Jefferson County Schools



2026-2027

Employee

Handbook

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FOREWORD

Welcome back Warrior Nation!!!!

As we embark on the 2026–2027 school year, it is with immense pride and genuine excitement that I extend a heartfelt welcome back to each of you! Whether you are returning to our beloved Warrior Nation or joining us for the very first time, please know how truly happy we are to have you as an integral part of our team. There is no denying that public education is facing unprecedented headwinds right now—from tightening budgets and reduced financing to voucher legislation that challenges our traditional system. Yet, it is precisely in times like these that our belief in our students and our commitment to public education must shine brightest. Public schools remain the cornerstone of our community, and our collective belief in our students' endless potential is the strongest force we have to overcome these obstacles.

The start of a new school year is a powerful reminder of fresh possibilities and a shared commitment to the growth and success of every child. Your dedication, passion, and expertise are the foundation upon which our students build their futures. In the spirit of legendary excellence, I encourage each of you this year to "touch the line"—a phrase made famous by Kobe Bryant as a reminder to do your absolute best in everything you do, every day, without taking shortcuts. When we give our absolute best to our students day in and day out, we demonstrate the irreplaceable value of public education and empower them to rise above any challenge.

This Teacher Handbook is designed to be an invaluable resource throughout the year. It contains essential procedures, guidelines, and information that are crucial for ensuring a smooth, productive, and successful experience for you this year. I strongly encourage you to take the time to familiarize yourselves with its contents. Adhering to these established procedures will not only streamline daily operations but also contribute significantly to a consistent and supportive learning environment across our district.

We are looking forward to a year defined by resilience, innovation, and high achievement. Together, as One Warrior Nation, we will continue to inspire, educate, and empower our students to reach their fullest potential.

Thank you for your unwavering commitment to our students, our public schools, and our community. Let's make this an exceptional year!

Warmly,

Dr. Samuel D. Dasher, Jr.

Superintendent

VISION/MISSION STATEMENT

Motto:

Jefferson County Schools: Where Inspiration, Innovation, Imagination and Collaboration are the Expectation!

Vision:

In collaboration with all stakeholders, Jefferson County Schools will be the economic future of Jefferson County and prepare students for success in an ever-changing world.

Mission:

We will prepare all students to be college and career ready by providing a challenging curriculum (rigor) that connects students' lives and their futures (relevance) in a safe, supportive, nurturing environment (relationships).

Values:

We believe in restorative practices which is a framework for healthy relationships built on a culture of:

- *Compassion*
- *Empathy*
- *Equity*
- *Trust*
- *Personal Accountability*

LOYALTY AND ETHICAL BEHAVIOR

The Jefferson County School System is constantly undergoing the process of many important policy revisions which have and will have great impact upon the community. These policy revisions cause the school system and its employees to come under careful scrutiny.

The Jefferson County School System expects the employee to abide by decisions and policies that are established, both those in which he shares in determining and those determined without his advice. If an employee helps to make a policy, he has the self-imposed responsibility of making it effective. The employee also has the responsibility to abide by those policies made by the elected or appointed governing body of the schools, because they are the law of the community.

JEFFERSON COUNTY BOARD OF EDUCATION

The Jefferson County Board of Education holds its regular meeting on the second Tuesday of each month at 5:30 p.m.

James E. Fleming, Jr. – Chairman
Teresa Brooks
Barbara Jordan
Steve Norton
Julia Wells

JEFFERSON COUNTY SCHOOL SYSTEM CENTRAL OFFICE STAFF

Located at Board of Education Office:

Superintendent of Schools	Sam Dasher
Assistant Superintendent	Stacy Arnold
Director of Teaching and Learning (K-5)	Dana Williams
Director of Teaching and Learning (6-12)	Teris Lambert
Comptroller	Brianna Wiley
Director of Operations and Student Services	Demetris Jenkins
Director of Special Education	Barbara Thomas
Director of Human Resources	Gre'Shun Nicholson
School Psychologist	Staci Dyches
Technology Specialist	William Kitterman
Technology Coordinator	Lynn Hopper
Director of Testing	Michael Lewis
School Social Worker	Camille Reyes
School Nutrition Manager/Supervisor	Stephanie Wynn-O'Dell
School Nutrition Service Bookkeeper	Natalie Boatright
Bookkeeper (Payroll/General)	Melisa Partridge
Secretary (Purchasing/General)	Melanie Braddy
Secretary (Supt. Assist.)	Wanda Darisaw
Secretary (Special Education)	Lisa Valduga
Secretary (Human Resources/General)	Shirlinda Logan
Purchasing Manager	Moneka Johnson

PRINCIPALS & ASSISTANT PRINCIPALS

Carver Elementary School	Melvin Farmer, Principal Iantha Kittles, Asst. Principal
Jefferson County High School	Willie Batts, Principal Herberte (Nash) Higdon, Asst. Principal Jason Turman, Asst. Principal
Jefferson County Middle School	Moya Pope, Principal Rebecca Argoe, Asst. Principal
Louisville Academy	Tremayne Hall, Principal Cora Jenkins, Asst. Principal
Wrens Elementary School	Jessica Howard, Principal Ke'Kenyette Heath, Asst. Principal

INFORMATION NEEDED IN CENTRAL OFFICE

In order to administer the policies and provide information for determining salaries, certain information must be furnished by each employee. Forms to be filled out include but are not limited to:

1. Teacher verification of experience form giving number of years of teaching experience, and other information requested.
2. Superintendent's copy of teacher certificate.
3. Federal withholding certificate for income tax deduction, Form W-4 (new teachers and veteran teachers making changes).
4. Georgia withholding certificate for income tax deduction, Form G-4 (new teachers and veteran teachers making changes).
5. Social Security Card. (Blanks should be secured from the Post Office and application made for number at once if employee does not already have one.)
6. Signed copy of Statement Concerning Your Employment in a Job Not Covered By Social Security
7. State Health Benefit forms, accepting or rejecting enrollment in plan, and United Concordia Dental forms.
8. If applicable, teachers transferring from other Georgia systems, who have accumulated sick leave days, must turn in form of verification of unused state leave days if credit is to be granted. This is the responsibility of the teacher.
9. Recent picture.
10. TKES/LKES release from (if applicable).
11. I-9 documentation for E-verify through Homeland Security.
12. Completion certificates required for policy training.

If the need develops for any other information, the employee will be expected to furnish it immediately upon receipt of request, making sure that all forms are properly notarized. It is important that all information requested be on file *in the central office as soon as possible and no later than the week of preplanning*.

ABSENCES

Bereavement/Emergency Leave

In the event of a death of a spouse or child of an employee, up to three days cumulative bereavement leave will be granted. Up to three successive days bereavement leave will be granted in the event of a death of a spouse, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchildren, sister or brother, and others living in the home. All such bereavement leave will be charged against the employee's sick leave, if available.

Family and Medical Leave

Employees of the Jefferson County Board of Education ("Board of Education") who have been employed by the Board of Education for at least twelve (12) months and who have worked at least 1250 hours for the Board of Education during the twelve month period immediately prior to requesting leave are eligible to take twelve weeks of unpaid leave under the Family and Medical Leave Act ("FMLA"). Form WH-380-E should be completed when requesting FMLA and is available on the county website.

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

1. Birth of a son or daughter and to care for the newborn child;
2. Adoption or foster placement of a son or daughter with the employee;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions; and
5. Certain qualifying military exigencies.

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

Jury and Witness Duty

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Absences due to being subpoenaed for cases unrelated to the duties of a teacher or employee of the Board of Education must be charged against personal leave or may be leave without pay.

Leaving Campus

Staff members should be mindful that the school day is not designed for them to leave campus during the school day; the expectation is that school personnel should be at school and not off-campus conducting personal business. Leaving campus during the school day can be disruptive and can interfere with the delivery of instruction and services. No staff member should leave campus during the school day without the permission of the principal (or his/her designee).

Personal Leave

Beginning July 1, 2026, employees may take five (5) days of personal leave if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the principal one (1) week prior to leave. Unless otherwise approved by the superintendent, personal leave

will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the superintendent, at his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstance beyond the employee's control. The superintendent may refuse to allow an employee to take personal leave if qualified substitutes are not available.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" reasons.

Personal leave may not be used on days preceding and/or following scheduled school holidays.

Professional Leave

Personnel may request professional leave without loss of sick leave days to attend specific activities if requested by the district or the employee, if approved **in advance** by the immediate supervisor and the Superintendent, that may include, but are not limited to, professional meetings, workshops, and advanced training.

The approval of professional leave days and reimbursement for such shall be at the discretion of the Superintendent or designee.

The leave request must be submitted at least one week in advance on the appropriate professional leave form. Cost estimates should be as close as possible. **Please remember that you do not receive reimbursement for meals that are included in the registration fee. The forms and information on travel regulations can be found on the county website by scrolling down to the "Departments, Employees, General Employee Forms" tabs.**

Maternal Birth Leave under Georgia Law

Beginning July 1, 2026 any full-time employee (eligible for TRS or PSERS) who has been employed with JCBOE for a minimum of six months who gave birth is eligible for 120 hours (3 weeks) of paid maternal birth leave. The leave must be used in the three weeks immediately following childbirth and precedes any other paid parental leave. This leave does not carry over and must be used during the eligible three-week period.

Maternal birth leave shall run concurrently with any other leave provided under federal law. This leave is not cumulative, may not be carried over for future use, and has no cash value at any time. Documentation is required to establish the existence of the qualifying event.

Family Expansion Leave (Paid Parental Leave)

Beginning July 1, 2024 any full-time employee (eligible for TRS or PSERS) who has been employed with JCBOE for a minimum of six months is eligible for six weeks (30 days) of paid parental leave for the following qualifying events:

The birth of a child of an eligible employee.
The placement of a minor child for adoption with an eligible employee.
The placement of a minor child for foster care with an eligible employee.

This leave is not cumulative, may not be carried over for future use, and has no cash value at any time an employee separates from employment with the JCBOE. Unused Paid Parental Leave may not be used toward retirement.

In any given 12-month period, fifteen days is the maximum amount of paid parental leave that may be taken regardless of the number of qualifying life events that occur during such period.

Employees requesting Paid Parental Leave should complete and submit a "Family Expansion Leave Request" form (formally Maternity Leave Request) at least 60 days prior to the date such leave is to begin.

Formal documentation from a doctor, attorney, or child services agency is required.

For more information, refer to policies GBRH (certified staff) or GCRG (classified staff). Your school's administrative support personnel as well as county office support staff are also available.

Sick Leave

Each employee of the board of education shall be entitled to sick leave as provided by state law and the Jefferson County Board of Education. An employee must be at work or on paid leave at least 10 days within a calendar month to earn leave for that month. Sick leave is computed on the basis of one and one-fourth (1 1/4) working days for each completed month of work.

All unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of forty-five (45) days, with the exception of 49% retired employees. Sick leave accumulated by a certified employee is transferable from one school system to another school system in Georgia up to a maximum of 45 days as provided by law unless the receiving school system accepts
additional days beyond the required 45 days. Accumulated sick leave from prior years will be communicated each pay period on the employees paystub.

Jefferson County School District employees (except for 49% retired employees) earn sick leave at the following rates based on the number of workdays:

Number of Workdays	Days of Sick Leave Earned
185 or less	11.50 days
186-210 days	12.50 days
211-220 days	13.75 days
221-240 days	15.00 days

Sick leave may be used upon the approval of the school principal or superintendent 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 school principal or superintendent 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 school principal or superintendent 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 five consecutive days of sick leave, a physician's certificate may be required at the discretion of the school principal or superintendent.

Unused leave may be cumulative up to, but not more than, 45 days. All unused sick leave will be applied to service time upon retirement (based on formula provided by the state) for employees retiring in the Teacher Retirement System on and after July 1, 1998.

