEGAL LEAVE

Personal leave may be used for court orders not related to school matters or jury duty. Each person employed by the Emanuel County School System 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.

3.5 MILITARY LEAVE AND ABSENCES

All employees of the Emanuel County Board of Education are entitled to paid leave not to exceed eighteen days in any calendar 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. Employees also are entitled to leave not exceeding thirty days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the director 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.

3.6 BEREAVEMENT LEAVE

Employees may use sick leave for death in the immediate family. Immediate family is interpreted to mean spouse, child, parents, sister, brother, parent-in-law, grandparents, grandchild or any relative living in the home of the employee. Any bereavement leave over 5 days must be approved by the employee's direct supervisor with an anticipated return date.

3.7 MATERNITY LEAVE

The policy for maternity leave is the same as for other illness.

3.8 FAMILY AND MEDICAL LEAVE

Employees of the Emanuel County Board of Education who have been employed by the Board of Education for at least 12 months and who have worked at least 1250 hours for the Board of Education during the 12 month period immediately prior to requesting leave are eligible to take 12 weeks of unpaid leave under the Family and Medical Leave Act (“FMLA”).

An employee may request leave for one or more of the following reasons:

- Birth of a son or daughter and to care for the newborn child;
- Adoption or foster placement of a son or daughter with the employee;
- To care for the employee’s spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of employee that prevents the employee from performing his/her job functions.

In the event of the birth, adoption or foster placement of son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

**Please note: If more leave is used than is available, the Board of Education shall have the authority to deduct from remaining salary due as appropriate for additional days of absence.*

Section 4: Employee Conduct

4.1 PROFESSIONAL DRESS

District personnel should exemplify highest standards of propriety and dress in a modest, dignified and professional manner to provide an atmosphere that enhances learning, instills discipline, prevents disruption and avoids safety hazards. The district expects school employees to set an example for students that will serve to promote acceptable minimum dress standards for students and, consequently, improve student behavior. Neatness, cleanliness, appropriate dress and other evidence of personal pride are expected at all times.

Employees required to wear uniforms or safety equipment will be advised by their supervisors as to where the materials can be obtained.

The district does not consider shorts, T-shirts, athletic/yoga pants, denim pants, denim shirts, denim skirts, denim dresses, skorts; walking shorts at or above the knee; tight fitting or clinging clothing; leggings/jeggings, wind suits and sweatpants acceptable for the classroom or office setting. Support staff and instructors in special areas will wear clothing appropriate for their instructional environment.

- Chambray dresses are considered to be professional dress. The fabric is not jean material. See Admin. for additional information.
- Leggings may be worn under a dress above the knee.

- Tennis shoes are not to be worn for formal functions such as awards programs, graduation and other special events.
- Garments should not be so tight or clinging as to be excessively revealing. All attire should meet the “dollar bill” test - front and back. Take a dollar bill and place it lengthwise (long side) just above the knee. When standing, make sure the bottom hem of the dress/skirt can touch the top edge of the dollar bill.
- Dresses or shirts with spaghetti straps/shoulder bearing garments must be covered with a jacket/shrug.
- Staff must receive approval from the principal prior to wearing special attire. The board recognizes special situations when a staff member would not dress as he/she would on a normal school day (such as spirit days, work days, field trips, Friday jeans, etc.). The principal/supervisor must receive prior approval from the superintendent or his/her designee.
- Male teachers are expected to wear collared or Henley shirts, unless otherwise indicated by the principal.
- Professional dress is expected on staff development days unless otherwise indicated by the type of staff development being offered.

“Dress” items not listed above are at the discretion of the principal/supervisor.

Physical Education and work-oriented teachers shall be expected to comply with the above standards when teaching within a regular classroom. Dress appropriately for the playing field and shop may not be appropriate for the classroom. Such teachers should make arrangement for some form of outer garment covering while in any of the classroom buildings.

4.2 THE CODE OF ETHICS FOR EDUCATORS

Effective June 15, 2015

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

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.

Definitions

- (a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.
- (b) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (c) “Educator” is a teacher, school or school system administrator, or other education personnel who holds 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 Educators, “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.

Standards

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.

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).

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).

