



Appling County

PK - 5

*TEACHER
HANDBOOK*

2024-2025

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APPLING COUNTY SCHOOLS PROCEDURES AND GUIDELINES

CODE OF ETHICS: The Code of Ethics for Georgia Educators must be followed at all times by all members of the staff as specified by the Professional Standards Commission. In compliance with the Board of Education policy, our school is a smoke/drug-free workplace. (*See Appendix*)

EMPLOYEE

- ATTENDANCE:** All staff members are required to be at school every day unless illness or emergencies arise. Please schedule doctor and dentist appointments after school hours and during calendar breaks, if possible. The system's procedure for requesting personal, jury, and professional leave must be followed. This procedure is:
 - **Five (5) days** prior approval for personal, jury, or professional leave.
 - **If personal leave is requested prior to/or after a holiday, administrators will approve. However, your pay will be docked accordingly.** (See Policy GARH)
 - Requests for leave days **must** be filled out in the **ESS platform**. Also, please email the school receptionist and administrators to notify the school of your absence.
 - **School personnel are not to leave the campus during school hours with the exception of an emergency.**
 - **In order to leave during the school day, the staff member must secure ADMINISTRATIVE APPROVAL prior to leaving and complete the sign-out/sign-in sheet in the office before departure.**
 - Each semester, staff members are allotted 5 hours of leave (example – medical appointments), and no additional time will be given throughout the year. **This includes leaving anytime during your contract hours. These hours cannot be used during pre/post planning and the first and the last week of school. The hours are NOT cumulative.** Most of our drug stores, specialty stores, and restaurants will deliver, and our staff should utilize these services.
- ATTENDANCE - SECURING A SUBSTITUTE WHEN ABSENT:** All substitutes will need to be secured through **ESS, using WILLSUB+ link**. These subs are already pre-approved. If you are requesting a leave of absence, maternity leave, or professional leave you must secure administrative approval.
 - Personal leave – document in **ESS five** days prior to absence **and notify administrator**
 - Sick leave – document prior or day of absence **and notify administrator**
 - Jury duty – document prior or day of absence **and notify administrator** (If you have jury duty, the check must be turned in to the central office. Failure to do so will result in loss of your day(s).)**All absences must be documented in ESS Automated Scheduling Services by phone or by computer following the above guidelines. (Instructional plans and a schedule should be left on your desk for the sub.)**
- ATTENDANCE - SIGN IN/SIGN OUT:** Staff members must sign in on arrival to school and sign out upon departure for any part of the day and at the end of the school day.
 - Certified personnel workday will be from **7:20 a.m. until 3:20 p.m.**, unless reassigned by administrator.

- Certified staff may have additional duties and responsibilities to fulfill your signed contract, such as fundraiser events, Title I meetings, PTO events, etc.
- Classified staff are scheduled for an 8-hour day, which includes a 30-minute lunch.
- **Please note:** Certified and classified staff may be required to cover lunch duty due to unforeseen circumstances and may not have a duty-free lunch. However, this incident should not exceed more than once within the week. Teachers, please work out a rotation for such an occasion.
- Personnel who have duty responsibilities should be at their duty location promptly by the **scheduled time**. All staff on duty should arrive five minutes before assigned time. If you cannot be at your scheduled duty station by the designated time, **YOUR** legal responsibility is to have a replacement to cover your duty.
- In the event of an emergency, ALL personnel must notify the administrator the morning of an absence via phone calling, texting, or emailing. Please remember you are responsible for notifying ESS and documenting absences.

Excerpt from the ACSS Personnel Handbook:

ATTENDANCE

Attendance and punctuality are performance expectations for all employees. In the event that absence is necessary, employees are responsible for contacting their supervisor prior to the start of the workday. The specific call-in protocol for each school or department will be discussed and provided in writing to all employees. Employees are expected to call-in for each day of absence unless they are otherwise notified by their supervisor, or unless they are placed on an approved leave of absence. Employees who are excessively absent may be subject to disciplinary action up to and including the recommendation to terminate employment. Absences for reasons that are not approved by the Appling County Board of Education may be considered job abandonment. Employee absences without approval for three or more days may be considered voluntary resignations. Policy/Rule reference: GARH.