Leave Overview

All full-time employees earn leave based on the number of annual work days. As a part of their sick leave, all full-time employees earn 5 days personal leave. For example, a teacher will earn a total of 12.50 days of leave each year, 5 days of which will be credited to personal leave with the remaining 7.50 days being credited to sick leave.

Transferring Sick Leave and Rollover

Certified employees are allowed to transfer up to a total of 45 days of sick leave from a prior school system. The prior system must verify the number of sick days to Jefferson County in order to be given credit.

At the end of the year, any unused sick and personal leave will roll over to be added to the sick leave for the next year. However, there is a limit of 45 sick leave days that can be carried forward. Note: An employee will not lose days beyond 45 – service credit will be given for any unused sick days upon retirement with TRS.

Excess Leave

An employee's pay will be docked if he/she uses sick or personal leave after using all of his/her leave days. This is known as excess leave.

Recording Absences

When an employee is absent, that leave must be recorded in the YOSS Platform. The principal or other designated official at the school (or supervisors in other departments, such as Maintenance) must be notified of any pending absence and the reason for such absence. The principal or other designated official will enter the absence data in the YOSS Platform and secure a substitute if needed. Employees will then sign off on any absences taken. Please keep personal records of absence dates and the reason for absences. Do not sign off on an absence unless it is coded correctly. Once absences are signed off on by the employee, they are difficult to change. **(For example, if an employee approves and signs for an absence as personal leave when the day was actually taken for sick leave, the employee is responsible for the error.)**

ATTENDANCE AND RECORDS

Pupil accounting is of utmost importance. School personnel must keep accurate records of attendance. Teachers should work with their principals in whatever method is used at their school to keep accurate records for students.

1. Teacher Grade Book
2. Textbooks Records
3. Permanent Records (if required by your principal)
4. Attendance Register (if required by your principal)
5. PowerSchool

It is required that the teacher prepare daily teaching plans.

The teacher's grade book is to have enough recordings for each grading period for the teacher to make a valid and easily justifiable determination of the student's report card grade.

Under no circumstances are students or paraprofessionals to make recordings in the teacher's grade

book or cumulative record.

BOOKROOMS

All textbooks are accounted for and stored in a central bookroom at each school. The texts are issued at the beginning of each year by bookroom personnel to individual teachers who in turn issue them to students.

Accurate accounting is important! Students are responsible for the condition of their books. Teachers are responsible for assessing fines (for lost or damaged books) which will be used to replace the lost or damaged books. Classroom teachers should make periodic checks during the course of the school year to assure that students who have misplaced or damaged books pay the assessed fine within a reasonable amount of time so that another book can be issued. Teachers should not wait until the end of the year to hold the student accountable. If the book is found, the student will be reimbursed.

Books are returned to the bookroom at the end of the school year and stored for the next year. NO TEXTBOOKS should be left in individual classrooms, unless otherwise directed by the principal.

A final accounting is made to the principal who in turn makes his/her report to the central office.

CARE OF THE CLASSROOM

It should be remembered that children respond to attractive surroundings, and an effort should be made by teachers to keep classrooms clean and attractive. The custodian assigned to the building will do most of the work; however, much can be done by the teacher and students by keeping paper off the floor and giving proper care to window shades, walls, desks, and other equipment in the room. It is important to teach students to be neat and to have proper respect for public property.

CAREER, TECHNICAL, AGRICULTURAL EDUCATION (CTAE) (PUBLIC NOTICE)

The Jefferson County School System offers the following Career, Technical, Agricultural Education (CTAE) programs for all students regardless of race, color, national origin, gender, disability or those with limited English proficiency in grades 9 - 12.

Agriculture
Architecture
Audio Video Technology and Film
Business Technology
Culinary
Cybersecurity
Marketing
Teaching as a Profession

People seeking further information concerning the CTAE offerings and specific prerequisite criteria should contact:

Mr. Marlo East
CTAE Director
1157 Warrior Trail
Louisville, GA 30434
eastm@jefferson.k12.ga.us

478-625-9991 Ext. 1522

Inquiries regarding nondiscrimination policies should be directed to:

Mrs. Teris Lambert
Director of Teaching and Learning 6-12
1001 Peachtree St
Louisville, GA 30434
lambertt@jefferson.k12.ga.us
478-625-7626

CERTIFICATE INFORMATION

505-2-.02 CLASSIFICATION **Effective April 15, 2024**

(1) Summary: Certification is classified according to category, title, type, field and level. The Georgia Professional Standards Commission (GaPSC) has authorized the issuance of certificates under the following classification system:

CATEGORIES (2)		TYPES (11)
Renewable	Non-Renewable	
TITLES (13)		Adjunct
Standard Professional	Pre-Service	Clearance
Performance-Based Professional	Induction	Educational Interpreter
Advanced Professional	Military Support	Leadership
Lead Professional	Non-Renewable Professional	Montessori
Life	Provisional	Non-Instructional Aide
Retired Educator	International Exchange	Paraprofessional
	Waiver	Permit
		Service
		Support Personnel
		Teaching

(2) Categories. Certificates are grouped under two (2) major categories based upon requirements needed for continued certification. The categories are: Renewable and Non-Renewable.

(a) Renewable certificate validity varies by title and type. During the validity period, the educator must satisfy renewal requirements outlined in GaPSC Rule 505-2-.36 RENEWAL REQUIREMENTS and/or any additional requirements outlined in the rule appropriate to the certificate title and type.

(b) Non-Renewable certificates are valid from one (1) to five (5) years, depending on the title and outstanding requirements for certification.

(3) Titles. Certificate titles identify the subcategories of certificates. There are thirteen (13) titles.

(a) Standard Professional: The Standard Professional certificate is a Georgia professional certificate title issued to educators with teaching, service and leadership certificate types employed by a Georgia local unit of administration (LUA). Certificate issuance is based upon completion of all requirements for professional certification and applicable Special Georgia Requirements. Standard Professional certificates are identified by the code letters "SR" (See GaPSC Rule 505-2-.05 PROFESSIONAL CERTIFICATE).

1. The Standard Professional teaching certificate title indicates that all requirements for professional teaching certification have been met, including applicable Special Georgia Requirements. The Standard Professional teaching certificate is issued to educators who are employed by a Georgia LUA but have not met performance evaluation requirements on the state annual summative performance evaluation or are not evaluated on the statewide evaluation system. Educators holding the Standard Professional teaching certificate who are not evaluated on the statewide evaluation system are evaluated by a school, district or agency approved evaluation system.

2. The Standard Professional leadership certificate title indicates that all requirements for professional leadership certification have been met, including applicable Special Georgia Requirements. The Standard Professional leadership certificate is issued to Georgia educators completing GaPSC-approved educator preparation programs prior to September 30, 2009. The certificate is also issued to educators applying by reciprocity who meet requirements outlined in GaPSC Rule 505-2-.153 EDUCATIONAL LEADERSHIP.

3. The Standard Professional service certificate title indicates that all requirements for professional certification in a service field have been met, including applicable Special Georgia Requirements.

(b) Performance-Based Professional: The Performance-Based Professional certificate is a Georgia professional certificate title issued to educators with teaching and leadership certificate types employed by a Georgia LUA. Certificate issuance is based upon completion of all requirements for professional certification, including applicable Special Georgia Requirements. Performance-Based Professional certificates are identified by the code letters "PR" (See GaPSC Rule 505-2-.05 PROFESSIONAL CERTIFICATE).

1. The Performance-Based Professional teaching certificate is part of Georgia's tiered teacher certification system and issued to educators who are employed by a Georgia LUA and evaluated on the statewide evaluation system.

2. The Performance-Based Professional leadership certificate is issued to educators who have completed GaPSC-approved educator preparation performance-based leadership programs and met applicable Special Georgia Requirements.

3. Performance-Based certificates issued to educators as a result of a classroom performance-based evaluation system known as the Teacher Performance Assessment Instrument (TPAI) discontinued in 1990 will have the certificate title converted to the Standard Professional certificate on the effective date of this rule. After meeting Performance-Based certificate requirements outlined in GaPSC Rule 505-2-.05 PROFESSIONAL CERTIFICATE, these educators will qualify for a Performance-Based Professional certificate.

(c) Advanced Professional: The Advanced Professional certificate title is part of Georgia's tiered teacher certification system and recognizes teachers with expert classroom practice and professional growth resulting in higher levels of student learning. The Advanced Professional certificate is issued to educators employed by a Georgia LUA. Certificate issuance is based upon completion of all requirements for Advanced Professional certification and applicable Special Georgia Requirements. Advanced Professional certificates are identified by the code letters "AP" (See GaPSC Rule 505-2-.06 ADVANCED PROFESSIONAL CERTIFICATE).

(d) Lead Professional: The Lead Professional certificate title is part of Georgia's tiered teacher certification system and recognizes qualified teachers who promote, support and expand opportunities for teacher leadership in grades P-12 to improve effective classroom practice resulting in higher levels of student learning. The Lead Professional certificate is issued to educators employed by a Georgia LUA. Certificate issuance is based upon completion of all requirements for Lead Professional certification and applicable Special Georgia Requirements. Lead Professional certificates are identified by the code letters "LP" (See GaPSC Rule 505-2.07 LEAD PROFESSIONAL CERTIFICATE).

(e) Life: The Life certificate title was issued prior to July 1, 1974, to educators eligible under requirements in place at that time. Once issued, the life status remains in effect for an unlimited time for the fields in which it was issued. Applications for higher certificate levels (upgrades) do not alter the life status for fields previously issued. No new life certificates shall be issued nor shall any new fields be added to life certificate holders with the life title. Life certificates are identified by the code letter "D" (See GaPSC Rule 505-2-.12 LIFE CERTIFICATE).

(f) Retired Educator: The Retired Educator certificate is issued to retired Georgia educators who have previously held renewable, professional educator certification. Retired Educator certificates are identified by the code letters "R" (See GaPSC Rule 505-2-.44 RETIRED EDUCATOR CERTIFICATE).

(g) Pre-Service: The Pre-Service certificate title is part of Georgia's tiered teacher certification system and recognizes candidates enrolled in GaPSC-approved educator preparation programs, and participating in field and clinical experiences in Georgia schools. Pre-Service certificates are identified by the code letters "PS" (See GaPSC Rule 505-2-.03 PRE-SERVICE TEACHING CERTIFICATE).

(h) Induction: The Induction certificate title is part of Georgia's tiered teacher certification system and provides a statewide structure for the professional development of early career educators and educators new to the state of Georgia and assures the effectiveness of these educators. Certificate issuance is based upon completion of all requirements for Induction certification and applicable Special Georgia Requirements. Induction certificates are identified by the code letter "IN" (See GaPSC Rule 505-2-.04 INDUCTION CERTIFICATE).

(i) Military Support Certificate: The Military Support certificate is issued to eligible transitioning military veterans and military spouses, allowing completion of certification requirements on a modified timeline. Military Support certificates are identified by the letter "M" (See GaPSC Rule 505-2-.46 MILITARY SUPPORT CERTIFICATE).

(j) Non-Renewable Professional: The Non-Renewable Professional certificate title is issued to educators at the request of a Georgia LUA under several different circumstances as outlined in the Non-Renewable Professional rule. Non-Renewable Professional certificates are identified by the code letter "N" (See GaPSC Rule 505-2-.09 NON-RENEWABLE PROFESSIONAL CERTIFICATE).

(k) Provisional: The Provisional certificate is issued to individuals who have satisfied the minimum job-entry level requirements for a specific field. Provisional certificates are identified by the code letter "B" (See GaPSC Rule 505-2-.08 PROVISIONAL CERTIFICATE).

(l) International Exchange: The International Exchange certificate title is issued at the request of an employing Georgia LUA to educators certified in other countries who wish to teach in Georgia schools for up to three (3) years. The certificate cannot be renewed or extended. International Exchange certificates are identified by the code letter "X" (See GaPSC Rule 5052-.11 INTERNATIONAL EXCHANGE CERTIFICATE).

