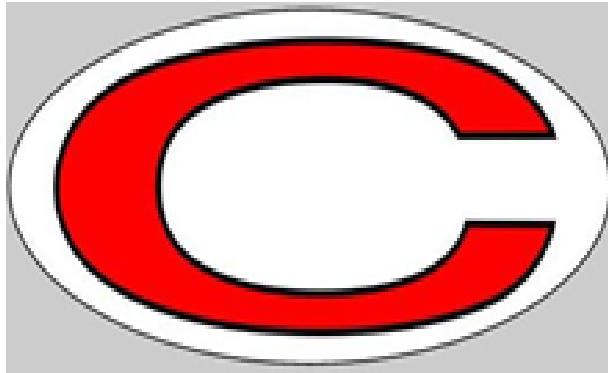


# **Clinch County Elementary School Faculty Handbook 2025-2026**

1 Panther Way  
Homerville, GA 31634  
912-487-5385



*Grow Clinch*  
CLINCH COUNTY SCHOOL SYSTEM

***Committed Today for Tomorrow's Success***

**Caroline Lankford  
Principal**

**Heather Bell  
Assistant Principal**

**Accredited by  
Georgia Accrediting Commission, Inc.**

It is the policy of the Clinch County Board of Education not to discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

## **Mission, Vision, Covenant, and Pledge**

**Vision:** Committed Today for Tomorrow's Success

**Mission:** Our mission for Clinch County Elementary is to provide lasting paw-prints of lifelong learning. We will accomplish this by engaging our students in individualized instruction in a positive, student-centered community with 21st-century teaching and learning, supporting high expectations for all.

### **COVENANT**

The teachers, staff, and administrators of Clinch County Elementary School –

- Pledge to act professionally and do whatever it takes in all situations and to model expected behavior for our students.
- Pledge to show respect to each other through our actions and words while honoring individual beliefs, values, and ideas.
- Pledge to display a professional attitude and relationship with every student we encounter.
- Pledge to be available, respectful, honest, and informative to our parents and to the community.

In order for students to attain the goals of good citizenship and to become responsible members of society, students are accountable for:

- Their own behavior, regular school attendance, and prompt arrival in the classroom.
- Respecting themselves, adults, classmates, and our environment.
- Being active participants in their own learning.

By working together to put these objectives into the daily life of our schools, we believe we will remain true to our original promise

# Clinch County Elementary

## Faculty and Staff

### 2025-2026

#### Administration

**Caroline Lankford, Principal**  
**Heather Bell, Assistant Principal**

#### Support Personnel

Jennifer DeLoach, Instructional Coach  
 Lori Register, Title I Coordinator  
 Linda Corbitt, Receptionist  
 Debbie Strickland, Bookkeeper/Secretary  
 Brooklyn Crews, Records Clerk  
 Marie White, Counselor/Testing Coordinator

<b>PRE-K</b>	<b>Fourth Grade</b>	<b>PARAPROFESSIONALS</b>
*Ashley Railey - Lyndsey Denmark	Ansley Carmichael	Cynthia Gray
Morgan Delk- Kayla Pittman	*Brandi Cowart	Portia Thomas
Sabrina Edmond - Jennifer Murray	Maria Palmer	Kelala Thompson
Tracy Stalvey - Rose Thomas	Alicia Tolle	Keshia Williams
	Whitney Young	Cindy Sirmans
<b>KINDERGARTEN</b>		Paula Pittman
*Natasha Gillis - Lexie Braswell	<b>FIFTH GRADE</b>	Sharonna Moylan
Rebecca Guess - Brittane Roberts	Alexa Bruorton	David Carroll
Ginger Hendrix - Stacy Gray	Summer James	Kim Sherrod
Amanda Delk - Chelsea Guess	Kimberly Mallick	
Beverly Smith- Clara Grace Steedley	Judy Tolle-Paula Pittman	
	*Kimberlee Wetherington	
<b>FIRST GRADE</b>		
Marlena Ganas	<b>CONNECTIONS</b>	
*Samantha Ganas	Jeff Braddy, Physical Education	
Brittney Landrum	Monica Joyce, Gifted/STEM Lab	
Haley Ryals	*Erika Kight, Art	
Brittany Steedley	Andrew Roland, Health	<b>INTERVENTIONISTS</b>
		Melonie Brown, ½ Reading Interventionist
<b>SECOND GRADE</b>	<b>SPECIAL EDUCATION TEACHERS</b>	Kristi Dickerson- ½ Reading Interventionist
Teresa James	Cari Fortner	Emily Griffiths, Math Interventionist
*Holly Kight	Donna Jones	Misty McQuaig, Pre-K Coordinator Reading Interventionist
Amy Morgan	Mary Jones	<b>OTHERS:</b>
Heidi Strickland	Paige Lamie	Janin Bruce, Speech
<b>THIRD GRADE</b>	Dawn Slocumb	Ivey Morgan - Speech
Amanda Webb	Emily Vaughn	Janessa Hendrix, Nurse
*Kacee Crosby	Kayla Griffiths	Rose Gonzalez: Migrant
Meg O'Neal	Megan Hendley	Tony Spradley, SRO
Mary Frances Paige		Kebra Windham, Media Specialist
Dawn Rice		Tenya Oliver , ISS

## THE TEACHER AS A PROFESSIONAL

### A. Employee Workload

The teacher's workday is considered to be eight hours, and the workweek is considered to be forty hours. The Clinch County Board of Education expects teachers to be on the job between the hours of 7:30 a.m. and 3:30 p.m. Furthermore, the Board expects classified personnel to work 7:30- 3:00. There will be times when additional time is required: class planning and preparation, staff meetings, in-service and staff development activities, planning conferences, parent/teacher conferences, extra class duties, and other activities deemed appropriate by the Clinch County School System.

If a staff member needs to leave the campus during the school day, please consult with an administrator. It is mandatory for a staff member to sign out when he/she leaves the school campus. Each staff member will use the Google Form to sign-out when leaving campus.