4. **CERTIFICATES / LICENSURE & PROFESSIONAL LEARNING:** It is the responsibility of each teacher or paraprofessional to maintain current certification or licensure according to state and local policies.

Professional Learning to Update Certificate: Based on HB164 all certified staff members (paraprofessionals included) are required to write a PSC goal. Professional learning should be job embedded, on-going, and directly relate to meeting the PL goal/plan. Each staff member is responsible for maintaining multiple forms of documentation to verify that he/she is working toward a set forth goal. The determination of staff meeting a goal or a plan will depend on the Summative Evaluation, student growth, and other criteria set forth by the Ga. PSC. *Professional Growth is 20% of your TEM score.*

5. **CHAIN OF COMMAND:** All staff members are expected to follow the chain of command and resolve conflicts at the lowest possible level. Chain of Command Order: paraprofessional to teacher; teacher to administrator; administrator to superintendent. Under no circumstances should the Chain of Command be broken, and it must be adhered to in the order listed above. As a professional courtesy in emailing, please cc: in other staff members if you make reference of them in your email.
6. **COMPLAINTS AND GRIEVANCES:** It is the policy of the Appling County Board of Education that certificated personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board

of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. **Policy GAE (2)** is available where such efforts do not succeed or where, for any other reason, the certificated employee desires to pursue the procedures set forth therein.

7. **CONFIDENTIALITY:** Personnel are expected to maintain confidentiality in all school matters even through social media. Student and parent rights must be observed and respected. Student performance or other personal information should never be discussed except with personnel who work directly with the student and “have a need to know.” Professional courtesy is expected of every employee toward his/her peers as well.

8. **DISCIPLINARY PROTOCOL FOR EMPLOYEE:**

Staff Disciplinary Protocol for Most Incidents / Severe incidents will warrant other measures.	
1 st Offense	Verbal Warning
2 nd Offense	Email/Written Notice
3 rd Offense	Written Reprimand placed in Personnel File and documentation noted in TKES/Eduphoria

9. **DRESS CODE: SEE ACSS EMPLOYEE HANDBOOK** (staff signatures are required)

10. **DUTY ASSIGNMENTS & RESPONSIBILITIES:** Staff members who have assigned duties are **legally** responsible for supervising a designated area at a designated time. It is your responsibility to check the posted duty roster. (Be familiar with the personnel that follow you on the duty roster, so if an emergency arises, you must contact this person immediately.) If you are absent, it is your responsibility to notify the person covering your assigned duty location and then notify administrators and the front office receptionist of your absence. **Please note: Being on the cellphone is not acceptable during duty assignment. Students and/or personal child(ren) are not allowed to stand around staff members on duty.** Please send students to designated areas.

A. **Breakfast Duty:**

- Please closely monitor students to maintain discipline and order.
- Students and personal child(ren) are not allowed to linger around you. They are to remain seated until dismissal.

B. **Extra Duties:** Within the normal school hours and in addition to expected instructional duties and responsibilities, all teachers may be required to take a regular turn at special supervision duties which arise from the normal operation of the school (e.g. - hall duty, testing duty, lunch duty, and bus duty). **Furthermore, as part of other duties and responsibilities, teachers will assist with special events that are deemed critical to our school, such as: Title I parent events, PTO meetings, fundraisers, pageant, and other events.**

C. **Gym/Hall Duty:**

- Maintain discipline and order when students are in the halls/gym.
- Caution students to avoid leaving valuables in the cubbies, hall, or gym.
- Students are released from the gym at **7:30 a.m.** to go to classrooms.
- Hall duty ends at **7:50 a.m.**

D. **Lunch Duty:** Paraprofessionals will monitor students during lunch. The lunchroom seating provides another area for instruction of the total child for example: social skills, manners, and respect are to be encouraged. Classroom teachers/paraprofessionals will see that classes arrive and leave the lunchroom according to schedule. Students are not to be left unsupervised in the lunchroom. **In the event that a paraprofessional is absent, the teacher is responsible for his/her class during lunch** and must coordinate with other teachers and paraprofessionals to

obtain a duty free lunch. When a teacher is absent, the paraprofessional must coordinate with other paraprofessionals to obtain a duty free lunch.