(m) Waiver: The Waiver certificate title is issued at the request of an employing Georgia LUA and at the discretion of the GaPSC to educators who have not satisfied all certification requirements. Valid for a one (1)-year period, the Waiver certificate is non-renewable. Waiver certificates are identified by the code letter "W" (See GaPSC Rule 505-2-.13 WAIVER CERTIFICATE).

(4) Types. Certification types identify eleven (11) school personnel functions: adjunct, clearance, educational interpreter, leadership, Montessori, non-instructional aide, paraprofessional, permit, service, support personnel, and teaching.

(a) Adjunct License: The Adjunct license is issued at the request of an employing Georgia LUA to individuals with specific knowledge, skills and experience in an engineering, medical, dental, pharmaceutical, veterinarian, legal, accounting or arts profession, or any other professional position approved by the GaPSC or who have instructional experience in a branch of the U.S. military (except for JROTC), or in a GaPSC-accepted accredited college or university. Holders of this certificate are eligible to provide instruction for up to but no more than fifty (50) percent of the school day in specific subjects in grades 6-12 only. These licenses are issued for one (1)-year period and are renewable. These licenses are identified by the letter "J" (See GaPSC Rule 505-2-.15 ADJUNCT LICENSE).

(b) Clearance Certificate: The Clearance certificate is issued at the request of the employing Georgia LUA to educators who satisfactorily complete fingerprint and criminal background check requirements and do not have a certificate that is currently under investigation by the GaPSC or revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance Certificate. See GaPSC Rule 505-2-.42 CLEARANCE CERTIFICATE, for the definition of educator as it applies to this certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators. These certificates are identified by the letter "C" (See GaPSC Rule 505-2-.42 CLEARANCE CERTIFICATE).

(c) Educational Interpreter License: The Educational Interpreter license is issued to individuals who serve as sign language interpreters in schools. It is the responsibility of the Georgia LUA to assure that personnel who provide educational interpreting services, regardless of job title, hold the Educational Interpreter License. The Educational

Interpreter License has no assigned level. These licenses are identified by the letters “EI” (See GaPSC Rule 505-2-.16 EDUCATIONAL INTERPRETER LICENSE).

(d) Leadership Certificate: The Leadership certificate is issued in fields that prepare an educator to administer or supervise a Georgia LUA, school, or school program. These certificates are identified by the letter "L” (See GaPSC Rule 505-2-.153 EDUCATIONAL LEADERSHIP).

(e) Montessori Certificate: The Montessori certificate is issued to eligible individuals who teach in Georgia public or private Montessori classrooms. The Montessori certificate is issued in Age Levels identified on the certificate. (See GaPSC Rule 505-2-.45 MONTESSORI CERTIFICATE).

(f) Non-Instructional Aide license: The Non-Instructional Aide license is issued to eligible individuals hired to perform routine non-instructional tasks. The Non-Instructional Aide license has no assigned level. These licenses are identified by the letters “AIDE” (See GaPSC Rule 505-2-.17 NON-INSTRUCTIONAL AIDE LICENSE).

(g) Paraprofessional license: The Paraprofessional license is issued to eligible individuals hired as Paraprofessionals. The Paraprofessional license has no assigned level. These licenses are identified by the letters “PARA” (See GaPSC Rule 505-2-.18 PARAPROFESSIONAL LICENSE).

(h) Permit: The Permit is issued at the request of an employing Georgia LUA to individuals with specific experience in the teaching fields of performing arts (art, music, dance, and drama), world language, JROTC, CTAE Specializations, Engineering and Technology, Healthcare Science, and the position of superintendent. These certificates are identified by the letter “P” (See GaPSC Rule 505-2-.10 PERMIT).

(i) Service certificate: The Service certificate is issued in fields that prepare an individual to provide support services to students, school personnel, and school operations. These certificates are identified by the letter "S" (See GaPSC Rules 505-2-.140 AUDIOLOGY to 505-2-.149 TEACHER LEADERSHIP).

(j) Support Personnel license: The Support Personnel license is issued at the request of an employing Georgia LUA to individuals who serve in positions of leadership over support functions in the LUA. Such positions include but are not limited to: finance, transportation, public relations, personnel, staff development, facilities, planning, evaluation, research, assessment, and technology coordination. The Support Personnel license has no assigned level. These licenses are identified by the letters “SP” (See GaPSC Rule 505-2-.19 SUPPORT PERSONNEL LICENSE).

(k) Teaching certificate: The teaching certificate is issued in fields that prepare an educator to teach the subject matter offered as a part of the school curriculum. These certificates are identified by the letter "T";

1. Technical Specialist teaching certificates were issued to eligible educators in the Career, Technical and Agricultural Education () areas of Trade and Industrial Education and Healthcare Science Technology Education prior to the effective date of this rule. These certificates were identified by the letters “TS” but were converted to “T” certificates on the effective date of this rule.

(5) **Fields**. Fields identify the specific teaching subject, service function or leadership function authorized by the certificate. Georgia certificate fields are listed on the GaPSC web site at www.gapsc.com.

(6) **Level.** Levels are assigned to Georgia educator certificates based on the degree(s) an educator holds subject to the commission’s determined equivalent. Certificates may be assigned one or both of the following types of levels:

(a) General Level: The general level assigned to a certificate applies to all fields on that certificate, with the possible exception of Educational Leadership fields, as described in part (b) below.

1. The general level is determined upon initial issuance of a certificate based on the highest degree an educator has been awarded by a GaPSC-accepted accredited institution, with the following exception:

(i) A leadership degree that meets the criteria outlined in part (b) below shall not be used to determine the general level of a certificate.

2. Once an educator has been issued a certificate that may be upgraded as outlined in GaPSC Rule 505-2-.33 CERTIFICATE UPGRADE, the general level may only be increased according to the procedures outlined in that rule.

3. Unless otherwise noted, all references to the "level" of a certificate in GaPSC rules refer to the general level.

4. College hours beyond a degree are not used to assign the level, except as specifically noted in section (c) below.

(b) Leader Level: A certificate may be assigned a leader level in addition to a general level. The leader level only applies to any Educational Leadership fields on that certificate. If the general level of a certificate is higher than the leader level, the general level supersedes the leader level for all fields, including any Educational Leadership fields held.

1. A leader level is assigned to the certificate of any educator who completed a leadership degree, defined in O.C.G.A. 20-2-212 as "a degree earned in conjunction with completion of an educator leadership preparation program approved by the Professional Standards Commission," unless the leadership degree earned meets one of the following exemption criteria:

(i) The leadership degree was awarded prior to July 1, 2010; or

(ii) The educator enrolled in the leadership preparation program on or before April 1, 2009, and was awarded one of the following leadership degrees by the dates indicated:

(I) A master's level [level five (5)] leadership degree prior to July 1, 2012;

(II) An education specialist level [level six (6)] leadership degree prior to July 1, 2013; or

(III) A doctoral level [level seven (7)] leadership degree prior to July 1, 2014.

(iii) The leadership degree was not recognized as GaPSC-accepted preparation for Educational Leadership certification at the time that the educator initially received the General certificate level.

2. Once a leader level has been assigned to a certificate, it may only be increased according to the procedures outlined in GaPSC Rule 505-2-.33 CERTIFICATE UPGRADE.

(c) General requirements for recognizing certificate levels of education below the bachelor's degree level are:

1. Level One (1) - completion of a high school diploma or the GED equivalent;

2. Level Two (2) - completion of an associate's degree or one of the following options:

(i) Sixty (60) semester hours of acceptable college credit. Note: For certification purposes, the phrase "acceptable college credit" is defined as credits earned at an institution of higher education that holds GaPSC-accepted accreditation with a grade of "C" or higher for each course. Remedial courses, course work taken below the freshman level, and audited courses are not acceptable;

(ii) A two (2)-year program consisting of a minimum of two thousand (2,000) clock hours earned through a GaPSC-accepted accredited post-secondary vocational/technical school in the field in which certification is requested; or

(iii) A minimum of twenty-seven (27) semester hours of acceptable college or university credit and a minimum of one thousand (1,000) clock hours earned through a GaPSC-accepted accredited vocational/technical school in the field in which certification is requested.

(d) General requirements for recognizing initial certificate levels of education at the bachelor's degree level or higher are:

1. Level Four (4) - completion of a bachelor's degree or the GaPSC's determined degree equivalent. A bachelor's degree is the minimum degree requirement for teaching certification except for Healthcare Science and selected Career and Technical Specializations and Fine Arts Permit fields.

2. Level Five (5) - completion of a master's degree or the GaPSC's determined degree equivalent. A master's degree is the minimum degree requirement for service fields and non-performance based leadership certification.

3. Level Six (6) - completion of an education specialist degree or the GaPSC's determined degree equivalent as found on the GaPSC website at www.gapsc.com or completion of a minimum of thirty-six (36) semester hours of course work required for a level seven (7) doctoral degree and successful completion of the oral and/or written comprehensive examinations or the institution's determined equivalent. A specialist degree is the minimum degree requirement for performance-based leadership certification; and

4. Level Seven (7) - completion of a Ph.D., Ed.D. or the GaPSC's determined degree equivalent;

(e) Educators holding a valid level one (1) or two (2) certificate may qualify for a certificate level change to the bachelor's degree level – level four (4) – by earning a bachelor's degree that meets the requirements of GaPSC Rule 505-2-.31 GAPSC-ACCEPTED ACCREDITATION; VALIDATION OF NON-ACCREDITED DEGREES. The procedures outlined in GaPSC Rule 505-2-.33 CERTIFICATE UPGRADE do not apply to educators holding level one (1) or two (2) certificates;

(f) The assignment of a certification level to various degrees is contingent on a valid certificate field being held and the degree being awarded on an official transcript from a GaPSC–accepted accredited institution. Certificate levels that are assigned to various degrees and majors may be found on the GaPSC website at www.gapsc.com;

(g) Degrees with "doctoral," "doctorate" or "master's" in the degree title are not automatically equivalent to a specific degree level and may result in a determination ranging from level four (4) to level seven (7). The agency commission is responsible for determining what level is assigned to a specific degree; and

(h) The certificate level, as defined in Georgia, is not a part of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement and, therefore, does not transfer from state to state.

Authority O.C.G.A. 20-2-200

DISCIPLINE

The Jefferson County School System believes in a restorative approach to school and classroom discipline. This approach is based on building positive relationships that will create a productive and healthy school and classroom culture. Teachers and other professional staff are responsible for building these relationships and creating a culture and climate that is supportive of each student. In all disciplinary action teachers should be mindful of the fact they are dealing with individual personalities. A child's personal characteristics should be given consideration before prescribing treatment.

Disciplinary action should be restorative in nature and help students understand the impact of their actions on others, repair any damaged relationships, and not cause the child to lose status before other students or faculty members. Discipline should be positive rather than negative. It should be fair, dignified, and administered in good temper.

In general, a teacher should handle his or her own discipline and create a positive climate in his or her own classroom. Action taken by the teacher would, of course, be restorative and within the bounds and options available to the teacher as outlined in the policy manual or by the school principal. If it becomes necessary, the teacher should seek the advice and assistance of the principal. When it is necessary to refer a student to the office, the student should take with him/her an abbreviated written explanation from the teacher detailing the student's misbehavior. Please refer to the Student Code of Conduct for specific information about student discipline.

* For a more detailed description of discipline policies and procedure see JCD in the policy manual, and the Student Code of Conduct.

Schools in the Jefferson County School System may provide an in-school suspension program. The purpose of in-school suspension is to reassign disruptive students to isolated, individually oriented programs rather than be suspended or expelled from school. The main purposes are to:

1. Isolate the disruptive students during the school day from the regularly assigned classrooms and activities of the school.
2. Continue the student's progress with classroom assignments.
3. Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems.