### **WORKPLACE ENVIRONMENT**

CCES is primarily a place of work, and we strive to maintain a professional environment that is conducive to both teaching and learning. As such, bringing children to the workplace is generally discouraged.

We understand that there may be exceptional circumstances where a staff member needs to bring their child to work. In these cases, the following guidelines must be observed:

1. **Duration:** The presence of the child should be for a short period of time only.
2. **Location:** The child must remain in the staff member's classroom and should not be taken to other areas of the school.
3. **Supervision:** The staff member is responsible for supervising their child at all times to ensure that the child does not disrupt the work environment.

### **Work Day Requirements – Full-Day vs. Half-Day:**

**Full Day** – To get credit for a whole day, the faculty and staff must not miss more than 90 minutes of the school day. If a person misses more than 90 minutes of the school day, he/she will be docked ½ day. Any faculty or staff member arriving after 9:00 or leaving before 2:00 will be docked ½ day.

**Half-Day** – To get credit for ½ day, faculty and staff members must be present at school from 7:30 -11:30 or 11:30 – 3:30. For example, if a teacher or staff member comes to school and has to leave at 10:30, he/she will be docked for a whole day.

### B. Professional Conduct

The highest standard of professional conduct is expected of faculty members at Clinch County Elementary. The following guidelines should be observed:

1. A teacher should not discuss a student's performance with any person not authorized to receive that information. This includes other teachers unless they are directly concerned.
2. A teacher should never permit anything to interfere with the best possible conduct of the class.
3. A teacher should not permit a student to criticize another teacher in his/her presence.
4. A teacher should demonstrate a high degree of professional loyalty to the school, the system, fellow faculty members, and the supervisors.
5. A teacher should take part in professional organizations and encourage others to do so.

### **C. Punctuality**

No organization can possibly function with maximum efficiency unless every member is completely attentive to the necessity of being prompt in all matters where time is a factor.

Faculty members must sign in by 7:30 a.m., and all homeroom teachers should be in the classroom by 7:30 a.m.; other faculty members are assigned duties in various locations throughout the building.

### **D. Mailboxes**

Teachers will check mailboxes daily.

### **E. Teacher Absence/Substitute**

Good teacher attendance is vital to the smooth operation of any school. **Research shows that three days of instruction are affected by one day of a teacher's absence.**

If you must be absent from school for any reason, **it is your responsibility to call the sub-line at 912-487-6031 for a substitute.** The phone line will be 'on' between the hours of 5:45 a.m. and 9:45 p.m. Voicemail received after 9:45 p.m. will be retrieved the next morning. Text messaging is preferred after 9:45 p.m. Please leave the following information when calling/texting the sub-line:

- Name of person making the call
- Phone number of the person making the call
- Date or dates (as well as specific time if not a full day) a substitute will be needed.

- Any special instructions that might support securing the best substitute
- For absences that are planned, do not wait until the last minute to call.

**Make sure you have lesson plans or emergency plans on file at the school. Your emergency plans should include a schedule of your classes, seating charts, procedures, etc. Develop your substitute plan as though you were entering a classroom for the first time.**

Make plans ahead of time if you know that you will be absent for personal, professional, military, or jury duty leave; however, you still need to call for a substitute. Inform your principal of your pending absence.

Teachers should try to schedule dental/doctor appointments outside the school day. If you need coverage for a partial day, it is your responsibility. Be sure to inform your principal.

The following procedures will be used for covering classes in emergency cases:

1. Notify the principal of the need (late, need to leave campus for an emergency, etc).
2. Available substitutes will be used whenever possible.
3. An administrator will coordinate covering classes with available teachers if a substitute is unavailable.
4. If no teachers are available, the administrator will divide the students among the grade.

#### **F. Meetings:**

**Faculty meetings** are held on the fourth Thursday of every month. Certified staff are required to attend. Classified staff will be notified when they need to be present.

**Leadership Meetings** will be held on the-second Thursday of every month. All leadership team members are required to attend or send someone in their place. ANY staff member can come to a leadership meeting. We want to encourage everyone to be involved in the decision-making and invite all employees to the leadership meetings.

#### **G. Leave Procedures**

This policy shall apply to all benefits-eligible employees of the Board of Education (“the Board”). All employees are required to follow the appropriate work calendar established by the Board for their positions and may take leave from work only in accordance with this policy or other leave policies enacted by the Board. Unless otherwise prohibited by the Board of Education, principals, and other supervisors are authorized to rearrange the work calendars of employees designated as having a “flexible work schedule” with prior Superintendent or designee approval. Deductions in pay will be made for absences not covered by this policy.

**Accrual of Sick Leave and Absence for Medical and Related**

Each benefits-eligible employee of the Board shall be allowed to earn sick leave, with full pay, as provided below.

Employees shall earn sick leave computed on the basis of one and one-fourth (1 1/4) working days for each completed 20 days of service. Sick leave accumulated by certified employees and bus drivers is transferable from one school system to another school system for up to a maximum of 45 days.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. For any absence in which sick leave is used, the Superintendent or designee may require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or designee may require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for 3 consecutive days of sick leave, a physician's certificate may be required at the discretion of the Superintendent or designee.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces, nephews, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relatives living in the household, or any dependent as shown on the employee's most recent tax return.

In 1988, the Georgia General Assembly passed a law that enables members of the Teachers Retirement System of Georgia to apply unused sick leave credit towards creditable service at the time of retirement, provided they have a minimum of 60 days of unused sick leave.

**Paid Parental Leave**

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of Education. An employee shall be eligible for paid parental leave for qualifying life events: the birth of a child of an employee, placement of a minor child for adoption with an employee, or placement of a minor child for foster care with an employee. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 15 days.