E. Outside Duty and Other Duty:

- Please maintain discipline and order. Closely monitor students and traffic.
- Crosswalk personnel must remain until **7:50 a.m.** if assigned.

11. **EMERGENCY OPERATION PROCEDURES (SAFETY PLAN):** All faculty members are responsible for knowing the protocol and procedures for fire drills, tornado drills, lock down, and evacuation drills. Save a copy of the *ACSS Emergency Operation Procedure* Manual to your computer desktop for quick reference. Grade level chairs or safety team members are responsible for reporting for their grade level or assigned area in the drill protocol. Resource teachers and designated personnel will assist according to their safety drill assignments. **Keep your classroom emergency GO-Bag up to date. ALL exterior doors stay locked at all times with no exceptions.**
12. **EVALUATION / SUPERVISION - CERTIFIED & CLASSIFIED STAFF:** The Teacher Keys Effectiveness System (TKES) or Eduphoria will be followed for supervisory evaluations of job performance as well as duties and responsibilities for certified employees.
13. **EVALUATION / SUPERVISION - PARAPROFESSIONAL:** Classroom teachers are expected to serve as immediate supervisors for the paraprofessionals. Teachers need to take care of individual problems or conflicts (punctuality, dependability, job performance, initiative) to the greatest extent possible. If the situation cannot be resolved in the classroom setting, an administrator will become involved. Classroom teachers will be the primary evaluator for mid-year and annual paraprofessional evaluation.
14. **FACULTY MEETINGS:** Faculty meetings will be scheduled as needed. All staff members are required to attend. Please plan in advance to schedule appointments, conferences, and meetings on other days. **Cell phones are to be turned off or put away during meetings. Students and personal children are NOT permitted to attend these meetings.**
15. **INCIDENT REPORTING:** All staff members are responsible for careful monitoring and supervision of any student activity. Student or teacher incidents are to be **reported immediately** to the school nurse, front office, and an administrator. **Incident report forms must be completed and submitted to the nurse on the same day as the incident.** For any student illness and/or student incident, the nurse will notify the parents, complete her portion of the paperwork, and will forward a copy to the administrators.

If it is a teacher incident, the nurse will assess the situation, fill out her portion of the incident form, and forward it to the administration. If there are witnesses, they must also sign the incident form. Furthermore, the witness will write a statement concerning what he/she saw and attach the statement with the incident report. A signature will be secured by the principal for documentation purposes. The necessary paperwork will be forwarded to the Board of Education.

Guidelines for Workers' Compensation - What to do when an injury occurs

The Appling County Board of Education recognizes the importance of maintaining a safe and risk free working environment for our students and our staff. Each member of the staff must have responsibility for his/her own safety. Adherence to policies, regulations, safety procedures, and heightened awareness of safety in your work area are critical to maintaining a safe and injury free work environment in our schools. In the event of an injury at the work site, please follow these procedures:

- ✓ **Report accidents/incidents immediately** to your supervisor no matter how insignificant it may seem.
- ✓ Start by printing a copy of the "**Post Injury Management Response Guide**". Use the guide to complete required forms within (3) days. Guide is located on the district website –**QUICK LINKS – Guidelines for Workers’ Compensation**.
- ✓ Submit completed accident report form to BOE Central Office HR/ Benefits department as soon as possible, via email or fax. Delay in notification could result in denial of payment for any medical services rendered.

16. **MONEY (SCHOOL FUNDS) - BOOK ORDERS, PICTURE, FUNDRAISER, etc:** All monies should be sent to the school bookkeeper in a container or in an envelope with the teacher’s name on the outside. All orders will be placed through the school office. **Money should be turned in by 8:30 a.m. Money should not be kept in a classroom. Grade levels or school programs wanting to conduct a fundraiser will need to get approval from administration.**

17. **PARKING:** Employees should park in designated areas as directed by administration. If you have items that need to be unloaded, you can pull close enough to unload items. *(If you are driving on the grass or playground area, please notify the administrator ahead of time before doing so.)* Once the task is completed, your vehicle must be returned to the front designated parking area. It is strongly advised that vehicles remain locked.