EXTRA-DUTY

The Jefferson County Board of Education recognizes teaching as a profession and establishes the expectation that all teachers will participate in system and school-sponsored activities designed to support comprehensive student development and community service. The teaching profession encompasses certain responsibilities which include, but are not limited to, the following assignments: supervision of students in hallways, restrooms, lunchrooms, playgrounds, parking lots, and bus loading areas; attendance at parent organization meetings, professional learning sessions or meetings, and faculty and staff meetings; participation in open house activities, parent orientations and parent conferences, system or school committees, and curriculum development activities; assistance for students before or after school, and educational planning meetings for individual or groups of students; and sponsorship of student clubs and community service projects. Reasonable attendance at public performances of students is expected.

Principals and administrators shall strive to equalize these extra-curricular responsibilities and duties among the faculty. In addition, principals and administrators shall strive to alleviate or minimize extra duties required of teachers whenever curtailing such activities does not infringe on student safety, community services, or school operations.

FUND-RAISING

The sale of foods and beverages in competition with the school food program is prohibited in Standards for Georgia Public Schools.

The Southern Association of Colleges and Schools restricts vigorously the participation of school personnel (pupils, teachers, principals, and non-professional school workers) in school fund-raising activities.

GIFTED EDUCATION PROGRAM

In order to qualify for gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. In Jefferson County all students in grades K-12 are screened for possible referrals for gifted education services each year. A student may also be referred for consideration for educational services for the gifted by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. Referral forms are available in the school offices, or they may be obtained from Dana Williams at the Board of Education Office. For more specific information see policy IDDD in the Jefferson County Board of Education Policy Manual. The Administrative Procedures Manual is on the system website at: www.jefferson.k12.ga.us

GRADING AND FINAL EXAMINATIONS

Grading

- Standards-based or numerical-based report cards are issued to all students on a nine weeks basis.
- Progress reports will be issued to all students at the mid-point of the nine weeks grading period in grades using numerical-based report cards.
- Systems of reporting shall be the following:

Where numerical grades are used:

A = 90-100	F = Below 70	WP = Withdrew Passing
B = 80-89	S = Satisfactory	WF = Withdrew Failing
C = 70-79	U = Unsatisfactory - Below 70	

- The high school will record and maintain numerical grades for students in all courses for which credit is given in grades 9-12. Credits may be earned in one unit segments only.
- The grading and reporting system will be continually reviewed and reevaluated.
- Practices of deducting points from a student's grade average because of minor infractions of general conduct (talking, chewing gum, tardiness, etc.) will not occur. It is recommended that alternative methods (conduct grades, etc.) for such infractions be devised by each school. Test grades and subject area averages should reflect the actual achievement on that test or in that subject exclusive of biases and feelings. Teachers should strive for a maximum degree of objectivity in this area.

Final Exams

- If semester exams are given in grades 6-8, teachers will use the following method in averaging grades:
  a. count the semester examinations as 1/4 of the semester grade.
  b. count the two nine weeks grades as 3/4 of the total.
- If final exams are given in grades 9-12, teachers in grades 9-12 will use the following method:
  a. count the nine weeks examinations as 1/4 of the nine weeks grade.
  b. count each nine weeks grade as 1/2 of the total semesterized block grade.

HONOR ROLL

Nine weeks and/or semester honor roll recognition will be based on the following grade averages for students in grades 4 - 12:

Distinguished Honor Roll - 90 or above average of all grades
Honor Roll - average between 85 – 89

PROMOTION RETENTION POLICY

The Jefferson County Board of Education has adopted a promotion retention policy (IHE). A student's passing or failing a grade depends not entirely on his subject grades, but on other indicators, such as attendance. This policy can be found on the system website. Go to www.jefferson.k12.ga.us > eBoard > policies > section I > policy IHE.

RECORDING GRADES

Teachers -- not students or other personnel -- are ultimately responsible for determining and recording students' grades. These grades should -- as accurately as possible -- reflect students' performance.

SPECIAL EDUCATION GRADING

See individual student's IEP for policies concerning grading of handicapped students.

GRIEVANCES AND APPEALS

The purpose of the grievance procedure is to provide a way for the Board of Education and its employees to reach solutions to problems, disputes or controversies that may occur between them.

The term "grievance" shall not apply to any matter for which (1) the method of review is prescribed by law, or (2) the Board of Education is without authority to act.

For specific grievance procedures refer to policies GAE (2) and GAAA of the Jefferson County Policy manual.

HONORING CONTRACTS

The Board of Education must inform a teacher by May 15 of the offer or non-offer of an employment contract for the next school year. Teachers who are offered and accept this legal contract are expected, as professionals, to honor this legally binding document. Requests to be released from contracts are considered on a case-by-case basis. Any teacher who breaks a contract after June 1 may be reported to GaPSC and may be prohibited from teaching in Georgia Public Schools for one year.

INSURANCE

State group health insurance is available through payroll deduction. All employees of the Jefferson County School System are covered by Workman's Compensation Insurance and long-term liability insurance.

Jefferson County Board of Education pays for employee dental, life, and long-term disability insurance. The school system provides opportunities for individuals to purchase additional insurance. When additional insurance is purchased under the Cafeteria Plan, it cannot be dropped until the next open enrollment.

INTELLECTUAL PROPERTY

COPYRIGHT ADHERENCE PROCESS

A system-level staff member will assure copyright adherence and the Media Specialist at each school shall assume responsibility for informing and distributing current information concerning copyright laws and procedures.

The system-level staff member shall make available to building-level media specialist the following:

1. professional learning opportunities concerning current copyright laws and practices; and
2. current information pertaining to the copyright process.

The building-level staff member shall inform the faculty and support staff about current copyright laws in the following manner:

1. by providing and having readily available written information on copyright laws; and
2. by explaining the process whereby copies/duplication of copyrighted materials may be made.

Jefferson County Schools Faculty and Staff: Intellectual property created by faculty and staff in the course of their employment or under contract with the school district shall be considered work-for-hire and the property of the school district, unless otherwise specified in an agreement or policy.

INVENTORY

The Jefferson County School System maintains an inventory on all instructional materials, equipment, and computers. At the beginning of the school year, each teacher must sign an inventory list verifying the items that are located in his/her classroom. At the end of the school year, each teacher will be responsible for the missing items. If a teacher leaves the school system, he must be cleared through the media center for the inventory of items in the classroom.

A final accounting is made to the principal who in turn makes the report to the central office. A report of lost, damaged, destroyed or stolen property form (employee tab on website) must be completed. A police report must be attached if the item is worth $200 or more.

LENGTH OF SCHOOL DAY

Starting and ending times of school will be as follows:

Elementary Schools	7:50 a.m. to 3:00 p.m.
Jefferson County Middle School	8:25 a.m. to 3:00 p.m.
Jefferson County High School	8:25 a.m. to 3:15 p.m.

All teachers are required to be present at least 8 hours per school day. Extended day personnel will remain at least one hour more.

OTHER PEOPLE'S MONEY

Every teacher, from time to time, will have in his/her possession funds belonging to the children or school. These funds may be for the lunchroom, field trips, or consumable supplies. Teachers should not leave such money in a desk drawer or in any place where theft or loss may occur. THESE FUNDS ARE

THE TEACHER'S RESPONSIBILITY. It is important that receipts be given for all money collected for the teacher's protection, as well as good business practice. Monies should be turned in to the school bookkeeper on a daily basis or as soon as is reasonably possible.

There is a state law requiring principals to keep a detailed record of all monies collected and spent in the schools. Teachers are required to deliver to the school bookkeeper all funds collected. Review the procedures with the principal or bookkeeper to ensure accuracy.

PARENT RELATIONS

A good relationship between teacher and parent is just as important as a good relationship between teacher and student.

Parent/teacher conferences are encouraged. Teachers should keep parents informed of student progress, make them aware of any concerns, and offer possible solutions. In doing this, it is important that the teacher consider the parents' situation and be courteous, patient, and supportive of their efforts.

No conference should be held during the school day unless the parent first checks in at the school office.

PAY DAY

Employees in the Jefferson County School System are paid the last working day of the month. It is customary to make payments due for December at the time school is dismissed for Christmas holidays when funds are available.

Checks will be delivered to the schools by principals or direct deposit is available upon request. A direct deposit form is available at the county office with a photo ID. Teachers will receive pay for ten months service, but their annual salary will be divided into twelve equal payments. Automatic deductions will be made for the following purposes:

1. Teacher Retirement/Public School Retirement
2. State Income Tax
3. Federal Income Tax
4. Teacher Insurance, when authorized
5. Tax Sheltered Annuity, when authorized
6. Disability, when authorized
7. Cancer Insurance, when authorized
8. FICA/Medicare, when applicable
9. PAGE and GAE dues, when applicable
10. Dental insurance, when applicable
11. Prepaid Legal, when authorized

POLICIES, PROCEDURES, AND REGULATIONS

BULLYING

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data, software, or social media that is accessed through a computer, computer system, computer network, or other electronic technology, whether at school or at home, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

    a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

    b. Has the effect of substantially interfering with a student's education;

    c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

    d. Has the effect of substantially disrupting the orderly operation of the school.

4. The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

    1. is directed specifically at students or school personnel,

    2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and

    3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, to either anonymously or in the person’s name, at the person’s option, report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be

implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative educational program.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student verbally, including telephone, or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

THE CODE OF ETHICS FOR EDUCATORS January 1, 2024

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

(2) Definitions.

(a) "Breach of contract" occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the GaPSC.

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

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

(d) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the GaPSC alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

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

(f) "Inappropriate" is conduct or communication not suitable for an educator to have with a student. It goes beyond the bounds of an educator-student relationship.

(g) "Physical abuse" is physical interaction resulting in a reported or visible bruise or injury to the student.

(h) "Student" is any individual enrolled in the state's public, or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the

enrollment period for a graduating student ends on August 31 of the school year of graduation.

(3) Standards.

(a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or 505-6-.01 not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

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

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

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

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

4. Engaging in or permitting harassment of or misconduct toward a student;

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

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

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

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

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

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

(i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical

coordination, poor motor skills, memory problems, concentration problems, etc.

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

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

2. Information submitted to federal, state, local school districts and other governmental agencies; 505-6-.01

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; 505-6-.01

2. Sharing of confidential information restricted by state or federal law;

3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and

4. Violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Required Reports - An educator shall file with the GaPSC reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7- 5), or any other required report. Unethical conduct includes but is not limited to:

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

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

3. Failure to make a required report of any alleged or proven violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and

2. Compromising the integrity of the assessment.

(4) Reporting.

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the GaPSC must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.). 505-6-.01

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

(5) Disciplinary Action.

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

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

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

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

4. Suspension or revocation of any professional license or certificate;

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

6. Any other good and sufficient cause that renders an educator unfit for employment as an educator.

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

(c) The GaPSC is authorized to determine no probable cause as provided in O.C.G.A. § 20-2- 984.4(e) and § 20-2-984.5(e) if:

1. After a preliminary investigation is concluded it is unlikely that there exists a preponderance of the evidence necessary to prove at a hearing that a violation occurred; or
2. After a hearing the administrative law judge makes a determination that there is not a preponderance of the evidence necessary to prove that a violation occurred.

(d) The GaPSC is authorized to determine no further action is necessary pursuant to O.C.G.A. § 20-2-984.5(a) if after review of the report of the preliminary investigation, sanctions should not be imposed.

(6) Sanctions.

(a) As outlined in O.C.G.A. § 20-2-984.5(c), the GaPSC has the discretion to issue a probable cause sanction against an educator. Common violations and associated sanctions can be found in the accompanying GaPSC Guidance.

