Treutlen County Schools
Employee Handbook

2026-2027

"Equip, Engage, and Inspire All for Success in Life"

Policies and Guidelines: Workplace/On-the-Job

Accidents and Emergencies
All employees are responsible for maintaining a safe working environment and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and ideally immediately after or same day and before seeking treatment unless in cases of emergency medical care. The appropriate forms detailing the injury and accident must be completed in a prompt manner. If medical treatment is required, the employee may select a physician from the approved Panel of Physicians. If an employee must be out of work on a work-related injury, the employee must maintain contact with his/her supervisor on a weekly basis. Delay in notification can result in denial of the worker's compensation claim.

Accreditation
Treutlen Middle/High School is accredited by Cognia.

Alcohol and Controlled Substances Testing
The health and well-being of students and employees depend on the judgment, physical dexterity, reflex actions and unimpaired hearing and sight of employees engaged in safety-sensitive functions. The Treutlen County Board of Education will not tolerate and specifically prohibits the unauthorized use, abuse, possession or sale of alcohol or controlled substances, as well as a measurable presence of alcohol in any employee. Employees engaged in safety-sensitive functions participate in an alcohol and controlled substance testing program.

Americans with Disabilities Act (ADA)
The Treutlen County School District will not discriminate against any qualified employee with a disability. Employees must be able to perform the essential functions of the job with or without reasonable accommodation. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

Attendance
Attendance is a part of performance, and employees are required to be at work and on time. Employees who will be late to work or absent should personally notify their supervisor in advance or as quickly as possible, so that their responsibilities can be covered appropriately. Absences for reasons that are not approved by the Treutlen County Board of Education may be considered job abandonment. Employee absences without approval for three (3) or more days may be considered voluntary resignations.

Confidential Nature of Work
Student and employee files, records, documentation, and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

Conflict of Interest/Dual Pay
All employees are expected to adhere to the highest ethical standards of conduct at all times. While the Treutlen County School District recognizes the right of employees to engage in private activities outside their employment with the school district, business dealings that create a conflict with the interests of the Treutlen County School District are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member.

Employees who are paid for outside work during regular work hours must forfeit one of the salaries. Employees can be paid for outside work while on vacation leave, jury duty, or personal days, or for services performed outside the regular workday.

Dress Code
Employees should maintain an appropriate level of personal hygiene and dress professionally for school or workplace situations and level of formality (jeans may be worn for special occasions as approved by the school principal). Professional attire should be worn at all times when meeting with parents and **during formal events such as graduation, honors nights, athletic banquets, etc.** Body piercings and visible tattoos that do not promote or enhance a safe and productive workplace are not considered professional dress. Employees should follow safety regulations concerning equipment.

Drug-Free Workplace and Workforce
A drug-free workplace and workforce encourage productivity and help accomplish the Treutlen County School District vision, mission and goals. The unlawful and/or unauthorized manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace for all employees, students, and visitors. In addition, the Treutlen County School District will take appropriate personnel action against any employee convicted of a criminal drug offense.

Electronic Communications
All electronic communication conducted by an employee with a student must be relative to the educational services provided to the student and shall be delivered by means provided by or otherwise approved by the School System for this purpose.

Approved School System electronic communication methods are school system email, district-approved teacher websites, school websites, school-provided phones, and other electronic communication that is approved by the Treutlen County School System. School system employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for communication with an immediate family member, if such communication is specifically authorized. It is the duty of each school system employee to comply with this electronic communications policy. Failure to comply may result in disciplinary action, and, in extreme circumstances, may constitute willful neglect of duty.

Equal Employment Opportunity (EEO)
All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training, and discipline. The Treutlen County School District does not consider race, color, gender, religion, national origin, age, military status, disability status, or any other legally protected status in any employment decision or employment practice. The District will consider requests for accommodation on the basis of religion and will provide reasonable accommodation on the basis of ADA (Americans with Disabilities Act) qualified disabilities, if it can do so without undue hardship or safety threat.

Ethics
All employees must adhere to the high standards and expectations determined by the Treutlen County Board of Education and those described in the Professional Standards Commission Code of Ethics for Educators. As public employees are expected to uphold the public trust, employees should not use their positions or professional relationships for personal gain. All employees of the District are required to notify their immediate supervisor and the Superintendent by the end of the next business day following any arrest. Any misstatement or omission of required information may be reason for dismissal or non-employment.

Financial Transactions
No purchase can be made and charged to the Treutlen County School District or its schools unless a purchase order has been executed. Items or services ordered without a purchase order become the personal responsibility of the individual. Purchasing will be made through the school and/or department office. All inquiries regarding purchase orders should be handled at the school and/or department level.

Any employee given the responsibility of collecting monies from students, parents, employees, or other individuals must be accountable for the receipt of those monies. All monies collected must be receipted and submitted to the school office on a daily basis. No school employee shall hold monies in his/her classroom or personal possession overnight unless the monies are collected after the school office has closed for the day. In this situation, the school employee shall secure the monies and remit to the school office at the beginning of the next school day.