18. **PAY STUB:** Staff will find their pay stub in the YOSS Platform. You can print your pay stub from the platform.

19. **PERSONAL CHILD(REN)/GRANDCHILD(REN) SUPERVISION:**

- **Before and after school, all staff members’ children/grandchildren must remain in the parents’/grandparents’ classrooms. Do not allow them to roam the school building or grounds unsupervised.** This is part of school safety protocol to protect you and your child/grandchild if something goes missing or is damaged and in the event of an emergency.
- During instructional hours, staff members’ children/grandchildren **cannot** be in your classroom.

20. **PERSONAL USE TECHNOLOGY:** **Cellphones are to be turned off or put away during instructional time, collaborative planning, meetings, and duty times. Additionally, staff members are not allowed to use school devices for personal use during instructional time.** Teacher iPads are to be utilized during instructional time. Failure to adhere to technology protocol will be addressed through TKES or Eduphoria evaluations. **Administrative permission must be obtained if you have an emergency situation and need to use your cell phone during instructional time, collaborative planning, meetings, and duty times for a personal matter.** Additionally, documentation and permission may be required by school level administrators.

21. **REMUNERATIVE CONDUCT:** The Professional Practices Commission has ruled, based on the Georgia Code of Ethics for Educators, that it is a violation for an educator to solicit the purchase of or sell a product or service, i.e. Mary Kay cosmetics, Tupperware, vehicles, encyclopedias, home repair, lawn servicing, etc., to students, their parents, colleagues, school patrons or school board members, during instructional time or at the workplace. **An educator cannot "advertise" by putting a notice in teachers' mailboxes at school or send staff emails unless it is a school fundraiser for sports, clubs, or a school sponsored event only then is this permissible.** **An administrator must be notified prior to advertising any type of fundraisers for approval.**

22. **SCHOOL SYSTEM POLICIES:** Appling County Board of Education Policies are located on the system's Web site under *eBoard* tab. All staff members are expected to comply with our local school system policies.
23. **SOCIAL MEDIA: As a general rule, it may be in your best interest to adhere to the following practices:**
- **NEVER** affiliate yourself with your school/school district on your personal profile social media page.
 - **NEVER** accept any students as friends and decline any student initiated social network friend request.
 - **NEVER** post anything on a website that you would not post on the front door of the school. Consider everything you post or comment on someone else's page as public.
 - **NEVER** post anything about students on your personal social media. You are potentially violating FERPA by posting anything about students on personal social media.
 - Personal social media is a reflection of the school/school system. In order to keep a professional, positive climate, administrators have the right to request removal of post, comments, and/or pictures. Keep your personal profile page clean.
 - Communicate with families through district-provided devices on district systems.
 - Refer to *Appling County Personnel Handbook*.
24. **SUSPECTED CHILD ABUSE:** If child abuse is suspected, teachers must follow protocol and notify the counselor **immediately**. The counselor will notify administration, Social Worker, and DFACS when applicable. If the counselor is not available, you must notify the administration **immediately**. Procedures, according to law, will be followed.
25. **TECHNOLOGICAL DEVICES - CLASSROOM EQUIPMENT:** All staff will accept responsibility for the safekeeping of school purchased iPads, ChromeBooks, laptops, and other technological devices assigned to them. It is necessary that a count of all electronic items is performed daily and **locked** in a secure location before dismissal each day. **Ultimately, certified staff are liable for all devices listed on their classroom inventory. A process to document ownership of student devices will be in place, but the school is not responsible for the care and supervision of student devices.**
26. **USE OF TELEPHONES:** Please use the designated land line for school-related purposes only during school hours. If possible, make or receive personal calls only if an emergency arises. Long distance calls for school purposes must be documented in the secretary's office. No personal long distance calls may be charged to the school numbers.