1. Denial is the refusal to grant initial certification to an applicant for a certificate;

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

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

4. Revocation is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall be accepted and becomes effective upon receipt by the GaPSC;

5. Suspension is the temporary invalidation of any certificate for a period of time specified by the GaPSC; and

6. Warning informs the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(7) Application Procedures.

(a) "Yes" answers to Personal Affirmation Questions (PAQs) require submission of information identified in the accompanying GaPSC Guidance.

(b) With respect to an initial applicant, an application and corresponding ethics case that is initiated pursuant to O.C.G.A. § 20-2-984.3(c) will automatically close and be placed on hold if the applicant fails to submit requested documentation to the Ethics Division within 45 days of the request to the applicant. The application will be placed on hold in anticipation of the submission of a new application and the applicant's responding to any requests for documentation in a timely fashion. Authority O.C.G.A. § 20-2-200

Complaint Procedures For Federal Programs
July 2023

A. Grounds for a Complaint

Any individual, organization or agency ("complainant") may file a complaint with the Jefferson County Board of Education, if that individual, organization or agency believes and alleges that the Jefferson County Board of Education or an individual school within the Jefferson County School System is violating a Federal statute or regulation that applies to a program under Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Education Agencies (LEA)
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title IV, Part A, Student Support and Academic Enrichment
9. Title V Part B, Rural and Low-Income Schools
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
11. Title X, Part C - McKinney-Vento Homeless Assistance Act
12. School Improvement 1003(a) and 1003(g) (SIG)
13. Individuals with Disabilities Act (IDEA)
14. CARES/ARP/ESSER

C. Complaints Originating at the Local Level

As part of its Assurances within ESSA program grant applications and pursuant to Section 9306 within the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA), an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating within the Jefferson County School System, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue at the local level.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;

3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulations);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:

Jefferson County School System
Attn: Superintendent of Schools
1001 Peachtree Street
Louisville, GA 30434

Once the complaint is received by the Superintendent of Schools, it will be copied and forward to the appropriate Federal Program Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the LEA received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the LEA may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves a school, the LEA will also send a copy of the Letter of Acknowledgement to the building administrator, along with a copy of the complaint. The LEA will contact the school to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the LEA will invite the school to submit a written response to the LEA, and to provide a copy of the response to the complainant.

Appropriate LEA staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the LEA will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.

Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Rights of Appeal

If an individual, organization or agency is aggrieved by the final decision of the LEA, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C §7883, complaint process for participation of private school children), a complainant may appeal the LEA's decision to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA's decision and include a complete statement of the reasons supporting the appeal.

Nothing in this procedure is intended to prohibit the parties from resolving a problem prior to formal filing of a written complaint. At any stage of processing the complaint, the parties may mutually agree to attempt mediation as an alternative dispute resolution.

Conflict of Interest for Employees Regarding Contracts
Administrative Regulation

All employees shall avoid any conflict of interest or the appearance of such conflict with their professional responsibilities. The Board acknowledges that good judgment of each employee is essential, and that no list of rules or guidelines can provide direction for all circumstances that arise. Employees who have questions about a potential conflict of interest must discuss the situation with the immediate supervisor and/or the superintendent or his/her designee.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by local funds, state funds or by a federal award if he or she has a real or apparent conflict of interest.

Fraud, Waste, Abuse, and Corruption Administrative Regulation
Reporting Suspicion of Fraudulent Activities

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

A. Grounds for a Complaint

Any employee, individual, organization or agency ("complainant") may file a complaint with the Jefferson County Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal or State statute or regulation has occurred that applies to a program operated by the School System and supported by Federal or State funds including: **Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.** The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered to be systemic or ongoing.

Definitions

"Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Jefferson County Schools that could result in a tangible or intangible

benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

"Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

"Corruption" includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long-distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulation:

- Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Jefferson County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

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

B. **Programs for Which Complaints Can Be Filed**

A complaint may be filed regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the School System, including, but not limited to, all programs operated or supported by Federal or State funds: **Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title**

III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.

Procedures and Responsibilities:

1. Anyone suspecting fraud, waste, abuse, and/or corruption concerning federal programs should report their concerns to the Jefferson County Board of Education at 1001 Peachtree St., Louisville, GA 30434.
2. Any employee with the Jefferson County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact the Superintendent of Schools or his/her designee at 1001 Peachtree St., Louisville, GA 30434. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Jefferson County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.

Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

HANDLING BODY FLUIDS

Procedure for Handling Body fluids

Each school system is required to develop a Bloodborne Pathogens Exposure Plan which includes:

a. Identification of personnel covered by the Standard.
b. Analyzation of potential job hazards.
c. Reduction in the risk of exposure to bloodbourne pathogens on the job.

Bloodborne pathogens exposure is an incident where the skin or mucous membranes comes in contact with a possibly infective bodily fluid without the protection of a barrier. For more information see http://www.cdc.gov/niosh/topics/bbp for guidelines from the Centers for Disease Control and Prevention.

PROCEDURE FOR HANDLING FIRST AID INCIDENCES AND EMERGENCIES IN THE SCHOOL:

1. Wear disposable gloves before attending any injury.

2. Treat all body fluids as if they are contaminated with the Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), or other bloodbourne pathogens.

3. Place soiled bandages or materials in a zip lock bag. Then remove disposable gloves and properly dispose of all materials in a red biohazard bag available in the school clinic. Wash hands immediately with an anti-bacterial soap and water.

4. Never pick up broken pieces of a container with your hands; rather use gloves, broom and dust pan. Dispose of paper towels and absorbent materials in proper containers.

5. If cleaning vomit or other bodily fluid, wear disposable gloves and clean equipment used with a cleaner composed of one part bleach to ten parts water. Dispose of paper towels and absorbent materials in proper containers.

6. Teach students and co-workers never to touch another person's blood or bodily fluids without a protection barrier between them and that person's bodily fluid.

7. Do not place biohazardous bags in regular trash receptacles. Return to the school clinic for proper disposal.

If an exposure incident should occur, wash area with soap and water or if the mucous membranes are involved, flush area with water. Inform your supervisor to complete an accident report form and see a Worker's Compensation doctor within 24 hours. The Worker's Compensation physician will provide recommendations for those who report an occupational exposure to blood or other infectious material within 24 hours of the incident.

HARASSMENT

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy

NON-DISCRIMINATION POLICY

It is the policy of the Jefferson County Board of Education not to discriminate on the basis of sex, age, race handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Jefferson County School System, or in the employment practices of the Jefferson County Board of Education. The Jefferson County School System shall comply with all aspects of the Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1974), and Section 504 of the Rehabilitation Act of 1973.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools shall designate staff members to:

a. Coordinate efforts of the Department to comply with this policy;
b. Develop and ensure the maintenance of a filing system to keep records required under this policy;
c. Investigate any complaints of violations of this policy;
d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Jefferson County School System, or community members who reside in Jefferson County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Perkins Act
Stacy Arnold
Assistant Superintendent
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Title VI of the Civil Rights Act of 1964 (Amended 1974)
Barbara Thomas
Director of Special Education
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Title IX of the Education Amendments of 1972
Dr. Michael Lewis
Director of Testing
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Section 504 and ADA
Barbara Thomas
Director of Special Education
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Sports Equity
Mr. J. B. Arnold
Athletic Director
Jefferson County High School
1157 Warrior Trail
Louisville, GA 30434

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:
Barbara Thomas

1001 Peachtree St.
Louisville, GA 30434
Phone: 478-625-7626
Email: thomasb@jefferson.k12.ga.us

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. **Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

a. The name of the student.
b. The address of the residence of the student.
c. The name of the school the student is attending.
d. The decision that is the subject of the hearing.
e. The requested reasons for review.
f. The proposed remedy sought by the grievant.
g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular

educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

100% TOBACCO FREE SCHOOLS POLICY

As of July 1, 2009, the 100% Tobacco Free Schools Policy is in effect for the Jefferson County School System. The policy forbids tobacco use in school buildings, on school grounds, in school buses or other vehicles used to transport students and at off-campus school sponsored events 24 hours a day, seven days a week. The policy also utilizes components such as youth groups, surveys, signage and media campaigns to educate students about the health risks associated with cigarettes and smokeless tobacco. Through this policy, the Board of Education is committed to identifying cessation programs and options for students and staff that want to stop smoking and/or using tobacco products.

Increasing the number of 100% Tobacco Free schools is a top priority with DHR's Tobacco Use Prevention efforts. The Jefferson County Board of Education worked with the East Central Georgia Health District and the Jefferson County Health Department in the development of the 100% Tobacco Free Schools Policy. The policy has been shown to be one of the most effective ways of reducing the start of tobacco use

among the nation's youth. Also, according to the Centers for Disease Control and Prevention (CDC), implementation of the policy is a best practice for tobacco control.

For more information about the 100% Tobacco Free Schools Policy or tobacco use prevention, please visit online at http://health.state.ga.us/programs/tobacco/index.asp or call (404) 657-6611.

PRE-K, KINDERGARTEN, AND FIRST GRADE

A copy of the birth certificate must be presented before a child may enter Pre-K. A child must be four (4) years of age on or before September 1 to be admitted to Pre-K; a child must be five (5) years of age on or before September 1 to be admitted to kindergarten; a child must be six (6) years of age on or before September 1 to be admitted to grade one.

PREPLANNING AND POSTPLANNING WEEKS AND PROFESSIONAL LEARNING DAYS

Most employees work on a 190 day schedule which includes preplanning and postplanning days and professional learning days.

A schedule of work is arranged for preplanning week including county-wide teacher meetings and meetings of building faculties and departmental groups. For postplanning, a schedule of work is arranged for completion of records, reports, inventories, requisition of supplies for next year, and evaluation of the year's work.

Professional learning days are used for a variety of activities depending on the needs of the system and local schools. Employee suggestions of worthwhile activities for these days are encouraged and should be made through the principal.

PROFESSIONAL LEARNING

Implementation

In order to implement effective professional learning, district and school strategic improvement plans/goals are based upon annual needs assessment. Professional learning needs are prioritized at the district and school levels based on data (from the annual needs assessment).

Documentation is provided at the successful completion of professional learning activities. Professional learning units (PLUs) are based both on contact hours of instruction and verification that the intent of the instruction has been implemented on the job and/or mastery was obtained. District and school leaders monitor implementation and fidelity of professional learning.

PROFESSIONAL ORGANIZATIONS

Membership in professional organizations in the Jefferson County School System is left to the discretion of the individual teacher. The organizations include NEA, PAGE, GAE and Educators First.

REQUIRED IMMUNIZATION AND HEALTH SCREENING

All students must present full and complete immunization records before or on the first day of school. All students are required to have eye, ear, and dental examinations as well as scoliosis screening.

RETIREMENT

All employees are required by Georgia Law to be a member of a Retirement System. Instructional staff and secretaries will have 6% deducted from their monthly gross salary and any summer employment for the employees' contribution to the Teacher Retirement System (TRS). The Jefferson County School System

contributes 20.78% toward retirement. Classified Personnel (except secretaries and parapros) hired after July 1, 2012 will pay $10 per month and employees hired before July 1, 2012 will continue to pay $4.00 per month to the Public School Employees Retirement System for 9 months (September-May).

New employees must set up an online account and designate beneficiary(ies).

Upon termination from employment prior to retirement, a member may request and receive a refund of contributions previously made to the retirement system.

A refund can only be made if the member is no longer employed in a position covered by the Teacher Retirement System. A transfer from one Georgia public school system to another does not constitute a break in service and a refund will not be issued.

In the event a member has at least 10 years of creditable service, he/she has a vested right to monthly benefit at age 60. If a member has 10 years service and has terminated employment, the account may be "frozen" and application for monthly benefits may be made two months prior to the 60th birthday. If the member is already 60 and has 10 years creditable service, the member is eligible for a monthly benefit at this time and should contact the Board of Education office immediately. Once funds are withdrawn, rights to a monthly benefit are forfeited.