*Requests for maternity leave must be made in writing to the superintendent and the board of education for approval.*

**Personal and Professional Leave**

Employees may use up to 3 days of accumulated sick leave for personal leave if the presence of the employee requesting absence is not essential for effective school operation. Employees are not required to disclose the purpose of personal leave.

A leave form must be filed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days, or on the day before or the day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year unless the Superintendent or designee, at his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available.

All professional leave must have the advance approval of the Superintendent or designee.

### **Professional Leave**

Professional leave days required by the employer will not be deducted nor counted against the annual allowance of three days. A Request for Leave (Form 3) must be completed when professional leave is requested. All professional leave must have the advanced approval of the Superintendent.

### **Observance of Religious Holidays**

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes, provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job. The Superintendent or designee is authorized to make exceptions where he/she determines that unique circumstances exist.

### **Jury and Witness Leave**

Each employee shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee's attendance at the judicial proceeding in a work-related matter. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed to attend a judicial proceeding in a work-related matter may keep any jury/witness pay they receive. Jurors/witnesses who report to jury/witness duty but are excused should return to the employee's workstation in the school system.

### **Military Leave**

All employees are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one



federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually, provide a copy of the official military orders, and 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.

### **Disclaimer**

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal or state law, the provisions of the FMLA, its law, or regulations, as the case may be, shall control.

### **Judicial Leave**

Employees of the Clinch County Board of Education shall be allowed Judicial Leave to attend Judicial Proceedings in response to a subpoena that is school related or to issue a deposition in response to a subpoena that is school related. A copy of the subpoena must be provided to the employee's immediate supervisor prior to taking leave. Deductions from Sick or Personal Leave shall not be made for this leave.

### **Leaving Early During the School Day**

Teachers are requested to limit their leaving only to when it is NECESSARY. For situations that require teachers to leave for 60 minutes or less, the following procedures will be followed.

- Teachers will be allowed to leave during the school day for up to 8 hours total per school year. (This is the equivalent of the district providing an additional personal leave day that may be taken in 30-minute increments and is meant to be an alternative to docking days for events outside of teacher control.)
  - This will not apply to people leaving to assist with events.
  - Must be approved by the principal and signed out -Google Form. These hours CAN NOT be used all at once and CAN NOT require a substitute.
    - Once the 8 hours have been utilized, or if a teacher has to leave for a time in excess of 60 minutes, teachers who need to leave early will be required to take a ½ day of personal leave.

### **H. Conference Requests**

All conference requests must be approved by the building principal and Superintendent or Assistant Superintendent. This form provides the Staff Development Coordinator with a record of all staff development activities. It should be completed whether or not you are receiving reimbursement.

### **I. Political Activities During the School Day**

No employee shall be denied or harassed for one's political affiliation or activities. Any and all political activities of an employee must be conducted off of, and away from, school property and must be during non-school hours. Political biases shall not be demonstrated in the school or classroom.

#### **J. Drug-Free Workplace**

The Board of Education declares that the manufacture, distribution, sale, or possession of controlled substances, marijuana, and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana, or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its workforce must be absolutely free of any person who would knowingly manufacture, distribute, sell, or possess a controlled substance, marijuana, or a dangerous drug in an unlawful manner. This prohibition specifically includes but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

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

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

be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

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

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

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three-month period from the date of conviction, nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five-year period from the most recent date of conviction.

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

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

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

#### **K. Work-related Injury**

Any employee who suffers a work-related injury in which a doctor's visit is required, or it may be reasonably suspected that alcohol or drugs may have played a part, shall take a drug test as soon as possible after the accident. Refusal to take such a drug test shall be viewed as a positive drug test and may result in disciplinary actions up to and including termination of employment. Refusal to take a drug test may also result in the denial of benefits, including but not limited to workers' compensation benefits.

## **L. Sexual Harassment**

The Clinch County Board of Education complies with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence"- sex-based violence committed by a person-

**Nondiscrimination Policy** - The School District prohibits discrimination based on sex and sexual harassment of employees by other employees, board members, students, volunteers, or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

## **N. Complaints and Grievances**

### **SECTION 1. PURPOSE; INFORMAL RESOLUTION PREFERRED**

It is the purpose of this policy to implement the provisions of O.C.G.A. 20-2-989.5, et seq. In accordance with the foregoing, it is the policy of the Board of Education that certified 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. This policy and procedure is available where such efforts do not succeed.

### **SECTION 2. DEFINITIONS**

- a. "Level One Administrator" means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" shall be the Superintendent. In any case not covered by

this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or, in the absence thereof, by the Superintendent.

- b. "Central Office Administrator" means the local school system, Superintendent.
- c. "Complaint" means any claim or grievance by a certificated employee of this school district that is filed pursuant to this policy and which comes within the scope of the policy.
- d. "Notification" means delivery in person by a person designated by the Superintendent to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, or statutory overnight delivery, to the last known address of the party notified.

### **SECTION 3. SCOPE OF COMPLAINT; EXCLUSIONS**

- a. Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.
- b. Exclusions. This procedure shall not apply to:
  - 1. Performance ratings contained in personnel evaluation pursuant to Code Section 20-2-210; however, such exclusion shall not apply to procedural deficiencies on the part of the school or system in conducting the evaluations;
  - 2. Professional development plan;
  - 3. Job performance;
  - 4. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;
  - 5. The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5.
- c. A certified employee who chooses to appeal under Code Section 20-2-1160 shall be barred from pursuing the same complaint under this policy.

### **SECTION 4. HEARING RIGHTS; EVIDENCE; REPRESENTATION; DECISIONS; RECORDS**

- a. Hearing; evidence. The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level, and in the case of the local board,

to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals de novo.