FundRaising Activities
All fund-raising activities must be approved by the Treutlen County Board of Education.

Non-Discrimination and Anti-Harassment Policy
All employees have a right to be treated with respect and dignity and to work in a professional environment that is free of bias, prejudice, and harassment. The Treutlen County School District does not tolerate harassment, discrimination, or differential treatment of any employee, and encourages employees who believe they have been discriminated against to seek relief through the Treutlen County School District discrimination complaint resolution process. Also see Staff Complaints and Grievances.

Responsibilities for Responses to Civil Rights Concerns
All employees are required to fully comply with all federal and state non-discrimination laws, including Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination and Employment Act (ADEA); Section 504 of the Rehabilitation Act of 1973; Public Law 101-476, Individuals with Disabilities Education Act (IDEA); and the Americans With Disabilities Act of 1990 (ADA).
Questions concerning these policies and procedures should be directed to the school principal first and then to the following:
(CONTINUED ON NEXT PAGE)

Facilities Accessibility	Superintendent
Title VI,VII,IX, ADEA, Employee Issues, ADA, Personnel Issues, Section 504	Superintendent and Human Resources
Title IX, Student Issues	Superintendent
Title VI, Student Issues	Assistant Superintendent
Student Program Accessibility; Section 504; ADA; Public Law 101-476 (IDEA)	Superintendent

Employees may also contact the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201

School Assignment for Children of Employees

Children of employees, regardless of where they live, may attend the Treutlen County School District by completing the out of county student form.

Sexual Harassment

Sexual harassment is unlawful and specifically prohibited. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated. Examples of prohibited conduct include, but are not limited to, unwelcome intentional touching of intimate body areas; employees dating students; graphic or degrading comments about an individual or his/her appearance; the display of sexually suggestive objects, pictures, cards or letters; lewd or suggestive comments or gestures; and off-color language or jokes of a sexual nature. **Individuals who believe they are being sexually harassed should immediately notify a building or department administrator or the Director of Human Resources.** Retaliation against a complainant for making a complaint is strictly forbidden.

Smoking

Tobacco use is a health hazard and inconsistent with the concepts and principles taught in the Treutlen County School District. Employees and visitors are prohibited from using any tobacco or tobacco devices, including e-cigarettes or vapor products/vaping systems, at all school-sponsored events and in/on all school property, including buildings, athletic facilities, offices, trucks, automobiles, and buses.

Social Security Number

The Treutlen County School District reserves the right to use an employee's social security number in employment-related practices. All employees who handle documents containing employee identification data such as social security numbers should use reasonable precaution to preclude compromise or identity theft.

Solicitation by Staff Members

Employees cannot solicit, advertise, or endorse one product over another product when dealing with students, parents, or other employees.

Solicitation on School Property

No person, firm, corporation, or business can solicit money from or sell, trade, or barter merchandise of any kind to students, employees, and school clubs or organizations without the approval of the Treutlen County Board of Education. The Board has approved the following activities: PTSO and booster club activities held outside school hours, approved food service vendors, senior ring vendors, graduation paraphernalia vendors, school picture vendors, vendors that provide approved employee benefits, and vendors who have merchandise that can be purchased from local school funds and employee activities.

Staff Complaints and Grievances

When workplace problems or disputes cannot be resolved informally, employees can turn to the Treutlen County School District's internal grievance process. This process addresses alleged violations, misinterpretations, or misapplications of the District's statutes, policies, rules, regulations, or written agreements. It does not apply to performance ratings, job performance, termination, non-renewal, demotion, suspension and reprimands, or the revocation, suspension, or denial of certification of any certified employee. The complaint must be sent in writing to the school Principal or Department/Division Supervisor within 10 calendar days of the event/incident.

Student Supports
Special Education regulations require that appropriate student supports be considered for any student with an Individualized Education Program (IEP). Student supports consist of accommodations for instruction and testing, supplemental aids and services, and/or supports for District personnel. These may be provided to assist students in advancing toward attaining annual goals, in being involved and making progress in the general curriculum, and/or in being educated and participating with other nondisabled students.

Students may also receive accommodations if they qualify for support through a 504 Plan. Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of disability in programs and activities, public or private, which receive federal financial assistance. This law conforms to the definition of disability under the Americans with
Disabilities Act Amendments Act (ADAAA).

Use of Equipment and Resources
Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy and responsibility. Unethical conduct includes, but is not limited to, misusing school-related funds or property; failing to account for funds collected from students or parents; and submitting fraudulent requests for reimbursement of expenses.

Computers
Treutlen County School District (TCSD) computer hardware, software, and data should be used for assigned responsibilities only, and should be protected from damage, destruction, viruses, theft, and unauthorized access and use. Employees should have no expectation of privacy when using TCSD electronic resources.

Internet
Electronic resources should be used to support assigned responsibilities. Employees should have no expectation of privacy when using electronic systems and should minimize use of the Internet for personal reasons during working hours. Employees should never access pornographic or other sites prohibited by law during working hours or when using TCSD electronic resources.