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

4.3 FINANCIAL RECORDKEEPING

ACCOUNTING PROCEDURES

A copy of the Emanuel County Schools Accounting Procedures Manual is available on the district's Employee Portal. All employees are expected to follow the procedures established regarding financial activity within the Emanuel County School System. Employees are to annually sign the acknowledgment form in the manual and return to his/her bookkeeper.

BIDS AND QUOTATIONS

At least two (2) competitive bids or quotations shall be solicited in connection with purchasing an item of \$10,000 or more whenever possible and practical. (Federal funds \$3,500 to \$150,000). Purchases or contracts with a total estimated cost of \$100,000 or more shall be awarded through a written competitive sealed bid process. (Federal funds over \$150,000) Contracts shall be awarded to the lowest, best bid or quote complying with specifications and with other stipulated bidding conditions. The Board reserves the right to accept or reject any and all bids.

PURCHASE ORDERS AND CONTRACTS

Purchase orders are processed using the electronic form in the Employee Portal Library or in the Smartfusion Accounting Software Program. The description should be as complete as possible to include specific details for requested items or services needed. In order to speed up the purchasing process, price quotes should be solicited prior to submitting the purchase order. The vendor names and prices quoted, as well as the name of the person quoting the price, should be attached to the purchase order. This information can be uploaded and attached to the electronic form.

District and School Administrators electronically approve the purchase order prior to approval at the Central Office level for district funded purchases. School Administrators electronically approve the purchase order for school funded purchases. Only after the purchase order has been completed and approved, may the purchase be made. A copy of the approved purchase order will be emailed to the data entry clerk and administrator with the purchase order number recorded for district funded purchase orders. Approved School purchase orders are accessible through the Employee Portal once archived by the bookkeeper.

The items should be checked on the packing slip or invoices as soon as the purchased items are received. The person verifying receipt of the items should sign the packing slip or invoice verifying receipt of items and submit to the central office finance department for payment.

All contracts should be forwarded to the Superintendent for review and approval prior to signing the agreement.

4.4 DUTIES (TEACHERS)

Teachers will be responsible to the principals for carrying out policies of the Board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents.

Teachers will be expected to furnish such after school time as is needed for assisting students, conferring with parents and doing other necessary out-of-school work.

A teacher's specific responsibilities shall include:

- To direct and evaluate the learning experience of students in both curricular and extra-curricular activities.
- To provide guidance to students which will promote their proper educational development and welfare.
- To be responsible for student accounting.
- To provide for the care and protection of school property.
- To supervise students on the school grounds and during the lunch period.
- To cooperate with and participate in planning and evaluating of the school program.
- To participate in the business and activities of the faculty.
- To take part in the in-service programs of the schools.
- To maintain cordial relationships with colleagues.
- To follow ethics of the profession.
- To actively support the parent-teacher organization.
- To enforce and follow policies and regulations as established by the Board and professional staff.
- To accept a fair share of supervisory duties at pupil activities in the building and on grounds during school hours as well as at athletic events.

PREPLANNING AND POSTPLANNING

A schedule of work is arranged for preplanning including a county-wide teacher meeting and meetings of building faculties and departmental groups. For post planning, a schedule of work is arranged for completion of records, reports, inventories, requisitions of supplies for next year, and evaluation of the year's work. The work during these times is a part of the contract for the year's work, and all teachers are required to participate.

EXTRA-CURRICULAR ASSIGNMENTS

Assignments will be made to teachers for various forms of hall, extracurricular, recess, traffic, lunch period and other non-teaching duties, and athletic events. All teachers (no guests) will be allowed to attend any sports events with the presentation of any Emanuel County School I.D. Every effort will be made to make all assignments on an equitable basis.

SUPERVISION OF CHILDREN

Teachers are responsible for the supervision of students from the time the students arrive at school until the time they leave. Students are never to be left in the classroom without adult supervision. If teachers must be out of their classrooms, they must also make arrangements for adult supervision of their students. Teachers and paraprofessionals are expected to be on the playground, at their door, in the lunchroom, or in the hall on time for all supervisory duties.

Teachers must be back in their classrooms to assume supervision of students as soon as they reenter the building from breaks. If teachers keep students in their classrooms to complete work during a break, the teacher must stay in the classroom with the students.