All unused sick leave will be applied to service time upon retirement (based on formula provided by the state) for employees retiring on and after July 1, 1998. TRS only.

SOCIAL SECURITY

New Hire

As an employee of the Jefferson County School District, it is essential to understand social security contributions. Within our district, social security taxes are not withheld from your paycheck if you are a certified teacher, administrator, secretary or an employee compensated on a teacher pay scale. **These positions are not eligible for social security enrollment.** Employees that contribute to social security, earn credit towards federal retirement, disability, or survivor benefits as outlined in Title II of the Social Security Act. Generally, individuals need 40 credits (approximately 10 years of work) to qualify for these benefits.

Additionally, benefits eligible employees are enrolled in a pension or retirement plan, such as TRS, PSERS or ERS. If you are uncertain about your status, please review your pay stub or contact your Payroll Department for further assistance.

More information on the retirement plans are available here:

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

Current Employees

As an employee of the Jefferson County School District, it is essential to understand social security contributions. Within our district, social security taxes are not withheld from your paycheck if you are a certified teacher, administrator, secretary or an employee compensated on a teacher pay scale. **These positions are not eligible for social security enrollment.** Employees that contribute to social security, earn credit towards federal retirement, disability, or survivor benefits as outlined in Title II of the Social Security Act. Generally, individuals need 40 credits (approximately 10 years of work) to qualify for these benefits.

Additionally, benefits eligible employees are enrolled in a pension or retirement plan, such as TRS, PSERS or ERS. If you are uncertain about your status, please review your pay stub or contact your Payroll Department for further assistance.

More information on the retirement plans are available here:

- TRS: https://www.trsga.com/

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

For Resigned/Retired/Terminated

As a Jefferson County School District employee, it is important to know you did not contribute to Social Security if you were a certified teacher, administrator, secretary or an employee compensated on a teacher pay scale. **These positions were not eligible for social security enrollment.** For our district, employees that contributed to Social Security taxes earned credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act. Generally, individuals need 40 credits (approximately 10 years of work) to qualify for these benefits.

Additionally, benefits eligible employees were enrolled in a pension or retirement plan such as TRS, PSERS, or ERS. If you are uncertain about your status, please review your pay stub or contact your Payroll Department for further assistance.

More information on the retirement plans are available here:

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

STUDENT ABSENCES

In grades K-8, students must be present 164 days and miss no more than 16 days.*

In grades 9-12, teachers shall keep accurate attendance records for each class period and each such class period shall be treated independently. For each semester block, the student must be present 82 days and miss no more than eight days.*

* Exceptions may be made by the Board of Education upon the recommendation of the principal and the superintendent. (Exceptions shall not be made for student pregnancy.)

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a small multidisciplinary work-group or team designed to utilize to the fullest the in-house skills, expertise, and resources of a given school in the identification, assessment, and educational programming for any student experiencing difficulties within the school environment. Its objectives include early identification and intervention and remediation. The SST process individualizes and tailors assessment and educational programming to the individual student's unique learning style, strengths, weaknesses, and learning environment. Services are provided to students, teachers, and parents.

The following question/answer statements may aid in clarifying the purpose and function of the Student Support Team:

Q: Is the SST a part of the Special Education Program?
A: No. The SST is a part of the Instructional Program of the school as designated by the State Department of Education.

Q: Who may serve on the team?
A: The principal, assistant principal, high school counselor, classroom teachers, parents, and/or anyone with pertinent information or interest in the child's welfare.

Q: Who should NOT be regular members of the group?
A: Special Education teachers (may serve as consultants to the group).

Q: What type of student should be referred to SST?
A: Students experiencing problems academically, physically, emotionally, or medically. These problems do not have to be so severe that the child will ultimately become a special education student. Most students who are served by the SST should be those who can -- with certain "intervention strategies" -- function successfully in the regular classroom. It may include some of our brightest students who are not achieving as they should.

Q: May any student be referred directly for Special Education evaluation?
A: Requests for evaluations may be made directly by parents, doctors, etc. However, IDEA 2004 requires that pre-referral interventions are documented before consideration of special education services.

Q: Who may refer students to the SST?
A: Any teacher, parent, or administrator who works with the student.

STUDENTS' INSTRUCTIONAL FOLDERS

The following folders should be maintained at each school:

SST folders (yellow) – open and closed are kept in office – send the folders to the next level school when the students move
Instructional folders (red) – keep at least the information listed below (as it pertains to your grade levels) as long as the students are attending your school. When the folders are sent to the next school, weed the information as listed.

- GKIDS - weed
- Work samples – weed
- Grade 3/5/8 State Writing
- Exams (optional) – weed
- Copies of birth certificate, immunization, health screenings (all optional) - weed

LEP folders (green) – keep in the office – forward to new school

Special Education folders (blue) – forward to new school – if a student is tested and does not qualify for special education, place that information in the SST folder

504 folders (violet) – forward to the new school, accommodations may be copied and placed in instructional folder

Permanent folders (buff) – keep in office

- Registration/enrollment form
- Birth certificate
- Immunization
- Hearing, vision, dental screening
- Middle school and high school transcripts

TAX-SHELTERED ANNUITY

Tax-sheltered annuity programs offered by Lincoln National Life Insurance Company, Reliastar Insurance Company, and Corebridge Financial (VALIC) are available through payroll deduction. An

employee can enroll or make changes only one time a year. For further information see the building administrators.

TEACHER PARAPROFESSIONALS

Jefferson County employs paraprofessionals in the following areas:

1. Title I (reading and math)
2. Pre-K and Early Elementary
3. Media Center and Book Room
4. Special Education
5. Technology

All paraprofessionals must meet the federal guidelines. Each person hired after January 8, 2002, must have an associate's degree, two years of post-secondary education, or a passing score on a federal or state test.

TEACHER REPORTING REQUIREMENT

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

Any student enrolled in the Jefferson County School System, parent of a child enrolled in the Jefferson County School System, employee of the Jefferson County School System, or resident of Jefferson County who believes the school system has violated any aspect of the laws governing equal opportunity is encouraged to file a complaint identifying the policy, act, or practice deemed to be in violation.

The grievance procedure for filing such complaints shall be as follows.

a. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.
b. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
c. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance.
d. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of School for approval.
e. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who initiated the complaint.
f. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Jefferson County Board of Education.
g. Should the Jefferson County Board of Education fail to agree, the complainant may appeal to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

TRANSFER OF TEACHERS

Teachers wishing to transfer to other schools within the county should make it known to the appropriate principals and in writing to the superintendent.

Requests should be made during the contract period for the next school year.

TRAVEL REGULATIONS

The State Auditor and the Office of Planning and Budget set the statewide travel regulations. These regulations determine if meals may be reimbursed. The reimbursement for mileage is based on the current state reimbursement rate. When overnight stays are necessary, individuals are encouraged to look for the most economical rates available. All travel must be approved by Principal, Coordinator, and Superintendent.

SECTION I – BEFORE TRAVEL APPROVAL

It is the responsibility of the employee to fill out the required forms for his/her travel and to ensure that the travel is approved by the appropriate personnel before registering or reserving a hotel room. If needed he/she may need to attach the event/conference registration form. It may take as long as two weeks to get the approved paperwork back from the Central Office. Please allow as much time as possible to assure that the Jefferson County Board of Education (JCBOE), the State of Georgia's State Accounting Office (SAO), and the General Services Administration (GSA) guidelines are followed.

Use of JCBOE Vehicle for Travel (if available):

If the employee chooses to take advantage of the county owned vehicles he/she will need to:

1. Email humanresources@jefferson.k12.ga.us a request to reserve a JCBOE vehicle with a copy of his/her current valid Georgia Driver's License. *NOTE: This needs to be completed each time the employee travels for JCBOE.*

Please note the county only has a limited number of vehicles available for travel. If a vehicle is available and the employee chooses to use it, the employee will get no reimbursement for mileage. If you request a vehicle and one is not available you will be reimbursed at the personal vehicle travel reimbursement mileage rate passed down from the State of Georgia at the time of the travel.

Procedures for Professional Leave/Request to Travel Form:

Before the employee is authorized to travel for JCBOE he/she is **required** to fill out a Professional Leave/Request to Travel form, even if no reimbursement will be required. This form is needed in order to reserve funds for travel. A new Professional Leave/Request to Travel form will need to be filled out each time the employee travels. All expected estimated expenses must be listed on the Professional Leave/Request to Travel form; e.g. registration, mileage, meals, hotel charges, parking, tolls, airfare etc. It is better to list the maximum than have your expenditures go over the amount approved.

To locate form, proceed to JCBOE's home page under Employees Employee Forms Request to Travel Form. *Note: Forms may be filled out electronically but must have physical signatures.* The required approvals are employee (originator), principal, curriculum/program director, and the superintendent. It is the responsibility of the employee to note on the form if another department is paying for the travel. The employee will turn in the completed Professional Leave/Request to Travel form to the school principal, with the event/conference registration attached (if needed). The school principal will check the Professional Leave/Request to Travel Form for missing information, correct if necessary, and then submit to Central Office. Once approved at the Central Office level, the paperwork will be sent back to the employee (originator). It is the employee's/originator's responsibility to turn in his/her paperwork to the individual that

is registering him/her and making hotel reservations. It is the responsibility of the employee to make sure they are registered and hotel/motel accommodations have been made.

The Professional Leave/Request to Travel form needs to be attached to the registration. A copy of the Professional Leave/Request to Travel form along with the Authorization of Purchase Form needs to be attached to any p-card charges for the employee travel. It is the responsibility of the employee to attach the Professional Leave/Request to Travel form to his/her Travel Reimbursement Form after his/her return. Any Travel Reimbursement Form that does not have a Professional Leave/Request to Travel form and conference agenda attached will be returned to the school bookkeeper/department secretary or employee/originator unprocessed.

SECTION II – AFTER TRAVEL REIMBURSEMENT

Procedures for Employee Travel Reimbursement Form:

Once the employee returns from his/her travel, he/she will fill out a Travel Reimbursement Form electronically and submit it to the school bookkeeper/department secretary accompanied by a copy of the Professional Leave/Request to Travel Form, conference agenda, hotel receipt, parking receipts, and any necessary documents to complete reimbursement. The school bookkeeper or Principal's designee will review, make necessary corrections, and then forward the documents to the Principal for approval. Once approved by the Principal and appropriate district office personnel, reimbursement must then be submitted to Accounts Payable at District Office. **All reimbursements need to be turned in to Accounts Payable within 10 days from the date of return. Travel expenses submitted more than 60 calendar days after the completion of the trip/event will not be paid.** Due to IRS regulations travel must be paid within 60 days of the end of the trip or it must be reimbursed as taxable income to the employee.

The employee must use the Travel Reimbursement Form on our website, under Employees Employee Forms Travel Reimbursement Form. The form will automatically calculate reimbursement totals based on the employees **required** odometer readings and other expenditures listed in each column.

All travel for the school year which ends June 30th each year will be processed and paid by the first or second week of July of the following year. An e-mail will be sent out with a cut-off date. This is for balancing and submission of the Salary and Travel Expense Payments, reported after each school year.

The expenses listed on the Professional Leave/Request to Travel form were estimated expenses. If the employee is claiming more than the preapproved amount on his/her Employee Expense Statement, he/she must explain why.