Telephone
Personal use of telephones should be kept to a minimum during working hours. Personal long-distance calls should not be charged to TCSD telephones or accounts.

Violence in the Workplace
The Treutlen County School District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or Human Resources. All complaints will be fully investigated. The Treutlen County School District will promptly respond to any incident or suggestion of violence.

Work Day/Work Week Depending on the position, classified employees work a maximum of 40 hours per week. Employees should check with their immediate supervisor for specific information regarding work schedules. Paraprofessionals' work day is seven hours and forty-five minutes unless instructed otherwise by their immediate supervisor.

Policies and Guidelines: Employment

Annual Performance Evaluation
In accordance with O.C.G.A. 20-2-210, all personnel will be evaluated on an annual basis by their immediate supervisor. Specifically, in accordance with O.C.G.A. 20-2-210, all applicable rules of the State Board of Education, and the Implementation Handbooks, *teachers of record* will be evaluated based on the Teacher Keys Effectiveness System (TKES) and *principals and assistant principals* will be evaluated based on the Leader Keys Effectiveness System (LKES). All other employees will be evaluated using approved evaluation plans and procedures of Treutlen County School District.

Assignment
Employees are assigned to positions based on the needs of the Treutlen County School District, as well as the employee's training, certification, and other factors.

At-Will Employment
Georgia recognizes At-Will Employment; that is, an employee is hired at-will and employment can be terminated at the will of either party, for any reason or no reason at all. Employees who are issued board approved contracts do not have At-Will Employment.

Background Check
All new employees must pass a criminal background check as required by Georgia state law [20-2-211, subsection (e) (1)]. All employees must have an acceptable fingerprint record on file during their employment with Treutlen County School District. State law also requires employees to sign a consent form authorizing approval to conduct a criminal and/or driver's history record check every five years. Employees must sign a consent form allowing the District to periodically conduct a criminal background check for the duration of your employment if reasonable cause exists for a check to be performed.

Certification Qualifications and Duties
At a minimum, certified employees must meet the District-defined professional qualifications for the field of their job assignment before being employed and must maintain these District-defined professional qualifications during employment. Maintaining proper professional qualifications is the expectation of the district and the responsibility of the individual employee.

Discipline
Discipline is necessary and will be implemented when there is unsatisfactory and/or unacceptable employee performance of any type. Depending on the nature or severity of the offense, Treutlen County School District may provide employees with an opportunity to bring their performance up to standard through the use of the following: (1) immediate feedback regarding unsatisfactory performance, (2) factual documentation of performance, (3) employee input and commitment to improving performance, and (4) final resolution of the performance issue(s).

The District utilizes progressive discipline in which disciplinary actions normally follow a gradually escalating path. However, depending on the seriousness of the offense, more than one progressive discipline action may occur simultaneously, or it may be determined that progressive discipline is not appropriate, and any disciplinary action may be imposed. The action taken should be consistent with precedent in similar situations, appropriate to the offense, and documented. When warranted, an employee who holds a certificate with the Georgia Professional Standards Commission may be reported at any time for a violation of the Code of Ethics for Educators.

Fair Dismissal
According to the State of Georgia's Fair Dismissal Act [Act 20-2-940], certified employees can be dismissed or suspended based on incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging or counseling students to violate state and local laws, regulations and ordinances, or policies and rules of the Treutlen County Board of Education; failure to secure and maintain necessary educational training; to reduce staff due to the loss of students or programs; and any other good and sufficient cause.

Suspensions may be without pay and can last up to 60 days. The Treutlen County School District Superintendent or his/her designee can relieve any employee from duty for up to 10 days if the employee's presence could cause serious harm or disrupt students, the school, or other employees. The Treutlen County School District Superintendent may also write letters of reprimand for any valid reason. These letters are placed in the employee's District personnel file. Demotions and non-renewal of contracts of certain certified employees are governed by Code Section 20-2-942. A demotion is a job with less pay, less responsibility, and less prestige. Transfers are not covered by the Fair Dismissal Act.

Hiring
Individuals are employed by the Treutlen County Board of Education on the recommendation of the superintendent. Offers of employment may be made by the administrator, contingent upon the candidate's successful completion of all pre-employment requirements. Recommendations for hire are made by the superintendent, and hiring approval is enacted by the Treutlen County Board of Education.

Interviewing
Human Resources and/or the administrator will interview the most qualified applicants for positions. Offers of employment may be made by the administrator, contingent upon the candidate's successful completion of all pre-employment requirements. Recommendations for hire are made by the superintendent, and hiring approval is enacted by the Treutlen County Board of Education.

Job Abandonment
Absences for reasons that are not approved by the Treutlen County Board of Education may be considered job abandonment. Employee absences without approval for three or more days may be considered voluntary resignations.

Job Descriptions
Each position should have a valid job description that is updated and maintained on a regular basis. It is the responsibility of direct supervisors to ensure job descriptions are accurate and up-to-date. The superintendent reserves the right to revise job descriptions, should the need arise.