No group of children, either in the classroom or on the playground, should be left unattended by the teacher. Teachers, at all times, are responsible for the conduct and safety of children, and will see that children observe safety rules. In the occasion of extreme emergency, the teacher should make every effort to provide adequate supervision during his/her absence.

PLANNING FOR INSTRUCTION

All teachers are expected to plan instructional efforts well before the time of implementation of the teaching to be done. Systematic organization and planning of classroom work is best done in the context of careful diagnosis of student needs based on clear instructional objectives. The clarification of learning objectives is the vital first step of planning for teaching. Based on the diagnosis of student's needs, each teacher should prescribe learning activities for classroom work with attempts to individualize learning to the greatest feasible extent. Implementation of the prescription is to be carefully planned so that equitable assessment may call for a recycling of planning or progress to new and/or different learning objectives. General outlines of plans based on the process of setting objectives, diagnosing needs, prescribing activities, implementing the activities, and assessment of student learning should be made in brief, informal written form. Such written plans should never reduce learning or teaching options, but should facilitate learning by causing the teacher to be systematic in preparation for classroom work.

Such planning may be periodically reviewed by the principal and other school administrators/supervisors as a means of assisting teachers and pupils in improving instruction. Plans should also be available for substitute teachers along with seating charts, written procedures, etc.

ARRANGEMENT FOR SUBSTITUTES

Teachers should plan their work so that if they are out either for unexpected emergencies or for anticipated reasons, definite lesson plans will be available in the office to be given to the substitute.

A practical suggestion is for teachers to keep available in the desk a lesson plan notebook which has lesson plans for the immediate future written out in sufficient detail for a substitute to follow. Teachers should have their classes organized so that colleagues/students who work closely with the teacher will be great assistance to a substitute.

It is important that teachers notify the principal or designee just as soon as they determine that they will be absent. Unless teachers have stated a definite period of time through which their absence will extend, they are expected to notify the principal or designee each day that they are out. Teachers are expected to notify the principal or designee the night before or by 7:00 a.m. the day they need to be absent if an emergency arises.

CONDITION OF CLASSROOMS

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period, and before the close of the school and the end of the day, teachers should hold students responsible for leaving the room clear of cluttered paper, textbooks and other items of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room.

SCHOOL DAYS

The principal will provide a schedule for the individual school. Teachers are expected to work an eight hour day. The day shall include duties for which the salary is paid, such as teaching and teaching preparations, staff meetings, staff development, and conferences with students and parents, planning conferences, related school activities in the community, extra-class assignments and other assigned by the principal.

4.5 CURRICULUM

ELEMENTARY

In kindergarten through fifth grade, a child-centered elementary curriculum is followed. The umbrella of the elementary curriculum provides an opportunity for all children to develop skills and expand knowledge through the study of language arts, mathematics, science, social studies, music, art, health, and physical education.

Our curriculum stresses learning by doing—a “hands-on” approach to learning. Children learn through actively observing and participating in scientific experiments. Throughout the grades and across the curriculum, hands-on instructional activities are used to introduce and reinforce learning.

Addressing the need for highly developed communication skills now and in the next century, our elementary language arts curriculum emphasizes an instructional balance in the development of reading, writing, speaking and listening skills. A strong basal reading program and integrated writing form a strong foundation for the development of effective communication skills. The physical development needs of our young students are met through physical education. Non-competitive activities through which children improve muscular coordination as they grow are emphasized.

MIDDLE SCHOOL

Our middle grades curriculum provides a program that is responsive to the intellectual, physical, social, and emotional development of students in grades six, seven, and eight. Team teachers are responsible for teaching the academic subjects of language arts, mathematics, social studies, and science. The teams provide for more personalized instruction and interaction between teachers and students and/or students and teammates.

Common planning time allows team teachers to work closely to plan appropriate behavioral and instructional strategies for students. Planning time is also used to meet with parents and/or counselors and resource teachers about special learning and behavioral needs of individual students.

Our exploratory curriculum introduces students to new areas of study. We offer courses in business, computer literacy, family and consumer sciences, agricultural education, career explorations, and fine arts.

In the fine arts, students have the opportunity to participate in band classes.

The maturing young students in the middle school do have special needs. Through teamwork and a varied curriculum, our middle school is responsive to those needs.