- b. Representation. The complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney, to assist in the presentation of the complaint and the response thereto, at the Central Office Administrator and at the local Board of Education level. The presence of any individual other than the complainant and the Administrator at Level One is prohibited, except for witnesses who present testimony or documents.
- c. Hearing Officer. The local Board of Education may appoint a member of the State Bar to serve as a law officer who shall rule on all issues of law and other objections, but such an attorney shall not assist in the presentation of the case for either party.
- d. Overall Hearing Time Schedules. The overall time frame from the initiation of the complaint until the rendition of the decision by the local Board and notification thereof to the complainant shall not exceed sixty (60) days.
- e. Automatic Referral to Next Level. Any complaint not processed by the Administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.
- f. Records. Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.
- g. Decisions. Each decision shall be made in writing and dated and shall contain findings of fact and reasons for the particular decision reached.
- h. Notice. The decision at each level shall be delivered to the complainant by a person designated by the Superintendent, either (1) being hand delivered, (2) being deposited in the U.S. Mail (certified mail, return receipt requested), or (3) sent by statutory overnight delivery. Notice to the complainant shall be deemed to have been made on the date of hand delivery or delivery to a statutory overnight delivery service or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Board of Education.

## **SECTION 5. FIRST LEVEL; PRESENTATION; TIME; CONTENTS**

The complaint shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent incident upon which the complaint is based. The complaint shall include the following:

- a. The mailing address of the complainant to which all notices and other documents may be mailed;
- b. The intent of the complainant to utilize this complaint procedure clearly stated;
- c. A reference or description of the statute, policy, rule, contract provision, or regulation that is alleged to have been violated, misinterpreted, or misapplied;
- d. A brief statement of the facts reasonably calculated to show how such statute, policy, rule, or regulation was violated or misapplied and how it substantially affects the employment relationship of the complainant; and
- e. A statement of the relief desired.

The Superintendent shall prepare forms for use in accordance with the foregoing requirements.

#### **SECTION 6. FIRST-LEVEL HEARING AND DECISION**

The Level One Administrator shall record the date of filing the complaint and shall give notice to the complainant of the time and place of the hearing, either by mail or hand delivery. When notice is given by mail, it shall be sent by certified mail or statutory overnight delivery to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the complainant on file with the Board of Education. The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) days of the filing of the complaint. The decision shall be dated, and a copy shall be sent to the complainant as provided in Section 4 above. Where service or notice is made by certified mail or statutory overnight delivery as provided above, it shall be deemed to have been perfected when timely deposited in the mail, regardless of whether it was actually received or not.

#### **SECTION 7. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO CENTRAL OFFICE ADMINISTRATOR**

A complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Central Office Administrator by filing a written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the complainant is notified of the Level One decision. The Central Office Administrator shall record the date of the filing of the appeal and shall notify the complainant in writing of the time and place of the hearing in the same manner as provided in Section 6 above. The Central Office Administrator shall obtain copies of all minutes, transcripts, documents, and other records relating to the complaint and shall conduct a hearing and render a decision within ten (10) calendar days of the date of the filing of the appeal or the hearing may be conducted by any designated representative of the Central Office Administrator who shall promptly submit his or her recommendations and findings to the Central

Office Administrator for final decision. The decision shall be rendered and served on the complainant and his attorney in accordance with Section 4(h).

#### **SECTION 8. THIRD LEVEL; APPEAL TO THE BOARD OF EDUCATION**

A complainant or Level One Administrator dissatisfied with the decision of the Central Office Administrator may appeal to the Board of Education by filing a written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the date of the decision, as provided in Section 4. The Superintendent shall record the date of filing on the appeal and shall promptly give written notice in the same manner as provided in Section 6 above to the complainant of the time and place of the hearing. The complainant and the Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appear before the Board of Education and be heard. The Board of Education may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The local Board shall conduct a hearing and render its decision in writing within twenty (20) calendar days after the hearing and perfect service thereof on the complainant and his attorney, all in accordance with Section 4.

#### **SECTION 9. APPEALS TO STATE BOARD**

Appeals from the decision of the local Board of Education shall be governed by the State Board Rule governing appeals and O.C.G.A. 20-2-1160.

#### **SECTION 10. REPRISALS PROHIBITED**

No certificated personnel shall be subjected to reprisals as a result of filing any complaint under this policy. Any reprisals may be referred to the Professional Standards Commission.

#### **SECTION 11. COLLECTIVE BARGAINING DISCLAIMER**

Nothing in this policy shall be construed to permit or foster collective bargaining by or on behalf of any employee or group of employees.

#### **SECTION 12. REPEALER**

All policies and parts of policies in conflict herewith are repealed.

#### **N. Pledge of Allegiance**

State law and local board policies require that students be afforded the opportunity to pledge allegiance to the flag on each school day. At Clinch County Elementary, students will be given the opportunity to recite the Pledge of Allegiance following the morning announcements. Please create the proper atmosphere of respect and pride in our country as students pledge allegiance.



## **O. Dress**

Faculty members should dress neatly, appropriately, and professionally. As adults, we should set good examples for students to use as models. School personnel should always come to school prepared to meet with parents or other members of the public.

Only school related t-shirts are considered professional attire. Wednesdays are designated as "School Spirit Day" and Fridays as "Panther Spirit Day." Flip flops, leggings, and shorts are not professional attire and should not be worn .

## **P. Relationships with Students, Parents, and Community**

In our relationship with students, parents, and community, we should strive to:

- (1) Be firm, fair, and consistent.
- (2) Make students aware of all class rules and regulations.
- (3) Be patient and courteous.
- (4) Recognize and consider the student's or parent's problem.
- (5) Take time to discuss problems fully with students or parents and offer the best possible solution.
- (6) A positive relationship must be promoted between the school and the community. Our role is vital in communicating a positive image of the school to our community.

## **Q. Professional Personnel Evaluation**

Each employee of the Clinch County Board of Education receives an annual evaluation. Non-certified personnel are evaluated by the appropriate administrator or supervisor. Certified personnel are evaluated according to the procedures outlined in GA Leads (Georgia Leaders and Educators Appraisal and Development System). All state guidelines for using this evaluation instrument will be followed. Certified staff members are expected to have a thorough knowledge and understanding of the evaluation process. Questions related to annual evaluations should be addressed to the administration.