Job Posting
Announcements of job vacancies will be posted electronically on the Treutlen County School District website, as well as other appropriate outlets. In addition, posting for teaching and administrative positions will be placed on www.teachgeorgia.org

Nepotism
Employees cannot supervise or evaluate members of their immediate family. Immediate family shall be defined as including the father, mother, brother, sister, child, grandchild, grandfather, grandmother, mother-in-law, father-in-law, husband or wife of the employee concerned, or a relative living in the residence of the employee.

Personnel Records
Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. **It is the employee's responsibility to notify the District of any changes of personal information**. Employees must notify their supervisor, Human Resources, and the Payroll Department when their name and/or home address and/or contact numbers change. Address and contact information changes should be submitted to Human Resources.

Pre-Employment Physical Examinations
Prior to employment, employees may be asked to take physical and/or psychological examinations that demonstrate their competence and ability to perform job-related functions. The Treutlen County School District will reimburse up to $30 for the required examinations but is not responsible for the cost of treatment. Employees in some job classifications (for example, those who operate vehicles that transport students) may be required by law to pass an annual physical or to acquire special permits.

Professional Learning
Employees have the opportunity to participate in professional learning activities with a goal of enhancing professional capacity and performance. The Professional Learning department submits an annual comprehensive plan designed to address instructional program needs for certified employees. Professional opportunities for classified employees may be handled at the local school or Central Office. All professional learning events must be approved by the employee's immediate supervisor prior to registering for the event.

Reassignment
Employees may be reassigned at any time by the Treutlen County School District. Some of the reasons for reassignments are reorganizations, changes in approved programs, changes in student enrollment, and the opening or closing of schools. This list of reasons is not all inclusive.

Recruitment
The Treutlen County School District's active recruitment process is designed to attract and retain competent and qualified personnel to work in the District. Job vacancy announcements may be sent to placement offices at colleges and universities, to the State Department of Education's Recruitment Services (www.teachgeorgia.org), and to media outlets in Treutlen County. Announcements may be placed on the Treutlen County School District website and advertised in newspapers, magazines, and professional journals.

Reduction in Force (RIF)
A reduction in force may be caused by a number of factors, including reorganization, the elimination of or a change in programs, decrease in student enrollment, or a loss of funding. If it becomes necessary to reduce the certified workforce, the Treutlen County School District will rely on a process that maintains the effectiveness and quality of the educational programs and services, and that minimizes the number of employees who are negatively impacted.

The superintendent will prepare and present a written plan for reduction in force for Board approval and action. The plan shall identify the underlying conditions, as well as what positions are affected and why. Employees who receive written notice that their positions have been eliminated can choose to resign or accept separation under the RIF.

Re-Employment
The contracts for administrative/supervisory and certified personnel are automatically considered for renewal each year. Individuals whose contracts will not be renewed are notified in writing.

Reference Checks
Personal and professional references are checked for each prospective employee.

Resignations
Certified employees who want to terminate their contracts for the new contract year must submit a completed and signed Treutlen County Schools Separation Form to their immediate supervisor. Certified employees who want to resign during the contract period because of emergency situations should submit a completed and signed Treutlen County Schools Separation Form at the earliest possible date but must realize that contracts cannot be terminated by the employee without the written consent of the Treutlen County Board of Education. Classified employees are asked to submit a completed and signed Treutlen County Schools Separation Form to their immediate supervisor at least two weeks prior to leaving the Treutlen County School District.

Substitute Teachers
Principals or their designees are responsible for securing a substitute teacher from the list of substitute teachers approved by the Treutlen County Board of Education and ESS. The length of time a substitute teacher may serve in the same classroom is determined by State Board rule and/or the circumstance surrounding the absence. In the event a substitute teacher is needed in the same classroom for 20 consecutive days or more, the principal or his/her designee should verify with Human Resources the credentials of the selected substitute teacher.

Transfers
Employees may participate in the transfer process to move to another school or department if they meet transfer requirements. A teacher is eligible to apply for a transfer if she/he has been recommended for employment for the next school year and is not on a professional development plan, under disciplinary action, or on limited contract.

Policies and Guidelines: Compensation

Adjustments to Pay
In the event of an omission of a required pay increase or decrease, a pay correction will be made. Any retroactive pay increase or decrease due will only be applied as far back as one preceding year.

Contracts
Certified employees receive written employment contracts that are signed by the employee and the superintendent. Contracts may be terminated if an employee cannot be properly certified. The Treutlen County Board of Education offers new contracts for the coming year to all current employees and new hires recommended by the principal and/or administrator and approved by the Board of Education. All employees must have an Oath of Allegiance on file.

Deductions
Payroll deductions include, but are not limited to, federal and state taxes required by law; retirement systems contributions; and medical, dental and other deductions authorized by the employee. The District participates in Medicare for all new employees. The District participates in social security for all temporary employees, paraprofessionals and those who participate in the Public-School Employees Retirement System.

Direct Deposit
All employees are encouraged to participate in Direct Deposit for payroll checks.