4.6 STUDENT SERVICES

STUDENT SERVICES PROGRAM PERSONNEL

Guidance counselors in the two high schools and the middle school provide a variety of services relative to student services. A counselor is on staff in each elementary school. The counselor and our system social worker serve as liaisons between the home, the school and the student. Working closely with teachers, parents, and students, the counselors coordinate student assistance program activities at the school site. Our certified social worker, Title I parent involvement coordinator, middle school and high school guidance counselors, and elementary counselors work closely to develop and implement an effective student services program.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program (SAP) is available at each school site. The student support team process is a component of the program. The SAP umbrella provides alternatives for services such as individual, family, and group counseling services during the school day.

DRUG FREE SCHOOLS PROGRAM

Each school provides programs and activities that encourage drug free lifestyle choices, expand peer coping skills, improve decision-making skills, and promote the development of positive self-esteem. The programs and activities are components of the total school experience for the child. Most of the instructional program objectives are addressed within the health curriculum.

VALUES EDUCATION

Educators in the Emanuel County School System are diligent in their efforts to provide instructional opportunities, explicit and implicit, which promote the value concepts of citizenship, respect for others, respect for self, and respect for the environment. A variety of resource materials and programs is utilized within the regular classroom setting and during school-wide activities to help students develop their beliefs of what is right and good.

LOCAL INTERAGENCY PLANNING TEAM (LIPT) AND FAMILY CONNECTION

The LIPT is comprised of representatives from service agencies across the county, including the Emanuel County School System. The LIPT meets monthly to discuss ways to better serve their clients through programs they each have to offer. Emanuel County Family Connection is a collaborative comprised of representatives from various sectors of the community including (but not limited to) the Emanuel County School System, civic organizations, city and county government, local businesses, parents, youth, faith-based organizations, service agencies and local non-profits. Family Connection is designed to provide coordination of services in order to avoid duplication and to increase funding opportunities to better meet the needs of children and families in our community.

4.7 VISITORS ON CAMPUSES

The Board encourages parents to visit the schools and welcomes visitors in our system. All visitors on school campuses must check in at the front office before going to any part of the school campus. In accordance with state law, it shall be unlawful for any person to disrupt or interfere in the operation of any school within the Emanuel County School System.

Policy DJEIA states, “Business dealings with salesmen or other interested persons in the school shall be conducted only with the approval of the principal. In no case may salesmen of other than school related items conduct business in the schools.” Teachers should be seen by salespersons only after school hours and attendance at sessions scheduled shall be optional.

4.8 CHILD ABUSE AND NEGLECT REPORTING

Georgia educators are required to report suspected 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 or 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 Services by state law and the Georgia Department of Human Resources."

In order to meet legal responsibilities, reports of suspected child abuse and neglect are to be made in good faith, in accordance with the Emanuel County Child Abuse Protocol. The education of school system personnel in the identification of child abuse and neglect shall be provided by the system. This reporting is legal under section 99.31(s)(5) and 99.36 of the Family Education Rights and Privacy Act and does not constitute a violation of it so long as the following factors are taken into account:

1. the seriousness of the threat to the child's health and safety;
2. the need for the information from the child's education records to protect the child's health and safety;
3. whether the information is being disclosed to persons who are in a position to deal with the emergency; and
4. whether time is of the essence dealing with the emergency.

4.9 STAFF CONFLICT OF INTEREST

No employee of the Board should engage in or have a financial interest, directly or indirectly, in any activities that conflicts or raises a reasonable question or conflict with his duties and responsibilities in the school system. Nor shall any staff member engage in any type of private business during school time or on school property. Employees shall not engage in work of any type where information concerning customer, client, or employer originates from any information available to him through school sources.

A Related Party Transaction should be completed and forwarded to the Finance Department. A copy of the disclosure form is included in the Accounting Procedures Manual. The information provided will be added to the notes attached to the financial statements.

4.10 THE CONFIDENTIALITY OF PUPIL SCHOOL RECORDS

In accordance with federal and state laws, the Board of Education shall provide for the confidentiality, transfer, and maintenance of student records. Administrative regulations shall be developed to implement this policy. Procedures under the Family Educational Rights and Privacy Act will be followed.

For more specific details, personnel should review the referenced board policy and regulation as well as Special Education Regulation and Procedures. Copies are available for review at the schools and at the central office.