LEARNING ENVIRONMENT

1. **CANCELING A CLASS/PROGRAM OR SCHEDULING OUT-OF-CLASSROOM ACTIVITIES:** Before any staff or substitute cancels a class/or resource program or schedules out-of-classroom activities, the administration must receive an email and approve the action. Staff will notify other teachers via email and cc: administration of any classes being canceled throughout the school year.
2. **DISMISSAL FOR STUDENTS:** Classes will be dismissed from the school office by intercom/bell schedule at intervals. **All classes MUST be in the building by 2:00 p.m.** so that messages may be

given to students or announcements made. Exceptions will be made by administration when appropriate for special occasions. Teachers are required to take students to the buses.

- 3. FIELD TRIPS:** System and school procedures are expected to be followed regarding field trips. Field trips will be taken as a grade level with no exclusion or withdrawal of a class to afford all students an opportunity to attend. Crossing over and attending field trips with another grade is not permissible. Please refer to your ACSS Emergency Plan book concerning field trip procedures. **If requesting parents/students to pay for field trips, you must get administrative approval before planning.** This money needs to be collected and turned in to the bookkeeper **no later than two weeks** prior to taking the field trip.

***Students who miss more than five days per semester or have repeated infractions will not be allowed to participate in field trips or extra-curricular activities unless approved by the administrator.**

- 4. FOOD/DRINK IN CLASSROOMS:** Meals should **not** be eaten during instructional time. Breakfast should be eaten prior to **7:30 AM.**
- 5. LESSON PLANS:** Weekly lesson plans are to be electronically filed on the school's designated drive folder **by 3:00 on Friday** the week prior to instructional delivery. Plans are to address the academic standards and the different needs of your students. **Any lesson/activity aside from the regular classroom requires notification to be sent to administrators.**
- 6. MANAGING & MONITORING STUDENTS:** Teachers and paraprofessionals are responsible for the supervision of students during class time, changing classes, assemblies, lunch and any other school activity. Teachers and paraprofessionals are expected to be in their assigned classrooms during instructional time. If you must leave your students, notify the nearest teacher so that adequate supervision will continue.
- 7. PERMANENT RECORDS:** Classroom teachers are expected to maintain accurate information for each student through permanent records and Infinite Campus. Permanent records are kept in the school vault. **Permanent records must be returned to the vault prior to 3:00 p.m. each day.** It is the teacher's responsibility to review each student's permanent record prior to the school year beginning. It is also your responsibility to maintain and update crucial information in the permanent record, Infinite Campus, and STAR 360/MTSS. It is each homeroom teachers' responsibility to notify the Data Clerk of all address and primary phone number changes of their students. Failure to maintain accurate permanent records in a timely manner may result in documentation on the TKES or Eduphoria platforms.
- 8. PHYSICAL EDUCATION, HEALTH, MUSIC, AND COMPUTER/STEM LAB:** Physical education, Health, Music, Computer, and STEM lab are an integral part of the school curriculum. **Students must be escorted to and from resource classes by a teacher or a paraprofessional in a timely manner.** If a paraprofessional is responsible for assisting students back and forth to classrooms, teachers must be in their classrooms before the students return from resources classes. Primary grades only - paraprofessionals will be utilized by each resource class if needed. If the paraprofessional is not being used for instructional purposes, they will be reassigned.
- 9. PLEDGE OF ALLEGIANCE AND QUIET TIME:** Each student should be afforded an opportunity to pledge allegiance to the flag of the United States in the classroom at the beginning of

the school day. A “Moment of Silence” will be observed daily during the morning announcements. **All staff, students, and visitors should participate in the activity. If someone chooses not to participate**, that person is to remain quiet to allow others an opportunity to participate in the pledge and moment of silence.