Extended Day/Year
Supplemental pay may be provided to employees who work an extended school day or school year to meet program responsibilities or student needs. For example, some teachers may be asked to work an additional hour beyond the normal school day to provide student instructional services or to teach an additional period of instruction. Extended day and/or year pay must be recommended by the principal and/or administrator and approved by the Board of Education.

Overtime
Overtime is defined as time worked beyond the normal 40-hour work week (Sunday through Saturday) including emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave, annual leave, etc. Certified employees may be required to work beyond the regular school day to fulfill professional responsibilities, including but not limited to after-school events, meetings, or athletic supervision. These additional duties may result in longer workdays and are not subject to flex time or additional compensation.

Overtime (Continued)
Whenever possible, it is the expectation of the Board of Education that all Treutlen County Schools supervisory personnel will use a reciprocal leave (flex) procedure to avoid overtime. Flex time must be granted to employees within a seven-day work week. Flex time shall be granted on an hour-for-hour basis.

Overtime work by "non-exempt" employees shall not be performed, nor shall employees direct that overtime work be performed, without the determination and prior approval of the superintendent, or supervisory personnel who have been designated by the superintendent, that there is no other viable alternative.

Cases involving approval for overtime compensation shall be the result of emergency situations, limited timelines or when additional responsibilities are assigned to individuals on a temporary basis. Violation of this policy concerning prior approval for overtime work may result in disciplinary action against the employee, up to and including termination.

Compensation for overtime will be reimbursed at one and one-half the employee's regular rate of pay or compensatory leave at the same rate. Compensation for time worked during emergency situations, or at times when the entire district is closed, will be handled on a case-by-case basis.

Affected employees may accrue compensatory time up to no more than 240 hours. The School System, in its discretion, may substitute payment for accrued, but unused, compensatory time, in whole or in part. Use of compensatory time shall be permitted within a reasonable period after making formal request for its use, so long as the employee's absence does not "unduly disrupt" operation of the School System.

All classified employees who are considered "non-exempt" under the Fair Labor Standards Act (FLSA) and are legally entitled to compensation for overtime work as provided by law and in accordance with this policy shall comply with any requirements of the district for documenting time actually worked and shall be responsible for ensuring the accuracy of such records.

Pay Advances
Early pay advances for any employee is not permitted.

Pay for Supervising Student Teachers
Colleges and universities may choose to compensate certified employees who supervise and evaluate their student teachers. To be eligible, the teacher must hold a valid Georgia certificate in the student teacher's practice field; meet all requirements established by the college or university; demonstrate successful teaching experience; and have the approval of the principal and central office administrator. The amount of compensation is determined by the university and will be paid to the employee after funds are received from the university.

Pay Schedule
All employees are paid monthly. Salaries will be prorated based on the beginning and/or ending dates of employment if the employee does not work a full year.

Salary/Teaching Experience
Salaries for certified employees are determined by certification and verified years of experience, along with local supplements approved by the Treutlen County Board of Education. Salaries for classified employees are determined by placement on the approved Treutlen County Board of Education pay scales. Placement on the approved Treutlen County Board of Education pay scales for classified personnel may be affected by verified years of job-related work experience.

Step Increases
Certified employees who receive overall unsatisfactory, needs development or ineffective annual evaluation ratings and do not successfully complete a professional development plan during the evaluation period may remain on a step plateau for an additional year. The employee should receive verbal and written documentation during the year indicating that performance has not met expectations.

Travel Reimbursement
Employees will be reimbursed for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Treutlen County School District. The State Accounting Office of Georgia has an established travel policy which provides guidelines for the reimbursement of all approved travel expenses. The complete document is available at http://sao.georgia.gov/state-travel-policy. Travel reimbursement forms are available from the Finance Department. Forms must be completed and submitted to the Finance Department no more than 60 days following the approved travel dates. All travel reimbursements will be completed after the travel has occurred and sufficient documentation provided.

Tutoring for Pay
In accordance with the Georgia Code of Ethics for Educators (505-6-.01), employees cannot be paid to tutor students assigned to them. Private tutoring for pay must be done off-campus and must not include students assigned to the teacher.

Policies and Guidelines: Benefits

The Treutlen County School System offers a comprehensive benefits package to all full-time employees. It is designed in response to employees' needs and desires – a plan that opens the door for financial security and affordable benefits. Employees are offered the opportunity to participate in the employee benefits program during the first thirty (30) days of employment and during the annual Open Enrollment period, generally scheduled during the months of October or November of each year, with coverage effective January 1 of the following year.

Available benefits may include medical, dental, vision, accident, basic and voluntary group life, spouse and dependent life, whole life, disability, cancer, long-term care, savings plan through credit union, State retirement plan, 403b and 457 annuity plans, flexible spending accounts for medical and dependent care, and other options.

Eligibility requirements, premiums, and plan documents are available through the Finance Department.

Retirement Plans
All eligible employees are required to become members of a State of Georgia retirement system.

Important Retirement and Social Security Information
As a school system employee, it's important to know whether you're contributing to Social Security. For all certified and classified-clerical TRS covered positions, Social Security taxes are not withheld from your paycheck, and you are not earning credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act.