Teacher evaluations through GA Leads are based on the standards established by the Georgia Department of Education to promote effective teaching and student learning. These standards include expectations related to professional knowledge, instructional planning, delivery of instruction, assessment, learning environment, professionalism, and communication. The evaluation process is designed to provide meaningful feedback and support continuous growth and development for all teachers.

**Teacher Evaluation Appeals:** Teachers who have accepted a full-time or full school year contract with the Board of Education for the fourth or subsequent consecutive school year may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations.

## **Reporting Attendance**

Each homeroom teacher will report daily attendance to the office

immediately after homeroom each morning using PowerSchool. The homeroom teacher will be responsible for keeping an accurate account of student attendance in PowerSchool.

### **Grade Book**

All grades must be recorded in PowerTeacher. This documentation is essential to support student grades and is an important aid in conferences with students and parents. Progress Reports will be issued every 4 ½ weeks.

### **Report Cards**

Each teacher will be responsible for entering grades in PowerTeacher and should verify the grades prior to the printing of the Report Cards. The Records Clerk will print out a copy of the Report Cards to be sent home with the students.

### **Receipt Book**

Teachers should write a receipt for any money collected from students. All monies should be turned in for deposit on the same day as it was collected. Receipt books will be furnished by the office and turned in at the end of the school year. The receipt book should be clearly labeled by the teacher. All money collected by teachers should be placed in the teacher receipt envelope with the following information indicated: date, student name, amount of money collected, and purpose.

### **System Policy Manual Locations**

Clinch County School System policy manuals are located in the following locations:

- Central Office
- Principal's Office
- Media Center
- [www.clinchcounty.com](http://www.clinchcounty.com)

## **THE TEACHER AS AN INSTRUCTOR**

### **A. Use of Instructional Time**

Our prime responsibility is instruction. Class time is provided for instruction; instructional time should not be used for grading papers, figuring averages, making out report cards, etc. These duties and responsibilities should be attended to during the time provided for planning. Please protect instructional time; do not assign busy work purposely to gain time to attend to extra class clerical details. Instructional time should not be interrupted by phone calls except in cases of emergency; please make family members aware of your planning time should it be necessary to make contact during the school day.

### **B. Planning Period**

Teachers are provided a planning period for the purpose of improving

instruction. Profitable and wise use of time is required.

### **C. Textbooks**

The following procedures have been established for the dissemination and collection of textbooks:

- (1) Each teacher is responsible for the books he or she uses in the classroom.
- (2) Each book is to have a book number.
- (3) When a book is issued, the teacher should keep a copy of the number and condition of the book.
- (4) At the time books are collected, the number in the book must match the number in the teacher's record. If the number has been erased or obliterated, the book will be collected, but the student will not be given credit.
- (5) A book not returned at the end of the period of use will be charged to the student bearing that number.
- (6) All textbooks not issued to students should be placed in the storage room on your wing.
- (7) Additional textbooks are to be requisitioned through the principal's office.
- (8) A textbook inventory is made at the end of each school year, and new books will be requisitioned at this time.
- (9) All books will be checked in at the end of the school year.
- (10) Teachers will report to the school bookkeeper the names of students who have lost or damaged books beyond serviceability; report cards will not be issued to these students.
- (11) A list of state-adopted textbooks and prices of the same is in the bookkeeper's office.

### **D. Media Center**

The Clinch County Elementary media center maintains a policy of open, flexible scheduling and is accessible to individual students and classes throughout each day of the school year for the purpose of classroom activities, research, and independent study.

#### *Policies and Procedures*

- (1) The media center will be open for the use of students and teachers each school day from 7:30 a.m. to 3:30 p.m.
- (2) Use of the media center by groups of students (no more than four students) must be approved by the media specialist in advance. All students coming to the media center must have a pass from their teacher.
- (3) Teachers will accompany the class to the media center and remain there when all students are involved in work. Teachers are encouraged to schedule classes to use the media center well in advance with the media specialist.
- (4) All media center equipment and software, including DVDs, must be signed for in advance. Sign-out sheets will be provided by the media specialist.

(5) Teachers are responsible for the care, use, and return of all equipment. No students will move any type of media equipment.

#### *Audio-Visual Materials*

- (1) Use of audio-visual equipment and material should be scheduled with the media specialist as soon as possible.
- (2) If instructions and/or assistance are needed in the operation of any audio-visual equipment, please make prior arrangements with the media specialist.
- (3) All scheduling for media center use and equipment used must be made with the media specialist.

### **E. Legal Absence of Students and Makeup Work**

#### **Excused Absences**

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 necessitates 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 necessitates absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly.

9. Students in foster care shall be counted as present when attending court proceedings related to their foster care.

The principal may, in extenuating circumstances, require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

### **Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily. (Local boards of education are not required to provide make-up work for unexcused absences.)

Additional details concerning student attendance procedures are specified in the Clinch County Truancy Reduction Program guidelines and the Attendance Protocol, which are available for public review at the Superintendent's office.

### **F. Promotion Requirements**

In order for a student to be promoted to the next grade, a student must satisfactorily complete, at a minimum, the following requirements:

1. All students must meet all attendance requirements:
  - Any student who misses more than 12 days (excused and/or unexcused) in any class will be referred to the promotion/retention committee.
  - A student shall not be absent from any class or other required school function during school hours except with written permission of the teacher, principal, or other duly authorized school official. Students who arrive late or check out early and miss classes will be referred to the attendance committee for possible retention due to excessive class absences.
2. A student must pass Reading, Language Arts, and Mathematics and either Science or Social Studies.
3. Third and Fifth-grade students must meet a set proficiency level on the State of Georgia-mandated assessment. Students who do not meet the proficiency level will be given the opportunity for additional instruction and retesting. Failure to retake the state-mandated assessment will result in the student being retained

## **First Grade Readiness Assessment Requirements (The Georgia Kindergarten Assessment Program)**

The system shall assess each student's readiness for the first grade. Said readiness assessment shall include data obtained from multiple sources, including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS). All students in Kindergarten will be sent home a skills-based progress report and report card every 4.5 and 9 weeks. This report card will document each child's proficiency and growth throughout the year.