10. **PROFESSIONAL LEARNING COMMUNITIES & TEAM PLANNING:** All certified staff members **are required** to participate in professional learning communities and team planning sessions. Professional Learning Communities will meet as needed each month or in conjunction with team planning. Teams will meet at least once a week on designated days as arranged through administration to ensure that they are following the curriculum map and teaching appropriate standards. During these meetings, team members will also analyze students’ work/data, develop lesson plans, and differentiate lessons according to the needs of their students. Resource staff will meet once a month together as a team and once a month with a grade level team of their choice to learn the new curriculum and plan with their colleagues.
11. **PROMOTION / RETENTION PROCEDURES:** Teachers must follow the system's policy and procedures for promotion/retention. [*See system policy IHE; IHE-R(0)*]
12. **TESTING PROTOCOL:** Teachers are reminded to refer to testing ethics and guidelines and adhere to them. The school counselor or assigned personnel serves as the test coordinator for the school and reviews this information with administration. **Please note:** STAR 360 Universal Screening will be administered by the testing coordinator and/or assigned personnel.
13. **VIDEOS:** Videos are to be used to enhance or to extend classroom instruction. **Videos must be used for instructional purposes supported by clear instructional objectives and denoted on lesson plans. Videos used as a reward must have prior approval by an administrator.**

STUDENTS

1. **ABSENTEE REPORTS:** Homeroom teachers should take attendance on their computer each day by **8:00 a.m.** It is crucial that you are timely with this process due to other duties that must be performed with this information.
2. **ATTENDANCE:** Students are expected to attend school in accordance with compulsory attendance laws. If a student is absent, their absence would be recorded in Infinite Campus as **EXCUSED** or **UNEXCUSED**. Excused absences by policy are listed below:

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Appling County Board of Education will allow two absences resulting from students visiting prospective colleges to be counted as excused absences if the student receives approval from school administrators prior to the visitation.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted

excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

8. Students shall be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care shall be counted present when they attend court proceedings related to their foster care.

If the absence fits one of the above listed categories, the PARENT must submit in writing a notice stating the following:

- Specific date(s) of absence(s)
- The reason for the absence(s)
- Must be signed by parent or guardian
- Must be presented to the teacher within three (3) days after the student returns to school.
- If the teacher does not receive this notification within the time limit, the student will be marked **UNEXCUSED** for that absence in the computer.

3. **DISCIPLINARY PROCEDURES:** **The Appling County K-5 Code of Discipline (located in the student handbook)** explains the expectations for student behavior and corrective actions for unacceptable behaviors. All faculty members are responsible for familiarizing themselves with these rules and regulations and applying them in an equitable manner. Discipline procedures should follow an escalating format with increasing consequences for repetitive misbehaviors. **(Please note: School Resource Deputy cannot address student discipline. Any discipline requiring law enforcement to intervene will be processed through administrators.)** In situations involving corporal punishment, a certified employee should serve as a witness and proper procedures must be followed, including checking to ensure that the parent permits corporal punishment and the notification of the parent if corporal punishment is utilized. **The student should be provided an explanation of why he/she is being disciplined and the right to be heard. A copy of all discipline forms where corporal punishment is administered should be documented and notification sent to an administrator.**

Corporal Punishment procedures will be followed according to Appling County Board of Education Policies and Georgia Law. Discipline problems will be handled by the certified staff in charge of the student during the infraction period, and if the infraction warrants an administrative disciplinary referral, this must be entered through the Infinite Campus platform. Corporal punishment may be administered only according to these procedures:

1. Must be reasonable
2. Must be used as a last resort; corporal punishment must not be a first offense
3. Must be administered in the presence of a witness who is a certified employee.
4. Shall not be over 3 licks (3 licks are the maximum; it is recommended that you begin with a single lick and progress accordingly)
5. Contact parents prior to the administration of corporal punishment. In addition, parents will receive a written explanation of the infraction and a description of the punishment the day of the punishment.

NO student will be punished by corporal punishment if a physician submits a written explanation stating that the student should not receive corporal punishment or if a parent or guardian signs a form requesting that corporal punishment not be used. Your list of students who cannot receive corporal punishment must be on file in the front office and given to resource teachers when they serve this student. Paraprofessionals and substitute teachers cannot administer corporal punishment.