For PSERS covered positions and Paraprofessionals, Social Security taxes are withheld from your paycheck, and you are earning credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act. To qualify for these benefits, most people need 40 credits (roughly 10 years of work).

All Full time, benefit eligible employees are enrolled in a pension/retirement plan: either TRS, PSERS, or ERS. If you're unsure of your status, review your paycheck or reach out to Human Resources for more information. More information on the retirement plans is available at the websites listed below:

TRS: https://www.trsga.com/
PSERS: https://www.ers.ga.gov/public-school-employees-retirement-system
ERS: https://www.ers.ga.gov/

403(b) and 457 Tax Sheltered Annuity Plan
Treutlen County School District offers a 403(b) and a 457-tax sheltered annuity plan to all employees. An approved listing of providers is available through the Finance Department.

Benefits Disclaimer
There are additional requirements and conditions for benefit plans not discussed in this handbook. In the event of a conflict between the handbook and a requirement and condition, the Plan Description will prevail. Nothing in this section of the handbook creates a contract or an entitlement to any particular benefits. Benefits are subject to change at any time.

Policies and Guidelines: Time Off and Leave of Absence

Leave can be taken in .25 of a day increment.

Bereavement
In the event of the death of an immediate family member, employees may be granted a leave of absence to a maximum number of five (5) days per year and such leave will be charged against sick leave. Absences in excess of the maximum approved days due to the death of an immediate family member will be charged against sick leave. For the purpose of this policy, immediate family members are defined as husbands, wives, parents, children, brothers, sisters, grandparents, grandchildren, and any relatives living in the immediate household of the employee.

Family and Medical Leave Act (FMLA)
Employees of the District who have been employed for at least 12 months and who have worked at least 1250 hours during the 12-month period immediately prior to the commencement of the leave are eligible to take up to 60 working days of unpaid, job-protected leave during a single 12-month period for the following purposes:

1. Birth of a child;
2. Adoption of a child or the placement of a foster child;
3. Care for a sick spouse, child, or parent;
4. Employee's own serious health condition;
5. Qualifying exigencies arising from the fact that the employee's family member (the covered service member) is on covered active duty; or
6. Military caregiver leave.

The district requires supporting documentation and the appropriate leave form for any leave request based on a family member's health condition, the employee's own health condition, or military caregiver status. If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the superintendent or his/her designee. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. An approved health care provider's return to work release will be required for all employees who were on leave due to their own health condition.

The employee on Family Medical Leave continues to receive health coverage and other benefits, at the employee's rate, but he/she does not accrue seniority. Family Medical Leave may be taken continuously or intermittently. If possible, employees should provide at least 30-days written notice before the leave begins.

Employees on FMLA leave are entitled to be restored to the same position or an equivalent position with comparable benefits, pay, and other terms and conditions.

Specific details concerning FMLA leave are available within TCS policies and procedures and from Human Resources.

Inclement Weather
When Treutlen County schools are closed due to inclement weather, employees should not report to work, unless specifically required to do so. Unsafe driving or facility conditions make attempts to report to work inappropriate and unadvisable. With the exception of twelve-month employees and certain non-exempt employees specifically contacted by their supervisor and directed to report to perform emergency repairs or other duties, all other District employees should not report to work, unless directed to do so through either contact by their supervisor or by public announcement. The superintendent and/or Board of Education shall communicate a plan for making up missed work days due to inclement weather.

Jury and Witness Duty
Employees who are called to jury duty serve with no loss of pay. Employees who are subpoenaed as witnesses in cases related to his/her job function and have no direct personal interest are allowed the absence with no loss of pay. Absences due to jury duty are not charged against the employee's accumulated leave. Employees who are subpoenaed or volunteer as witnesses who have a direct personal interest in a lawsuit or legal proceeding should take personal leave.

Medical Leave of Convenience
Any benefit-eligible employee who meets the criteria listed below may request an unpaid medical leave of convenience, which will begin when all paid leave is exhausted **or** at the end of an approved FMLA leave, whichever occurs later. Upon approval by the Superintendent or his/her designee, this provision may be made for employees who:

1. Are unable to return to work due to a personal, medical necessity, or that of a spouse or child; and
2. Are at the end of an approved FMLA leave, or are not eligible for FMLA leave; and
3. Have exhausted all paid leave; and
4. Provide appropriate medical documentation to substantiate need.

If the unpaid medical leave of convenience is granted, it will be from the School System and not from a specific job assignment and will extend for a period of no more than one year from the date the FMLA/Non FMLA leave began.

The employee on unpaid medical leave of convenience may continue as an active employee of the school system with all rights afforded to active employees, with the exception of benefit premium payments. Benefit premium payments must be paid to the district in a timely manner and may be inclusive of both the employee premium and any appropriate employer subsidy rate or employer contribution. Failure to make such payments will result in lapse and forfeiture of the benefit(s) in question.