4.11 CORPORAL PUNISHMENT

In the matter of discipline, it is assumed that a professional attitude will be maintained and the welfare of the student will be the objective. Corporal punishment should be used only as a last resort and used only when other methods have failed to solve the problem. The corporal punishment must not be unduly severe. The following minimal procedures must be followed:

1. The principal of each school must approve the use of corporal punishment in his/her school.
2. Corporal punishment may be administered only by principal or assistant principal.
3. Except for those acts which are as anti-social or disruptive as to shock the conscience, corporal punishment may not be used unless the student was informed beforehand that specific misbehavior could occasion its use.

4. The principal or assistant principal must be present when corporal punishment is administered. The witness, in presence of the student, must be informed of the reason for the punishment. Students need not be afforded a formal opportunity to present their side to the second official.
5. The school official who administers corporal punishment must provide the student's parents, upon request, a written explanation of the reasons for such punishment and the name of the witness.
6. Such punishment will not be administered to a student whose parents or legal guardian have filed a statement with the principal requesting such.
7. The only corporal punishment permitted will be paddling on the buttocks.

4.12 COPYRIGHT

The Emanuel County School System, all employees of the system, and all the students served by the system will be governed by the PL.94-553, the copyright law which sets guidelines concerning responsibilities, obligations and limitations on copyrighted works.

A major revision in the copyright law went into effect January 1, 1978. This law will limit the number of photocopies that can be made by teachers, students and researchers. Specifically, the bill has the following major guidelines:

A teacher may not:

1. Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution.
2. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
3. Make multiple copies of works more than nine times in the same class term.
4. Make a copy of "consumable" materials, such as workbooks.

A teacher may:

Make a single copy of the following for use in scholarly research, or in teaching, or in preparation for teaching a class:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem, whether or not from a collected work.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Make multiple copies for a classroom use only, and not to exceed one per student in a class, of the following:

- A complete poem, if it is less than 250 words and printed on not more than two pages.
- An excerpt from a longer poem, if it is less than 250 words.
- A completed article, story, or essay, if it is less than 2, 500 words.
- An excerpt from a prose work, if it is less than 1, 000 words or 10% of the work, whichever is less.
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

A library may:

(For interlibrary-loan purposes)

- Make up to six copies a year of a periodical published within the last five years.

- Make up to six copies a year of small excerpts from longer works.
- Make copies of unpublished works for purposes of preservation and security.
- Make copies of published works for purposes of replacement of damaged copies.
- Make copies of out-of-print works that cannot be obtained at a fair price.

Video usage:

When you want to perform, display, or show a film, video, or TV program, whether it be as part of a course, at a group or club activity, at an organization event, or as a training exercise, you have to consider the rights of the those who own the copyright to the work you want to use. This consideration must be made regardless of who owns the video or where you obtained it. Copyright owners have certain rights, which are commonly known as **public performance rights (PPR)**. Your school should purchase a license through a company such as Swank Motion Pictures that will cover the school for most movies shown on campus. Video Streaming services including, but not limited to, Amazon Prime, Netflix, and Disney + are **not** covered under Public Performance Licenses and specifically address the issue in their Terms of Use. These services are personal, household services and are not intended for school environments. Using your personal account at school in your classroom is a violation of copyright law.

4.13 SOCIAL MEDIA GUIDELINES

Emanuel County Schools recognizes that many of our staff, students, parents and community members are active social media users. As a school District, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you participate online in a respectful, relevant way that protects your reputation and the reputation of Emanuel County Schools, and that respects the relationship among employees, students, parents and community members.

For the purposes of this document, social media includes, but is not limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, responses to media stories and any other activity involving connecting or communicating with others.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place at Emanuel County Schools.

Your Personal Responsibility:

We encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, anti-harassment, anti-bullying, and copyright/fair use. All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. We ask that you carefully consider the public forum you are participating in and act in a way that properly represents both your professional reputation and Emanuel County Schools.

Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school Districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information.

Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Specific Guidelines to Consider:

- The Official School Facebook accounts should be set up as Business Pages. Each school page should have a minimum of two administrators of the page. All teachers should send content and photos they would like posted on social media to the schools Media Specialist. The Media Specialist will post on the School's official Facebook Page. Please be aware of any students who have opted out of photos.
- Student publicity consent is only for school/district use.
- No social media account representing a school or school-related activity shall be created or deleted without approval from the PR Specialists.
- Administrators of Social Media accounts should be certified or other approved employee.
- Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights to free speech, it remains good practice to never post anything that would embarrass you or Emanuel County Schools, or would call your professional reputation into question.
- You are personally responsible for the content you publish online. "Content" includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share or re-post.
- Any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are "private" may be subject to discovery in legal actions.
- Once something is posted, you cannot take it back. In most instances, deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
- Ask yourself if you would want your post in the media. Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is "no," then the content is best not shared.
- Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs

should be posted with the assumption that they could end up in the public realm.

- Content should not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- The lines between personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. Other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work at Emanuel County Schools.
- Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
- Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way in to the public domain.
- Use your personal email addresses on personal social sites and while engaging in off-duty social media activities or sites that are not connected with or approved by the District. Never use your District email address on personal sites.
- At no time should you claim to be speaking or issuing opinions on behalf of Emanuel County Schools, except with prior consent from the appropriate supervisor. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Emanuel County Schools.
- Employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Emanuel County Schools. You are ultimately responsible for your comments and Emanuel County Schools recommends that you thoughtfully consider your rights and responsibilities prior to posting.
- Do not post photos or videos that contain identifying information concerning any students on personal sites. Do not post identifying information of co-workers without their permission. For District-sanctioned sites, such as school Facebook pages, do not post items of students who have opted out, as per District media policy, but you may post items of public events of students and staff who have not opted out, as long as it's not derogatory in nature.
- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.
- Show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including but not limited to images found on Google

and the like. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it, thus reducing the risk of being accused of plagiarism.

- Do not use any school logo or image without permission on personal sites. You may use them on District-sanctioned sites.
- Do not create any social media account, blog or website intended to represent Emanuel County Schools without express prior consent from the superintendent or designee. It is important for the District to protect its brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by the District.
- Any content posted by an employee will be subject to all District policies, rules, regulations, and guidelines. The District is free to view and monitor an employee's website or web log at any time without consent or previous approval. Where applicable, employees may be asked to disclose to the District the existence of and to provide the District with access to an employee's website, web log or other personal social media network as part of an employment selection, review, promotion, or disciplinary process.

Employee-Student Relations

The District recognizes the role that communication and collaboration between employees and students play in the educational process and experience. The District further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for your own and students' protection.

- Employees are never under any obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in District projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
- Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, such as a Facebook friend request. Use discretion and carefully consider the guidelines provided by the District before accepting any permission-based friend or follower requests received from students. It is Emanuel County Schools' recommendation that if an employee decides to accept friend or follower requests received from students that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- The District recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities, such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

- Any employee-student communications or relationship via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act.
- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the District has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for immediately reporting to the District any inappropriate communication received from a student. This is as much for the employee's protection as the student's. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

Expressing Your Ideas and Thoughts

- Always express ideas and opinions in a respectful manner. Make sure your communications are in good taste. Do not denigrate or insult others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Remember that our communities reflect a diverse set of customs, values and points of view.
- Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content. Just by identifying yourself as a District employee, you are creating perceptions about your expertise and about the District by community members, parents, students, and the general public; and you are creating perceptions about yourself with your colleagues and managers.
- Are you adding value? Communication associated with our District should help fellow educators, parents, students, and co-workers. It should be thought-provoking and build a sense of community and engagement. If it helps people improve knowledge or skills, do their jobs, solve problems, or understand education better—then it's adding value. Keep the conversation informative and educational for all. Be sure that all content is consistent with your work and with the District's beliefs and professional standards.
- Keep your cool. One of the aims of social media is to create dialogue, and people will not always agree on an issue. When confronted with a difference of opinion, stay cool. Express your points in a clear, logical way. Be accurate. Don't pick fights or look for an argument. Sometimes, it's best to ignore a comment and not give it credibility by acknowledging it with a response.
- If you make an error, correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper, deal with it quickly, and/or ask for additional assistance.
- Be honest and transparent. Do not blog anonymously, using pseudonyms or false screen names. We

believe in transparency and honesty. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out.