Do not use the following forms of discipline:

1. Punishing an entire class - Punish only those individuals who are breaking the rules.
 2. Educational exercises as punishment, such as having the student do extra math problems or copy a page from the science book. These activities are important parts of the educational process. Choose a punishment that is relevant to the offense and one that provides a learning opportunity.
 3. Ridicule, sarcasm, profanity, degrading, belittling, and/or shame to correct behavior.
4. **HEAD LICE/BODY LICE/BED BUGS:** There is a "NO NIT" policy concerning lice. If you suspect lice/bugs, please bring the student to the nurse. It is recommended that each homeroom teacher conduct a monthly check of all students.
5. **INCIDENT REPORTING:** All staff members are responsible for careful monitoring and supervision of any student activity. Student or teacher incidents are to be **reported immediately** to the school nurse, front office, and an administrator. **Incident report forms must be completed and submitted to the nurse on the same day as the incident.** If it is a student incident, the nurse will notify the parents, complete her portion of the paperwork, and will forward a copy to the administrators.
6. **PARENT / TEACHER CONFERENCES:** Parents are always welcome in our school and will be treated with respect. Teachers are encouraged to contact parents as often as necessary to share positive happenings as well as problems that students are experiencing. Parent conferences are welcomed; however, conferences must NOT be scheduled during instructional periods unless it is an emergency. (This must be submitted by email to administration prior to the scheduled conference.) **Parent contact documentation must be documented in Infinite Campus (Parent/Teacher Contact Log)** at the end of the conference. **A minimum of 2 conferences per student should be conducted with parents annually.** Teachers are asked to use specific, objective, measurable words when describing student progress orally or in writing. AVOID sarcasm and use of terms such as; "lazy, dirty, and sneaky" etc. Please be certain that all words are spelled correctly on any correspondence and that correct English grammar is used.

APPENDICES

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

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission (GaPSC) has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions.

- (a) "Breach of contract" occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the GaPSC.
- (b) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the GaPSC.
- (c) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (d) "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 GaPSC 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.
- (e) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the GaPSC 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.
- (f) "Inappropriate" is conduct or communication not suitable for an educator to have with a student. It goes beyond the bounds of an educator-student relationship.
- (g) "Physical abuse" is physical interaction resulting in a reported or visible bruise or injury to the student.
- (h) "Student" is any individual enrolled in the state's public, or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(3) Standards.

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

not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

- (b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:
1. Committing any act of child abuse, including physical and verbal abuse;
 2. Committing any act of cruelty to children or any act of child endangerment;
 3. Committing any sexual act with a student or soliciting such from a student;
 4. Engaging in or permitting harassment of or misconduct toward a student;
 5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
 6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
 7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).
- (c) Standard 3: **Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:
1. Being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
 2. Being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc.).
 - (i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.
- (d) Standard 4: **Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:
1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
 2. Information submitted to federal, state, local school districts and other governmental agencies;

3. Information regarding the evaluation of students and/or personnel;
 4. Reasons for absences or leaves;
 5. Information submitted in the course of an official inquiry/investigation; and
 6. Information submitted in the course of professional practice.
- (e) **Standard 5: Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:
1. Misusing public or school-related funds;
 2. Failing to account for funds collected from students or parents;
 3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
 4. Co-mingling public or school-related funds with personal funds or checking accounts; and
 5. Using school or school district property without the approval of the local board of education/governing board or authorized designee.
- (f) **Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:
1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
 2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
 3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
 4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.
- (g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:
1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

2. Sharing of confidential information restricted by state or federal law;
 3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
 4. Violation of other confidentiality agreements required by state or local policy.
- (h) **Standard 8: Required Reports** - An educator shall file with the GaPSC 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 to the GaPSC all requested information on documents required by the GaPSC when applying for or renewing any certificate with the GaPSC;
 2. Failure to make a required report of an alleged or proven 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 alleged or proven violation of state or federal law 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. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.
- (i) **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).
- (j) **Standard 10: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:
1. Committing any act that breaches Test Security; and
 2. Compromising the integrity of the assessment.
- (4) Reporting.**
- (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the GaPSC must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

- (b) The GaPSC notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

(5) Disciplinary Action.