Employees returning from unpaid medical leave of convenience will be given consideration to be re-employed to an available, comparable position after acceptable documentation is received and verified

Military Duty
All persons employed in any capacity in the school system (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from his or her duties while performing ordered military duty.

An employee shall be paid his or her salary or other compensation for a period of absence while engaged in the performance of ordered military duty and while going to or returning from such duty. Compensation shall not exceed a total of 18 days in one federal fiscal year, with an extension up to 30 days during a declared state of emergency by the Governor. Employees may continue contributing to state retirement systems while on leave.

The employee must provide written documentation of the duty and dates of service.

Paid Holidays
There are no Board of Education paid holidays.

Personal Leave
Full-time, regular employees may use a maximum of five (5) sick leave days as personal days. Prior to the date of the scheduled absence, the use of personal leave must be requested by the employee and approved by the principal and/or supervising administrator. Any personal leave taken without approval will result in docked pay. Student instruction is paramount in a school system. Therefore, administrators must consider the needs of the District before approving personal leave of an employee.

Personal or Family Illness
When an employee is absent for five (5) consecutive work days for his/her own personal illness, he/she must provide a signed statement from his/her primary healthcare provider that certifies the employee's clearance to return to work and perform the essential functions of his/her job assignment. If an employee is absent: five (5) or more consecutive work days; seven (7) or more non-consecutive work days; or a series of work days that appear to occur in a pattern, such as a series of Monday and/or Friday absences, the District reserves the right to require a physician's statement attesting that the employee was absent due to illness. Employees should keep their supervisor informed of their expected date of return on a daily basis. When an employee is out with a personal injury not related to work, the employee will need to provide a signed statement from his/her healthcare provider that certifies the employee's clearance to return to work and perform the essential functions of his/her job assignment.

Professional Leave
Professional leave is arranged between the employee and his/her supervisor and approved by the superintendent or his/her designee(s). Approval must be secured at least five (5) days in advance. Professional leave is restricted to those activities that are beneficial to the system and that promote the professional growth of the employee. Professional leave taken at the request of the school district or when required in conjunction with the district's routine professional development activities will not be charged against the employee's sick leave.

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.

Sick Leave
Full-time (as defined by job), regular employees shall earn sick leave days at a rate of one and one-fourth days for each month of service for which the employee works a minimum of 10 days during the month. Part-time regular employees earn sick leave at a prorated rate determined by the portion of the position they work. No more than 75 sick leave days can be rolled over to the next fiscal year. Sick leave may be used for personal illness or injury, illness or death in the employee's immediate family, or when necessitated by exposure to contagious disease. A maximum of 45 sick leave days earned through another Georgia school system may be transferred into the District. Effective July 1, 1999, teacher retirement members may receive one month of service credit for each 20 days of accrued sick leave for which a member has not used or been paid.

Vacation
No more than 25 vacation leave days can be rolled over to the next fiscal year ending June 30. Employees who resign, retire, or change to less than 230-day status will be paid for his/her unused accumulated vacation leave.

Unpaid Medical Leave
Employees who are unable to return to work due to medical necessity at the end of approved leave in accordance with the Family Medical Leave Act may be authorized for unpaid medical leave (UML) for their personal illness for a period of time up to 365 calendar days from the initial date of approved medical leave.

Under the UML status, the employee continues as an active employee of the district with all rights afforded as an active employee. However, the employee's previous position will be declared a vacant position and may be filled. Employees on UML will be given the option to make monthly payments to cover the cost of their insurance premiums and other coverages on or before a predetermined day of each month to ensure timely processing. Failure to make these payments will result in cancellation of the benefit for the period of non-payment.

Prior to return to work, employees on UML will be required to submit a healthcare provider's certification that verifies the employee's ability to return to work and perform all the functions of his/her position. UML may continue after medical certification is received depending upon availability of an appropriate, available position for which the employee is qualified to assume. Employees returning to work from UML will be offered reassigned positions based on the order of receipt of medical documentation that confirms their ability to return to work and the availability of appropriate positions.

Reasonable efforts will be undertaken to assign employees who are able to return to work at any time prior to the end of their approved 365 days of UML status upon receipt of medical certification of the employee's ability to return to work from the employee's healthcare provider. This placement may not necessarily be the position the employee held prior to UML. Persons who are unable to return to work at the end of UML will be separated from employment.

Maternal Birth Leave
120 hours of maternal birth leave are available to eligible employees after giving birth. As part of HB 1118, an employee may be eligible for three weeks of Maternal Birth Leave (MBL). Maternal birth leave may only be taken during the three-week period immediately following the birth to recuperate from the birth, and should precede any Paid Parental Leave authorized under Georgia Code Section 45-20-17. To be eligible for MBL, an employee must meet the following criteria:
1. Employees eligible under TRS or PSERS.
2. Have worked at least 6 months of continuous employment prior to the event. Hourly employees are eligible if at least 700 hours have been worked in 6 months before the qualifying event.
3. Employed by a local board of education.
4. MBL begins immediately following the birth for a three-week period (120 hours) to recuperate from the birth. Any leave taken before this date will be considered the employee's own personal sick leave.
5. Employees will need to reach out to HR to request MBL.
6. If an employee is also eligible for FMLA, then MBL will run concurrently with FMLA.
7. Employees cannot be paid for MBL and short-term disability at the same time.