Help Students Leverage Social Media

Students should learn how to use social media to empower, not just connect. With more and more employers and educational institutions looking at prospective candidates online, it is important that we help educate and instruct on best practices for our students using the various social media channels. Connecting with a purpose requires thought and discipline - as connecting with the wrong people could lead to improper associations.

Teachers and administrators should be teaching students how to leverage their connections, associations and level of engagement as a way to strengthen their individual brands online. This increases their chances of being seen in a positive light for potential employers, colleges or universities – as character becomes more and more a consideration for enrollment or hiring in today’s workforce. Having our students and teachers ready and adaptable to 21st Century communications is a must.

4.14 CYBERSAFETY USAGE AGREEMENT FOR STAFF

The measures to ensure the cybersafety of Emanuel County Schools outlined in this document are based on our core values. The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at all schools and to the effective operation of the school. Our system has rigorous cybersafety practices in place, which include cybersafety usage agreements for all school staff and students.

The overall goal of the system in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the system, as well as, legislative and professional obligations. This usage agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

1. Cybersafety usage agreements
 - a. All staff, students and volunteers, *whether or not* they make use of the school’s computer network, Internet access facilities, computers and other ICT equipment/devices in the school environment, will be issued a usage agreement.
 - b. Staffs are required to read these pages carefully, and return the signed usage agreement form in Section C to the school office for filing.
 - c. The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.
 - d. Any staff member who has a signed usage agreement with the school and allows another person who does not have a signed usage agreement to use the school ICT, is responsible for that use.
2. The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored

on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.

3. When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:
 - a. Initiate access to inappropriate or illegal material
 - b. Save or distribute such material by copying, storing, printing or showing to other people.
4. Users must not use any electronic communication (e.g. email, text) in a way that could cause offense to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
5. Staffs are reminded to be aware of professional and ethical obligations when communicating via ICT with students outside school hours.
6. Users must not attempt to download, install or connect any software or hardware onto school ICT equipment, or utilize such software/hardware, unless authorized by the IT Director.
7. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by the principal of the school.
8. All school ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the IT Director.
9. All users are expected to practice sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.
10. The users of school ICT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.11
11. Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abd . . .) and upper case (ABC . . .) letters, symbols (#*@ . . .) and numerals (123 . . .)
12. Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from their principal or Director of Technology.
13. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the system network or any ICT device.
14. Dealing with incidents.
 - Staff must follow procedures relating to the school cybersafety handbook.
 - Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students must be recorded in handwriting in the cybersafety incident book with the date, time and other relevant details.

In the event of access of such material, users should:

- Not show others
- Close or minimize the window, and
- Report the incident as soon as practicable to the cybersafety manager (Director of Technology).

If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported IMMEDIATELY.

15. Any electronic data or files created or modified on behalf of Emanuel County Schools on any ICT, regardless of who owns the ICT, are the property of Emanuel County Schools.

16. Monitoring by the district

- The district may monitor traffic and material sent and received using the district's ICT infrastructures.

- The district reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
- Users must not attempt to circumvent filtering or monitoring.

17. Breaches of the agreement

- A breach of the usage agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the district’s ICT in a manner that could be harmful to the safety of the school or call into question the user’s suitability to be in a school environment.
- If there is a suspected breach of the usage agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the district. The district may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
- Involvement with material which is deemed ‘objectionable’ under the Films, Videos and Publications Classification Act 1993 is serious, and in addition to any inquiry undertaken by the district, the applicable agency involved with investigating offenses under the Act may be notified at the commencement, during or after the district’s investigation.

18. The system reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other system ICT equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidized by/through the school or provided /subsidized by the Emanuel County School District. Please note that conducting an audit does not give any representative of Emanuel County Schools the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/devices belonging to that person, except to the extent permitted by law.

19. Queries or concerns

- Staff should take any queries or concerns regarding technical matters to the IT Director or to their principal.

In the event of a serious incident which occurs when the cybersafety manager (IT) or principal is not available, another member of the Central Office should be informed.

4.15 COMMUNITY INVOLVEMENT

Members of the Emanuel County School System family believe that meeting educational needs requires the active participation and support of the home, the school, and the community. This three-way involvement is crucial to the success of our students. Therefore, parents and members of the community are constantly encouraged to actively participate in the education of our 4, 400 students. Participation can be achieved through a variety of channels including parent conferences, parent organizations, volunteers, citizen advisory committees, school councils, and business/education partnerships.