SECTION III – ADDITIONAL TRAVEL GUIDELINES

Meal Charges:

- The employee cannot charge his/her meals or incidentals on the p-card.
- Pre-approved meals are reimbursable on Travel Reimbursement form for single day trips where continuous travel is equal to or greater than 8 hours **and** the conference/event is more than 50 miles away from departure site, subject to the departure and arrival times rule below.
- Out of state meal rates follow the appropriate General Services Administration (GSA) per diem meal rates. They can be found on GSA's website; http://www.gsa.gov/portal/category/21287. Employees are only eligible for 75% of the total eligible per diem rate for the first and last day of travel. Only defined incidental expenses* below may be reimbursed separately.
- It is a local requirement that a conference agenda be attached to the Travel Reimbursement form as documentation for whether to pay per diem for the employee's meals. If a meal was offered, the employee cannot be reimbursed for that meal (i.e. if the agenda/itinerary states breakfast, and/or lunch was provided, he/she cannot claim these meals on his/her Travel Reimbursement Form).

- Make sure the employee fills in the city, county, and state. This will help in determining what the reimbursement rate will be for his/her meals.

*Incidental expenses include: fees and tips up $25.00 per day given to porters, baggage carriers, bellhops, hotel housekeeping, stewards or stewardesses, hotel staff, transportation between places of lodging or business and restaurants, and mailing costs that are work related.

See the chart below for determining eligible meals for the day of departure and return.

Eligible Meals for the Day of Departure and Return

Day of Departure			Time of Departure/ Return	Day of Return		
B	L	D	12:00 a.m. - 8:30 a.m.	-	-	-
-	L	D	8:30 a.m. - 2:00 p.m.	B	L	-
-	-	D	2:00 p.m. - 6:30 p.m.	B	L	-
-	-	-	6:30 p.m. - 12:00 a.m.	B	L	D

All in-state meals are reimbursed at the rate of: breakfast - $13.00, lunch - $14.00, and dinner - $23.00. Out of state meal allowances can be found at http://www.gsa.gov/portal/category/21287. First and last day meals are eligible for reimbursement at 75% of the allowable per diem rate, subject to the departure and arrival times rule above. (75% of in-state B- $9.75, L- $10.50, and D- $17.25)

Lodging Reservations:

The employee should make reservations in advance, obtaining government and/or conference rates and when possible, avoid "deluxe" hotels/motels.

- Eligibility to incur lodging expenses requires an employee to travel more than 50 miles from home or headquarters.
- If the employee is claiming hotel/motel charges, he/she will need to provide an original **detailed** receipt from the hotel/motel and make sure the employee is not charged sales/occupancy tax. He/She **will not** be reimbursed for sales/occupancy tax. It is the ***employee's responsibility*** to notify the hotel of his/her tax-exempt status when making reservations. Some hotels/motels will not take off the taxes once the guest arrives if they were not informed of the person's tax-exempt status at the time the reservation was made. When the reservation is made, he/she may need to fax a copy of the Sales and Use Tax Certificate of Exemption and/or the Certificate of Exemption of Local Hotel Excise Tax form.
- To get the necessary tax-exempt forms, go to Jefferson County Board of Education's home page under Employees → Employee Forms and then print the following forms (both forms can be filled out electronically):
    1) Hotel/Motel Exemption Request Form
    2) Sales Tax Exempt

  If the hotel/motel does not honor the tax exemption(s), then the hotel/motel representative must provide the following information on hotel letterhead: hotel employee name and position with the hotel, date of lodging, name, address, telephone number of hotel, and documentation from the hotel/motel of their refusal to remove the taxes. If the employee pays for the hotel/motel with personal money/credit card, he/she can be reimbursed for sales tax (this is the only instance in which we can

reimburse sales tax). All employees are urged to try to have sales tax removed from their hotel bill at all times. The employee **will not** be reimbursed for occupancy tax*.

- If the employee uses the p-card to pay for their hotel/motel, he/she cannot claim it on their Travel Reimbursement Form.
- If the employee should charge sales tax and/or occupancy tax (in Georgia) on the p-card, he/she will be responsible for getting the charges reversed immediately. If the employee does not do so within 30 days, he/she will need to reimburse JCBOE for all sales tax and/or occupancy tax charged*.

* Although JCBOE employees must try to have all taxes removed, sometimes out of state hotel/motels will not accept the Georgia tax forms. In this instance, JCBOE will pay/reimburse all taxes.

Registration Fees:

- If the employee paid for the registration fee and is claiming it on their Travel Reimbursement form, he/she will need an original receipt.
- The p-card may be used to pay registrations for conferences, if accepted.
- A check from Accounts Payable can be sent in advance for registration, if a p-card is not accepted or utilized.

Mileage/Auto Charges:

- If the employee is claiming parking or toll charges, he/she will need an original receipt. If the employee does not have a receipt, he/she must make note on the form explaining why.
- Valet services for parking are not reimbursable if self-parking is available.
- If the employee is claiming mileage, he/she must fill in the columns titled Origin, Destination, Starting Mileage and Ending Mileage. Actual odometer readings must be recorded. Determination of business miles traveled has been revised to require a reduction for "normal commuting miles," in certain situations. See state travel regulations at http://sao.georgia.gov/travel for details.
- We do not reimburse for gas purchased for the employee's personal vehicle. This is included in mileage reimbursement at the per mile rate on Travel Reimbursement Form.
- If using a p-card the employee cannot charge gas for their personal vehicle. If pre-approved by the Department Director/Principal paying for the travel, the employee may charge gas for a company vehicle.
- Car rentals must be pre-approved by the Superintendent. If approved the employee may charge gas for a rental car on the p-card.

SECTION IV – USE OF P-CARD DURING TRAVEL

- All Authorizations for Purchase, for travel, should have a copy of the employee(s) Professional Leave/Request to Travel form attached.
- The p-card can be used to make registrations for conferences and to reserve/pay a hotel/motel room. The employee may need to check the p-card out from the Program Administrator. All p-cards must be turned back immediately upon return from travel to Program Administrator at District Office.
- If the p-card is used to reserve/pay a hotel/motel room, make sure no taxes are charged (in Georgia). **This includes sales tax and occupancy tax**. If sales tax or occupancy tax is charged on the p-card, the employee will be responsible for getting the charges reversed immediately. If he/she does not do so within 30 days, he/she will need to reimburse the Jefferson County Board of Education any sales tax or occupancy tax charged. If the p-card is used to pay for the employee's hotel/motel, he/she cannot claim hotel/motel charges on their Travel Reimbursement Form.

- It is the responsibility of the employee to notify the hotel/motel of their tax-exempt status when making the reservations. Some hotels/motels will not take off the tax once the guest arrives, if they were not informed of the person's tax-exempt status at the time the reservation was made. When the reservation is made, he/she may need to fax a copy of the Sales and Use Tax Certificate of Exemption and/or the Certificate of Exemption of Local Hotel Excise Tax form to the hotel/motel. If the hotel/motel does not honor the tax exemption(s), then the hotel/motel representative must provide the following information on hotel letterhead; hotel employee name, date of lodging, name, address, telephone number of hotel, and documentation from the hotel/motel of their refusal to remove the taxes.
- The employee needs to make sure to keep all receipts they are given. Examples of these are: hotel/motel, toll, parking, registration, etc. The employee will need these as back-up for the p-card charges.
- The employee cannot charge his/her meals or incidentals on the p-card.
- If using a p-card the employee cannot charge gas for their personal vehicle. If pre-approved by Principal and Curriculum Director, the employee may charge gas for a company vehicle.
- Car rentals must be pre-approved by the Superintendent. If approved the employee may charge gas for a rental car on the p-card. The employee must obtain prior approval from the Superintendent.

APPENDIX A

Jefferson County Schools
Family and Medical Leave Act (FMLA)

Please read carefully

The Family and Medical Leave Act of 1993 requires the Jefferson County Schools to provide up to sixty (60) days of unpaid, job-protected leave during a 12-month period for certain family and medical reasons. All full-time employees of Jefferson County Schools are eligible for FMLA leave. FMLA provides that if the employee returns to work prior to or on the first scheduled day following the 60th approved FMLA day, the employee will be reinstated to the same job or an equivalent job with the same pay, benefits, and terms and conditions of employment. The FMLA attendance, job and benefit protection is also exhausted with the 60 FMLA day maximum.

There are two types of FMLA:

- Block FMLA – Consecutive days of leave.
- Intermittent FMLA – Leave taken on a sporadic basis (partial days, one day at a time, etc.).

The following conditions qualify for Family and Medical Leave:

- When an employee is unable to work because of their own serious health condition *.
- To care for the employee's qualified family member** with a serious health condition*.
- The birth of a child to the employee.
- The first year care of an employee's child.
- The adoption or foster parent placement of a child with an employee.
- Any period of incapacity or treatment for a chronic serious health condition* of an employee which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity (Intermittent FMLA).
- Military Family Leave Entitlements – Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

*Serious Health Condition:

- Any period of incapacity or treatment connected with inpatient care (an overnight stay) in a hospital, hospice, or residential medical care facility; or
- A period of incapacity lasting more than three calendar days that also involves a visit to a health care provider and a regimen of continuing treatment; or
- Any period of incapacity due to a pregnancy or prenatal care; or
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (Alzheimer's Syndrome, stroke, terminal diseases); or
- Any period of incapacity or treatment for a chronic serious health condition; or
- Any absences to receive multiple treatments for, by, or on referral from a health care provider for a condition that would likely result in incapacity for three or more days if left untreated (chemotherapy, physical therapy, dialysis).

NOTE: If your leave is due to something other than the previously listed condition/reasons, your request must also be processed through our Human Resource Services-Payroll Office.

** Qualifying Family Member:

The form "Employee Statement of Family Relationship for FMLA Leave" must be completed by the employee and included in the FMLA application submitted to the Payroll Office.

- Child (biological, adoptive, step or foster children, legal wards, or a child of a person standing in loco parentis of the employee).
    - Note: Child must be either under age 18, or age 18 or older and 'incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
    - If child is over age 18, the form "Adult Child Disability Medical Inquiry Form" must be completed by the child's health care provider and included in FMLA application submitted to the Payroll Office.
- Parent (biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter).
- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- Spouse
- Note: In-laws, grandparents, siblings and other extended family members are NOT covered by FMLA.

WHEN DO I NEED TO REQUEST FMLA? If you meet one of the aforementioned qualifications, you may apply for FMLA. If you expect to be out of work for 10 days or longer, you **must** apply for FMLA. A 30-day notice of pending leave is required when the leave is foreseeable. In any event, written notice in the form of this application should be submitted by you as soon as possible. Failure to submit a completed FMLA application (including supporting documentation such as medical certification) within 15 days of absence could result in automatic denial of FMLA and possible employment action.

Excessive absences (consecutive and/or cumulative) not covered by FMLA can result in an

attendance/performance issue and possible employment action.

WHAT ARE THE STEPS TO BE TAKEN?

1) Consult with your health care provider about the number of days you must be absent. A signed statement from the health care provider is required for illness or birth of a child.
2) Discuss the leave with your principal or local supervisor. The department/school protocol concerning reporting out must always be followed.
3) Complete the FMLA application – Must include anticipated beginning and ending date (or anticipated duration) of FMLA Leave.
4) Include medical certification and/or other required documents supporting your reason for FMLA.
5) All completed forms will need to be submitted to the Human Resources- Payroll Office.

HOW MUCH LEAVE CAN BE TAKEN? Under FMLA, the maximum is 60 days in a 12-month period. The 60 days in a 12-month period will be measured from the first date FMLA leave is used. If the FMLA leave is for a serious health condition, the dates provided by the health care provider will be used to approve leave. You cannot request additional time unless ordered by your health care provider. However, for the birth of a child, you may request additional time for the care of your child during his/her first year. Also, time off due to a Workers' Compensation injury will be counted as FMLA time (not to exceed 60 FMLA days per FMLA Year). An employee can apply and be approved for FMLA due to multiple reasons; however, the combination for all reasons cannot exceed 60 FMLA days per FMLA year. **Please remember that 60 days in a twelve month period is the maximum allowed.** (The special FMLA Leave entitlement to care for a covered military service member is an exception.)