- (a) The GaPSC 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 educator:
1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule [505-6-.01](#));
 2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule [505-6-.01](#));
 3. Order from a court of competent jurisdiction or a request from the Department of Human Services 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. Suspension or revocation of any professional license or certificate;
 5. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
 6. 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 for Educators. 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.
- (c) The GaPSC is authorized to determine no probable cause as provided in O.C.G.A. § 20-2-984.4(e) and § 20-2-984.5(e) if:
1. After a preliminary investigation is concluded it is unlikely that there exists a preponderance of the evidence necessary to prove at a hearing that a violation occurred; or
 2. After a hearing the administrative law judge makes a determination that there is not a preponderance of the evidence necessary to prove that a violation occurred.
- (d) The GaPSC is authorized to determine no further action is necessary pursuant to O.C.G.A. § 20-2-984.5(a) if after review of the report of the preliminary investigation, sanctions should not be imposed.

(6) Sanctions.

- (a) As outlined in O.C.G.A. § 20-2-984.5(c), the GaPSC has the discretion to issue a probable cause sanction against an educator. Common violations and associated sanctions can be found in the accompanying GaPSC Guidance.
1. Denial is the refusal to grant initial certification to an applicant for a certificate;
 2. Monitoring is the quarterly appraisal of the educator's conduct by the GaPSC through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit *periodic* criminal background check (GCIC). The GaPSC specifies the length of the monitoring period;
 3. Reprimand admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action;
 4. Revocation is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall *be accepted and* becomes effective upon receipt by the GaPSC;
 5. Suspension is the temporary invalidation of any certificate for a period of time specified by the GaPSC; and
 6. Warning informs the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(7) Application Procedures.

- (a) "Yes" answers to Personal Affirmation Questions (PAQs) require submission of information identified in the accompanying GaPSC Guidance.
- (b) With respect to an initial applicant, an application and corresponding ethics case that is initiated pursuant to O.C.G.A. § 20-2-984.3(c) will automatically close and be placed on hold if the applicant fails to submit requested documentation to the Ethics Division within 45 days of the request to the applicant. The application will be placed on hold in anticipation of the submission of a new application and the applicant's responding to any requests for documentation in a timely fashion.

Authority O.C.G.A. § 20-2-200

* 2024-2025 Appling County School System Calendar *

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

January 2025						
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August 2024						
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February 2025						
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September 2024						
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March 2025						
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30	31					

October 2024						
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April 2025						
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November 2024						
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May 2025						
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December 2024						
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29	30	31				

June 2025						
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29	30					

In-Service
 Holiday
 New Teacher Orientation
 1/2 Day
End of 9 Week Term (EOT)

2024-2025 Appling County School Calendar

New Teacher Orientation	July 29
In Service/Staff Work Days	July 30- August 2
First Day of School	August 5
School Closed for Students and Staff	September 2 (Labor Day)
End of First Term.....	October 7
School Closed for Students and Staff	October 14-15 (Oct. 14 Columbus Day)
In Service/Staff Work Day	October 16
School Closed for Students and Staff	November 11 (Veterans' Day)
School Closed for Students and Staff	November 25-30 (Nov. 28 Thanksgiving Day)
End of Second Term, Early Release Day	December 20
School Closed for Students and Staff	December 23- January 3 (Dec. 25 Christmas Day, Jan. 1 New Year's Day)
In Service/Staff Work Days	January 6-7
School Closed for Students and Staff	January 20 (Martin Luther King Jr. Day)
School Closed for Students and Staff	February 17-18 (Feb. 17 Presidents' Day)
End of Third Term	March 14
In Service/Staff Work Day	March 17
School Closed for Students and Staff	April 14-18
Last Day of School/Early Release Day	May 23
School Closed for Students and Staff	May 26 (Memorial Day)
In Service/Staff Work Days	May 27-28

Term 1: 45 Days
 Term 2: 45 Days
 Term 3: 45 Days
 Term 4: 44 Days