4.16 PARENT CONFERENCES

Parents are invited to the school to discuss their children’s progress and are encouraged to request a conference with the teacher(s) when the need arises. A good relationship between teacher and parent is just as important as a good relationship between teacher and student. Remember: Education is a cooperative effort of the home and school.

Section 5: Teacher Certification and Evaluation

5.1 CERTIFICATION INFORMATION

Every member of our professional staff must have a valid Georgia teaching certificate recorded in the personnel office. Salaries are based on the level of certification and years of experience. It is the responsibility of each person to secure his/her own certification from the Georgia Professional Standards Commission, and to record it promptly in the personnel office and keep his/her certification current.

Certification

The Georgia Professional Standards Commission is required to provide for the certification, classification and licensing of public school personnel, including procedures for revoking and denying certificates. An applicant for an *initial* renewable Georgia certificate must pass a test battery which assesses specific content knowledge and skills related to the certificate.

These provisions relate to personnel applying for a renewable certificate. They do not apply to teachers who are teaching in a field in which they hold a life certificate. The new certification provisions make it easier to recruit qualified individuals with a bachelor's degree in selected liberal arts fields into teaching to meet critical shortage needs and to staff hard-to-fill positions. These alternative preparation programs require that applicants complete appropriate assessments, coursework, and supervised internships.

Professional Development

All employees are expected to participate in required trainings designed to maintain or improve job skills.

Certified personnel must meet the requirements of **Cognia Accreditation** (formerly AdvancED) and the state of Georgia by completing all mandatory training and course requirements.

5.2 PERSONNEL EVALUATION

Certified

All certified teaching, support, and administrative personnel will be evaluated annually for performance appraisal and professional development purposes. Certified personnel are expected to receive a satisfactory annual written evaluation.

Personnel will be informed by their immediate supervisor as to: (1) the basis on which the evaluation will be made, (2) who the trained evaluator will be, (3) the frequency and minimum number of evaluations, (4) what instruments will be used, and (5) how the results will be evaluated. The annual evaluation process will be completed prior to the issuance of contracts for the ensuing school year. The system provides assessment for all certified personnel according to Georgia Board of Education procedures.

It is important to note that as the teacher of record, your annual evaluation 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.

Employees who have deficiencies and other needs shall have professional development plans designed to mitigate such deficiencies and other needs as may have been identified during the evaluation process. Progress relative to completing professional development plans shall be one of the assessments during the annual evaluation process. Less than a satisfactory annual evaluation of any certified employee may result in non-renewal of a contract or a recommendation for continuing contract with reservations. In the event of a recommendation with reservations, a professional development plan must be designed.

Classified

All classified personnel shall have their performance evaluated annually. Classified employees will be assessed by their supervisors using locally developed evaluation programs.

5.3 MORAL TURPITUDE

It has been stated that the term “moral turpitude” is so clear that there is no duty on the trial judge to define it in the absence of a request. The term has been defined in Georgia as follows:

“Turpitude in its ordinary sense involves the idea of inherent baseness or vileness, shameful wickedness, depravity.... In its legal sense it includes everything contrary to justice, honesty, modesty or good morals.... The word ‘moral,’ which so often precedes the word turpitude, does not seem to add anything to the meaning of the term, other than that emphasis which often results from a tautological expression. All crimes embraced within the Roman’s conception of the *crimen falsi* involve turpitude; but it is not safe to declare that such crimes are the only ones involving turpitude.” In *Ramsey v. State*, the court said that a crime involving moral turpitude is one which is *malum in se* rather than *malum prohibitum*. In Georgia, the test for whether a felony is one involving moral turpitude is “does the [crime], disregarding its felony punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man’s duty to man?”

It has been held that the following offenses are crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

The following have been held to be offenses which are not crimes involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Fighting
- Simple Battery
- Simple Assault
- Misdemeanor criminal trespass
- Child abandonment

- Misdemeanor offense of escape
- Misdemeanor offense of obstructing a law enforcement officer
- The federal misdemeanor offense of Conspiracy in Restraint of Interstate Trade and Commerce
- Possession of less than one ounce of marijuana

[This is taken from *Handbook of Criminal Evidence* by Davis, 2000 edition.]