Placement decisions shall be made on an individual basis. Written documentation of evidence that supports the individual retention decision shall be on file in the student's permanent record. The information obtained by the Georgia Kindergarten Inventory of Developing Skills (GKIDS) shall be used as part of the required written documentation. The student's parent/guardian shall be notified of the final placement decision. The school shall provide alternative, developmentally appropriate instruction to students who spend a second year in kindergarten.

The school shall ensure that the following requirements are met:

- a. All kindergarten students defined in Rule 160-3-1-.01, except those students exempted by criteria specified in their Individual Education Program, shall be assessed using the GKIDS during their kindergarten year. Students entering kindergarten after the beginning of the year but prior to March 1 shall be assessed with as much of the GKIDS as the school determines is appropriate.
- b. Only certified teachers who are responsible for the entire class and who have been trained in the use of the Georgia Kindergarten Inventory of Developing Skills shall administer the assessment.
- c. All children shall be administered the GKIDS according to the established guidelines and procedures found in The Georgia Kindergarten Inventory of Developing Skills Assessment and Instructional Guide.

### **Possible Retention Notification**

On or before March 1 of each year, teachers should notify (by mail) the parents of students who are in danger of not meeting these standards and should meet with the parents to identify what the student needs to do to be promoted.

### **Promotion/Retention Committee**

The principal is responsible for compliance with these procedures. A school-based Promotion/Retention (P/R) Committee will be established at each school. The purpose will be to provide a procedure to determine a recommendation to the principal regarding the promotion/retention of students who do not meet the requirements for promotion. This committee will recommend to the principal the placement or retention of students. The Individualized Education Program (IEP) Team shall serve as the promotion/retention committee for students who have an active IEP.

Students who should be referred to the P/R Committee may include:

- a. Students who do not pass Reading, Mathematics, Language Arts, and either Science or Social Studies classes.
- b. Students in grades third through fifth who do not meet or exceed the standard on the reading and mathematics subtests of the state assessment.
- c. Students who do not meet attendance requirements.

The members of the P/R Committee shall be:

- a. the principal,
- b. the homeroom/referring teacher,
- c. the grade-level teachers of the student being considered, and
- d. other school personnel as identified by the principal and depending on the individual student.

The referring teacher should bring to the meeting the completed checklist and all required documentation.

## **G. Homework and Evaluation of Students**

Any homework assigned to students should serve the purpose of deepening their understanding of content, practicing skills in order to become faster or more proficient or learn new content on a surface level. All students should be able to perform the required skills and tasks independently before being assigned homework. Feedback should also be given for all assigned homework. Not returning homework should not be punitive.

Evaluation of students should be based on actual student achievement in each course. Grades should be given for documented classwork, tests, etc. Computer programs are for practice only and should not be listed as a grade in PowerSchool. Grades should be labeled in Power Teacher.

## **H. Grading System**

Teachers will:

- Provide one opportunity after re-teaching for students to redo unless specified by an IEP or 504 Plan.
  - If 50% fail an assignment, reteach and retest all of the class.
  - If less than 50% fail an assignment, reteach to only those who fail and provide an opportunity to retake.
  - After retaking, the student cannot receive any higher than a 70 in PowerSchool for that assignment/assessment. If the second grade is below 70, the teacher will take the highest grade. If the second grade is above 70, the student will receive a 70.
  - The lowest grade entered will be 50 for any assignment; however, if, after three attempts and parent conversation, the student still chooses not to do the assignment, the student will receive a 0.

- Minimum number of grades in PowerTeacher
  - Math & ELA (Reading, writing, grammar) – at least six or more applications (daily assignments) and at least two or more evaluations (tests) per quarter.
  - Social Studies & Science- at least six grades (daily & assessments combined) per quarter
- Any given assignment must have 10 or more items.
- An assignment should be graded and recorded in PowerTeacher within a week's time.

All core grades are listed numerically, while the remainder of the curriculum may be listed as letter grades (S, N, U). However, the following grades are used for computing grade point averages:

**A = 90 - 100**  
**B = 80 - 89**  
**C = 70 - 79**  
**F = 69 and below**

## THE TEACHER AS A SUPERVISOR

### A. Classroom Discipline

A primary responsibility of the school is to provide opportunities for the maximum growth of each student. This includes a school environment that is conducive for students to grow mentally, socially, and emotionally as they become productive citizens in our society. The teacher assumes responsibility for the total growth of each student to ensure that maximum progress is made each year.

**Classroom discipline is primarily the responsibility of each teacher. Lack of teacher preparation, lack of planning, and insufficient student work can lead to discipline problems. An undisciplined environment is not conducive to desirable learning.**

**Punishing the whole class is ineffective and discouraged.**

### Discipline Referrals

Teachers, as much as possible, should handle classroom discipline. It is the teacher that has the first opportunity to maintain discipline. A student should be referred to an administrator only after all steps of the PBIS Behavior Flow Chart have been followed. The administrator will then follow the disciplinary plan and prescribe the punishment deemed necessary. Punishment will be consistent, fair, and impartial.



A brief but descriptive statement must be written in Educator's Handbook for office referrals.

- (1) **Corporal punishment may be administered in Clinch County Schools only by the principal, assistant principal, or teachers designated by the principal. Teachers who are designated by the principal to administer corporal punishment should receive training by an administrator and the paddling should only occur in the presence of an administrator. Signed documentation of the training should be on file in the principal's office.**  
[O.C.G.A. § 20-2-730](#)  
[O.C.G.A. § 20-2-731](#)

### **Student Suspension**

Only the principal, assistant principal, or designee has the authority to suspend pupils from school. This form of punishment is used reluctantly and only after the student has shown that other forms of punishment have not corrected the problem.