Georgia Paid Parental Leave
Up to 240 hours of paid parental leave are available to parent(s) for childbirth, adoption, or foster placement of a child. As part of Georgia Code 45-20-17, an employee may be eligible for six weeks of Paid Parental Leave (PPL). To be eligible for PPL, an employee must meet the following criteria:
1. Classified as full-time
2. Have worked at least 6 months of continuous employment immediately prior to the event.
3. Employed by a local board of education.
4. PPL begins the day of the birth/adoption/placement of the child. Any leave taken before this date will be considered the employee's own personal sick leave. In addition, fathers who meet all the above stipulations are also entitled to PPL.
5. Employees who are eligible for PPL may use a total of six weeks (240 hours) of PPL in any rolling 12- month period (12 months from the date of the event). To determine eligibility, the rolling 12-month period shall be measured backward from the date an eligible employee first uses paid parental leave. Such leave may be used as needed and may be taken in increments of less than eight hours.
6. Employees will need to reach out to HR to request PPL.
7. If an employee is also eligible for FMLA, then PPL will run concurrently with FMLA.
8. If both parents work for TCS and are eligible for PPL and FMLA, then the TOTAL amount of leave for both parents combined is 12 weeks.
9. Employees cannot be paid for PPL and short-term disability at the same time.

Voting
Upon reasonable advance notice, an employee shall be permitted necessary time off, not exceeding two hours, to vote during advance in-person voting or on election day, as required by O.C.G.A. §21-2-404. The District may designate the hours during which the employee may be absent. Employees may be required to provide sufficient information for the District to determine the amount of work time reasonably necessary for voting. Voting leave is unpaid. Since Georgia polls are usually open from 7:00 am to 7:00 pm, employees should consult their supervisor to arrange time for voting before or after normal work hours.

Rules and Guidelines: Risk Management

Worker's Compensation
Employees are entitled to worker's compensation benefits for payment of medical treatment and wage loss of compensable on-the-job injuries. Injured employees must seek treatment with a physician listed on the District's Panel of Physicians. An approved Panel of Physicians is posted in common areas at work locations (e.g. work rooms, meeting areas for employees etc.) for selection of a physician for treatment of their work-related injury. If an employee sustains an on-the-job injury, he/she is required to provide immediate notification to the supervisor or member of the department administrative staff. Delay in notification can result in denial of the worker's compensation claim.

No staff member shall transport students in a non-district owned vehicle approved for student transport.

Disclaimer
This handbook has been prepared to help familiarize you with some of our administrative rules and forms and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the administrative rules and forms of the Treutlen County Board of Education, the actual administrative rules and forms, which are far lengthier and more detailed, have been summarized to make the handbook more readable. There are additional administrative rules and forms not discussed in the handbook. In the event of a conflict between the handbook and an administrative rule or form, the administrative rules or forms shall control. Nothing in this handbook or in the administrative rules and forms is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or forms at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual www.treutlen.k12.ga.us

APPENDIX:

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS **Effective January 1, 2018**

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

(2) Definitions

(a) "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 Georgia Professional Standards Commission.

(b) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

(c) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

(e) "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 year of graduation.

(f) "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 Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

(g) "Revocation" is the invalidation of any certificate held by the educator.

(h) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

(i) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

(j) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(k) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(l) "Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(m) "No Probable Cause" is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

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

(b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;

2. committing any act of cruelty to children or any act of child endangerment;

3. committing any sexual act with a student or soliciting such from a student;

4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;

5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;

6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or

7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: **Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: **Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;

2. information submitted to federal, state, local school districts and other governmental agencies;

3. information regarding the evaluation of students and/or personnel;

4. reasons for absences or leaves;

5. information submitted in the course of an official inquiry/investigation; and

6. information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;

2. failing to account for funds collected from students or parents;

3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);

4. co-mingling public or school-related funds with personal funds or checking accounts; and

5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: **Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school 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 reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;

2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual

exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(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.

(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 Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

(a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505- 6-.01);

2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01);

3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);

4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);

5. suspension or revocation of any professional license or certificate;

6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and

7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

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

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Contact Information

Please refer to the following contacts for additional information.

Benefits:	Latandra Brown	(912) 529-7101
Certification/Licensing:	Latandra Brown	(912) 529-7101
Compensation:	Mary Jane Corbin	(912) 529-7101
Employment:	Latandra Brown	(912) 529-7101
FMLA:	Latandra Brown	(912) 529-7101
Human Resources:	Latandra Brown	(912) 529-7101
Workers Compensation:	Latandra Brown	(912) 529-7101

Treutlen County Schools' web address: www.treutlen.k12.ga.us

Treutlen County School District Board of Education

Alvin Heath,	Chairman
Demetria Noble,	Vice Chair
Toni Banes,	Board Member
Jeremy Lanford,	Board Member
Buddy Hester,	Board Member

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