### **Theft in the Class**

All theft should be taken seriously, and by our attitude, we should leave no doubt in our students' minds as to the need in our society to respect the property of other persons.

Each of us has the responsibility to teach young people to take care of their own property and not to bother what belongs to others.

The teacher should try to recover any property that has any value of the consequence. If the teacher is unable to find a solution, the incident should be made known to the principal, if possible, before the class is dismissed.

### **B. School Food Service**

Clinch County Elementary will provide one free breakfast and one free lunch per day to all students. Student Lunches may not be brought into the school by an outside vendor except for incentives. Students may bring their lunches from home, but all students will receive lunch from the cafeteria. Delivery of food to students during lunchtime is discouraged.

Adults may pay in advance or as they enter their ID numbers into the computer as they go through the line.

### **C. Fire Drills**

As required by the State Fire Marshall's office, fire drills will be conducted once each month. Two of the drills must be held within the first two weeks of school. When the fire alarm sounds, all occupants of the various wings will immediately evacuate the buildings according to plans posted on the bulletin board in each classroom and placed in the Emergency Preparedness Plan.

#### **D. Student First Aid**

The school nurse will administer first aid for minor and external emergencies, such as a cut finger, etc. Medicine that is taken internally, such as all prescription medicines, aspirin, Pepto Bismol, etc., will be administered to students by the school nurse only with written consent from the parents or guardians.

#### **E. Locking Rooms**

Some areas of the school are potentially more dangerous than others, and the teacher directly concerned must take extra precautions to secure such areas when he/she is not present. Any area that has special equipment or materials, such as power tools or chemicals, must be kept locked, because these areas represent a hazard to the students.

All rooms must be kept locked when left unattended.

#### **F. Supervision of Students**

Teachers are responsible for the supervision of all students during class time, changing classes, assemblies, programs, and any other specified activity. **Teachers are expected to be visible during class changes.** This will help avoid unnecessary incidents. In case of emergencies, we will work with you, but NEVER leave a student in charge of a class.

#### **G. Recess Duty**

All Teachers are expected to be on recess/lunch duty. Teachers should be strategically located around the recess area and should be actively monitoring students at all times.

#### **H. Field Trip Procedures**

Field trips, which are instructional and enhance learning in the classroom, are encouraged. The principal must approve all field trips. A signed permission slip is required from the parent of each child making the trip. These permission slips must be kept on file for the remainder of the year.

All field trip requests must be submitted to the principal at least five days prior to the date of the trip. If pupil transportation is desired, requests must be submitted to the Transportation Director at least five days prior to the date of the trips as well. Before completing Transportation Requests, teachers are encouraged to contact the Transportation Director for the availability of buses and drivers. Overnight trips require the approval of the BOE.

If there are students not attending the grade-level field trip, arrangements for adult supervision should be made within the grade-level. .

**Requirements for students: Grades K-5**

1. Students receiving 2 office referrals during the semester of the field trip may attend school-related field trips but must be accompanied by a parent/legal guardian at all times of the field trip.
2. Students receiving 3 or more office referrals during the semester of the field trip shall be prohibited from attending school-related field trips.

\*\*\*If there are students not attending the grade-level field trip, arrangements for adult supervision should be made within the grade-level. .

## **OTHER INFORMATION**

### **A. Facilities and Equipment**

Each teacher or other staff member is directly responsible for that portion of the building under his/her charge. The teacher should take extra care to see that classroom furniture and equipment are not damaged. The teacher should inspect his/her room and equipment and report any damage to the office. Damaged equipment must be immediately repaired. Equipment damaged through neglect or by intent will be paid for by the person responsible for damaging the equipment. Staff members are to report to the administration the name of the person and a description of the damages.

### **B. Maintenance Request**

All requests for repairs or clean-up should be submitted using the current cleaning/maintenance Google form. If it is an urgent request then send an email H.Bell.

### **Assemblies**

Assembly programs should be treated as an extension of the classroom. Teachers will be informed as far in advance of a program as possible, and they should prepare the students as to what to expect. Often the teacher will want to have a follow-up activity that can increase the educational value of the program.

Teachers are responsible for moving their students to the assembly area in an orderly manner and sitting in the assigned section. Teachers will sit with the classes and be responsible for discipline during the program.

### **D. Use of Community Resources**

Clinch County Elementary recognizes the importance of community resources to broaden the educational opportunities of students. Administrators encourage the use of community resources for instructional purposes.

Community resources should have a clear instructional purpose and will be approved only if:

- (1) They have a clear educational purpose, and the principal shall ensure that all students have an equal opportunity to participate.

- (2) The principal shall ensure that the nature of the community resource is associated with the part of the written curriculum used with the grade or group. The teacher will verify this with the principal while seeking administrative approval.
- (3) The principal shall ensure evidence exists that instruction occurred with the students before and after the presentation. Evidence of this instruction shall be found in the teacher's lesson plan.

The academic performance and behavioral attitudes of students as well as groups of students shall be considered, and proper behavior will be discussed before allowing the community resource to give individual or group presentations.

#### **E. Tobacco Products**

Use of tobacco products by any employee of the Clinch County School System during the school day or at school-related activities is prohibited. This includes any tobacco product substitute(s) in any form of e-cigarettes, Juuls, vapes, and/or any of the paraphernalia that accompanies these products

Our campus is a drug-free zone.

#### **F. Telephone Calls**

All non-school-related long-distance calls are prohibited. No long-distance calls of this nature may be charged to the school.

Teachers receiving telephone calls during class time will not be called to the phone except in cases of emergencies. Messages will be delivered to teachers during the school day.

Adults should not use cell phones at any time during which they are supervising students. Please keep your cell phones off or on silent and out of view. You may check your messages and/or return phone calls during a time that you are not responsible for supervising students. If there is an emergency situation in which your cell phone is needed, please discuss it with an administrator.

#### **G. Visitors**

Parents are encouraged to visit the school; however, parents are requested to schedule conferences during the teacher's planning time. All visitors must check in at the front desk and must be appropriately dressed. Teachers will be notified should a visitor be sent to the classroom.

\*Students from other schools are not allowed to visit during the school day.

#### **H. Property Inventory Sheets**

Property Inventory Sheets will be completed at the end of each school year. All equipment valued at \$100 or more must be tagged with a system inventory sticker.

## **I. Staff Morale Fund**

Each teacher is encouraged to contribute \$25.00 to the school staff morale fund. This money is used to buy flowers and gifts as needed.

## **J. Child Abuse/Neglect**

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted upon him other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker must report the suspected abuse to the proper authorities. The Clinch County Board of Education has established the following position relative to child abuse/neglect:

*Any principal, teacher, counselor, or other school administrator employed by the Clinch County Board of Education recognizing such signs of child abuse/neglect in the course of his/her employment by a school or similar the facility shall notify the person in charge of the facility, or his/her designated delegate, who shall report the incident to the School Social Worker.*

## **K. Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

- (a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- (b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or another employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of sexual abuse or sexual misconduct, oral and written reports should be made to the superintendent or the superintendent's designee.*
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or another employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be

investigated immediately by the school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual activity as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e., said a student was gay or lesbian).
5. Spied on students as they dressed, showered, or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do anything else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of a student's body parts.
12. Called students sexual names.

#### **L. Housekeeping**

- (1) Teachers are responsible for the general housekeeping of their rooms.
- (2) Teachers are expected to keep their rooms clean and orderly. Paper should be kept off the floor, no writing or defacing of furniture or walls. Furniture and equipment should be arranged orderly and neatly.
- (3) At the end of the school day, lights should be turned off, and doors locked.
- (4) No valuables, money, or school equipment should be left in the classroom unattended during the day or night.
- (5) Request for repairs and cleaning materials should be referred to the Assistant Principal.
- (6) Rooms will be vacuumed/mopped on a daily schedule by the maintenance personnel.

#### **M. Emergency or Serious Injury Procedures**

In case of emergency or serious injury, the following procedures should be followed:

1. The main office should be notified of the injury or emergency.
2. After referral to the office, the parents will be notified of the injury or emergency.
3. If the injury or emergency is serious enough, the Emergency Medical Service will be called immediately.
4. If the injury or emergency is not serious enough to call the Emergency Medical Service and if the parents do not have a phone, the office will see that the student gets home.

#### **N. Parties (Grades Prek-7th)**

Parties will be held for-Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter parties. These parties will be held on the scheduled days listed on the school calendar. All students are allowed to participate in the parties unless assigned ISS or OSS on the day of the party.

#### **O. Referral to School Counselor**

If a teacher or staff member has a concern he/she believes should be addressed by the School Counselor, the online School Counseling Referral Form must be completed. The information on the referral form is used as a source of data collection and information. If a referral is made via email, the teacher or staff will be required to complete a referral form so all data can be captured. The online form is shared at the beginning of each school year and should be bookmarked for ease of use. A link for the CCES School Counseling Referral Form can also be found on the Clinch County District website under Staff > Staff Links.

### **Miscellaneous Forms**

All forms listed below may be obtained from the receptionist:

#### **1. Daily Absentee Report**

This form should be completed in PowerSchool and turned into the receptionist immediately after the homeroom period.

#### **2. Monthly Leave/Substitute**

The leave form will be filled out and turned into the front desk on 15th of the calendar month. It is the responsibility of each teacher to sign this form in order for the substitute to receive a check. This form must be filled out any time you are not in your regular classroom. Under the column marked "Reason," please write in "personal," "sick," or, if leave was professional, write exactly the meeting, conference, etc., which you attended.

#### **3. Request for Leave**

This form is to request leave for personal reasons and for professional leave. THIS FORM DOES NOT APPLY TO SICK LEAVE. This form should be requested five days in advance of the date required. (This form

may also be used for jury duty and judicial leave with “code number” left blank.)

**4. Request for Approval of Staff Development Travel Expenses**

All conference requests must be approved by the building principal. Prior to departure, all school personnel who request assistance with travel and registration expenses related to participation in authorized staff development activities are required to submit a Professional Development Request Form. This form provides the central office with a record of all staff development activities. It should be completed whether or not you are receiving reimbursement.

**5. Clinch County School System Employee Expense Statement**

This form must be completed in order for an employee to be reimbursed for expenses incurred on school business.

**6. State of Georgia Exemption of the Local Hotel/Motel Excise Tax**

This form should be used whenever an employee is on official school business that requires an overnight stay. The use of this form exempts our board of education from paying the local motel/hotel excise tax.

**7. Maintenance Request**

All requests for clean-up or repairs in the classroom should be emailed to the Assistant Principal.

**8. Discipline Notice**

All discipline is logged through Educator’s Handbook.

**9. Purchase Orders**

Purchase orders must be completely filled in with the principal’s signature before they can be sent to the Board of Education office for the signature of the superintendent. Do not FAX a purchase order without the approval of the superintendent.

**10. Transportation Request**

This form must be completed online five days prior to each trip. Upon approval of this request, it is the duty of the personnel requesting the trip to notify the Director of Transportation should the trip be canceled.

**11. Clinch County Elementary Perfect Attendance/Honor Roll**

At the end of each nine weeks, the first semester, the second semester, and the end of the year, this form is completed and turned in to the Family Engagement Coordinator.

**12. Clinch County School System Timesheet**

This form is completed for approved hours beyond the regular school day for activities such as after-school tutoring, summer school, etc.



**13. Letter of Possible Retention**

This letter must be sent on or before March 1 to notify parents of the possible retention of their student.