If a husband and wife work for the school system, each is entitled to 60 days for his/her own illness or the illness of a child. However, the 60 days must be split between them if it is for the illness of a parent, or for the first year care of a child related to adoption or birth**.**

DO I TAKE PAID LEAVE OR UNPAID LEAVE? The employee is required to use all paid leave, (sick/personal and/or vacation) available to him/her. At the time paid leave is exhausted, Leave Without Pay (LWOP) will be entered. Please keep in mind the cut off dates for payroll. As an example, it is possible that an employee will begin LWOP on February 10th but will not see the effects of it until the March paycheck. For each day that you do not have paid leave, your pay will be reduced by your daily rate of pay. To find the daily rate for a 10 month employee use the following formula: monthly salary x 12 ÷ 190 = daily rate.

DO MY BENEFITS CONTINUE UNDER FMLA LEAVE? When you are receiving a paycheck with sufficient funds, benefit deductions continue. When paid leave is exhausted and the funds are not sufficient, you are required to pay for your benefits to avoid loss of coverage. An invoice will be sent to you providing instructions on the amount owed and the payment due date. If you fail to receive an invoice, please contact the Benefit Office for guidance. **Note: Failure to remit timely premiums will result in immediate loss of coverage.**

WHAT IF I NEED TO EXTEND MY FMLA? If the period of leave needs to be extended beyond the original approved period (within the 60 FMLA day maximum), the employee should notify their principal/supervisor as soon as possible and request said extension in writing prior to the last day of approved leave. Employees should direct the request to the Human Resource Services-Payroll Office for approval. A medical update from the attending physician/provider must be attached if leave is for a serious health condition.

WHAT IF MY DISABILITY LASTS BEYOND THE 60 FMLA DAY MAXIMUM? If you are not able to

return to work prior to or on the first scheduled day immediately following the 60th approved FMLA day and the reason is due to your (the employee's) serious health condition, you may qualify for Approved Extended Leave (AEL). With the appropriate medical documentation, AEL will enable you to continue your benefits. Contact the Benefit Office (478.625.7626) for more details. **Note: Failure to remit timely premiums will result in immediate loss of coverage and possible termination of leave.**

WHAT DO I NEED TO DO TO RETURN FROM FMLA? If the leave was due to a serious health condition of the employee, written certification from the treating health care provider addressing release to return to work must be submitted to the Principal/supervisor **and** the Human Resources -Payroll Office. The employee's return to work is dependent upon receipt of this documentation. This must be done prior to the first day of return to work. The employee must always coordinate/confirm return to work (in advance) with their principal/supervisor.

Application for FMLA should be made to the following address or faxed to 478.625.7626 or scanned copy sent via email to (nicholsong@Jefferson.k12.ga.us or partridgem@jefferson.k12.ga.us):

Jefferson County Schools
Human Resources-Payroll Office
1001 Peachtree Street
Louisville, GA 30434

Upon receipt of the FMLA request, a notification letter will be forwarded to the employee.

NOTE: To avoid pay discrepancies, please ensure the appropriate leave forms are completed and submitted to your leave entry person at your work location as soon as possible. Prior to returning to work, the employee should notify the Payroll Office of their return to work date. This can be done by telephone (478.625.7626) or email (nicholsong@Jefferson.k12.ga.us or partidgem@jefferson.k12.ga.us) or note sent via school mail to the Payroll Office.

Additional FMLA Application packages can be obtained from the Jefferson County Schools Web site (Go to www.Jefferson.k12.ga.us select Departments>Human Resources >Forms) or upon request from your school or the Human Resource Services-Payroll Office.

If you have any questions regarding FMLA, please contact the Human Resources -Payroll Office at 478.625.7626.

PAID PARENTAL LEAVE REQUEST FORM

Employee Name:							
Employee Title:							
Employee ID#:				Cell Number:			
Location:	JCHS	JCMS	CES	LA	WES	BOE	BUS SHOP
Reason Paid Parental Leave (PPL) is being requested: Birth of Ch ☐ Adoption ☐ Foster Car ☐				Date of Birth/Adoption/Foster Care: __ __ / __ __ / __ __ __ __			
Employee Certification (**initial each box**)							
I ☐ documentation to support this request							
I ☐ that all statements made in this application are true and correct to ☐ my knowledge and belief.							

……

I am requesting Paid Parental Leave (30 days) for the following dates: (Continuous Use) AND/OR (Intermittent Use):

Beginning _____ through _____ # Hours/days _____

----------AND/OR----------

I am requesting Paid Parental Leave on the following intermittent schedule: (Intermittent Use*)

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Date	# of Hours	Date	# of Hours	Date	# of Hours	Date	# of Hours	Date	# of Hours
*Reason(s) intermittent leave is being requested:									

- I understand that any paid parental leave that remains unused 12 months after the qualifying event is no longer available. I also understand that paid parental leave runs concurrently with leave for which I may be eligible under the federal Family and Medical Leave Act.
- I also understand that, if I do not meet the eligibility requirements, I will be notified by Human Resources. I will also follow-up with HR to verify.
- I will provide a copy of hospital birth record. Document must include parent's name(s) requesting leave. For adoption or foster placement, provide proof of adoption/placement (documentation from a Court, Agency, and/or Attorney).

_____ _____

Signature of Employee Date

_____ _____

Principal Signature Date

_____ _____

Superintendent Signature Date

Action on Request: ☐ Approved ☐ Disapproved Date of Hire: _____

Teacher_____ School_____ Grade(s) _____

Destination_____ Today's Date_____ Date of Trip_____

Time of Departure_____ Time of Return_____ School bus needed? Yes_____ No_____

ITINERARY_____

_____

Trips within a 75 mile radius of the school are limited to a maximum of 6 hours. Buses will not be allowed to leave before 8:30 a.m. and must return before 2:30 p.m. Schedule must be arranged so that students return to school prior to dismissal time. Trips more than 75 miles one way must be approved by the superintendent. Trips more than 200 miles one way must be approved by the Board of Education.

NUMBER OF STUDENTS _____ (One adult for each eight students to assist with supervision is recommended.)

Please list Chaperones:

1._____ 2._____ 3._____

4._____ 5._____ 6._____

7._____ 8._____ 9._____

PURPOSE OF TRIP _____

_____

APPROVAL OF RELEVANCE by Curriculum Director or Special Education Coordinator _____

Teacher's signature _____Date _____

Principal's signature _____Date _____

Director of Support Services' signature _____ Date _____

Superintendent's signature _____ Date _____

Bus Shop Foreman's signature _____ Date _____

Date approved by Board of Education (if necessary) _____

REQUEST FOR APPROVAL OF FUND RAISING ACTIVITY

(Revised 11-30-82)

1. School _____ 2. Date Submitted _____
3. Sponsoring Group _____
4. How many members are in the sponsoring group? _____
*5. What product or service is to be sold? _____
6. Is a copy of the proposed contract with the vendor attached to this application? _____
7. When will the sales begin? _____ End? _____
8. Where (each place) will sales be conducted? _____
9. What is the selling price per item or ticket? _____
10. What is the cost/item to be paid by the sponsoring group? _____
11. Number 9 minus Number 10 = profit per item _____
12. For what specific purpose are these funds to be used? _____

    _____
13. What is the total amount of money required for the purpose named in #12? _____
14. How much money is expected to be raised from this project? _____
15. SIGNATURES: Staff members requesting prior approval of this project:

    _____
16. Action of Principal: Recommended _____ Not Recommended _____
17. Action of Board: Approved _____ Not Approved _____

(Superintendent sign one)

*Please put only one item or activity on each form. If a group is selling oranges and candy, put oranges on one form and candy on another. Yearbook staff put ad sales on one form and subscription sales on another form, etc.

FINAL REPORT OF PROJECT:

To be completed by sponsoring staff members at the conclusion of the project. One copy to the county office, one copy to the principal and one copy retained in the files of the sponsoring group.

a. TOTAL SALES: _____
b. TOTAL EXPENSES: _____ a - b = c
c. NET (CLEAR) PROFIT: _____

Date of final report: _____

Signature of person responsible for final report: _____

SCHOOL CALENDAR

JEFFERSON COUNTY SCHOOLS

APPROVED 2/10/26 **2026-2027**

Mon, Jul 27, 2026	-	Tue, Jul 28, 2026	.....	New Teacher Orientation
Thu, Jul 30, 2026	-	Tue, Aug 4, 2026	.....	Pre-Planning for Teachers
		Wed, Aug 5, 2026	.....	First Day of School
		Mon, Sep 7, 2026	.....	Labor Day Holiday
		Fri, Sep 4, 2026	.....	Progress Reports Sent Home
Tue, Oct 6, 2026	-	Thu, Oct 8, 2026	.....	Nine Weeks Exams
		Fri, Oct 9, 2026	.....	Staff Development Teachers, Student Holiday
		Mon, Oct 12, 2026	.....	Student and Teacher Holiday
		Tue, Oct 13, 2026	.....	Report Cards Sent Home
		Tue, Nov 10, 2026	.....	Progress Reports Sent Home
		Fri, Nov 20, 2026	.....	Students released at 1:00/Teacher PL
Mon, Nov 23, 2026	-	Fri, Nov 27, 2026	.....	Thanksgiving Holidays
Tue, Dec 15, 2026	-	Thu, Dec 17, 2026	.....	Semester Exams
		Fri, Dec 18, 2026	.....	Students released at 1:00/Teacher PL
Mon, Dec 21, 2026	-	Fri, Jan 1, 2027	.....	Student and Teacher Christmas Holidays
Mon, Jan 4, 2027	-	Tue, Jan 5, 2027	.....	Staff Development Teachers, Student Holiday
		Wed, Jan 6, 2027	.....	First Day of School After Christmas, First Day of Second Semester
		Thu, Jan 7, 2027	.....	Report Cards Sent Home
		Mon, Jan 18, 2027	.....	Martin Luther King Holiday
		Thu, Feb 4, 2027	.....	Progress Reports Sent Home
		Mon, Feb 15, 2027	.....	Presidents' Day Holiday
Tue, Mar 9, 2027	-	Thu, Mar 11, 2027	.....	Nine Weeks Exams
		Fri, Mar 12, 2027	.....	Student and Teacher Holiday
		Thu, Mar 19, 2027	.....	Report Cards Sent Home
		Fri, Apr 2, 2027	.....	Students Released at 1:00/Teacher PL
Mon, Apr 5, 2027	-	Fri, Apr 9, 2027	.....	Spring Holidays
		Tue, Apr 20, 2027	.....	Progress Reports Sent Home
Wed, May 19, 2027	-	Fri, May 21, 2027	.....	Nine Weeks and Semester Exams
		Fri, May 21, 2027	.....	Last Day of School, Students released at 1:00
		Sat, May 15, 2027	.....	Graduation - Jefferson County High School at 9:00 am
Mon, May 24, 2027	-	Wed, May 26, 2027	.....	Post-Planning for Teachers

July 2026

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Jefferson County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Perkins Act – Teris Lambert, Director of Teaching and Learning
Title VI – Barbara Thomas, Director of Special Education
Title IX – Michael Lewis, Director of Testing
Section 504 and ADA – Barbara Thomas, Director of Special Education
Sports Equity Issues – J. B. Arnold, Athletic Director, Jefferson County High School

Inquiries concerning the application of the Perkins Act., Title VI, Title IX or Section 504 and ADA to the policies and practices of the department may be addressed to the persons listed above at the Jefferson County Board of Education, 1001 Peachtree St., Louisville, GA 30434, or call (478) 625-7626; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Jefferson County Board of Education not to discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or disability in any employment practices, educational programs, or activities. The Jefferson County Board of Education is an Equal Opportunity Employer.

Jefferson County School System Annual Assurance Checklist
2026-2027

Each employee is expected to follow the policies and procedures of the Jefferson County School System and those of the following schools (CES, CHOICE, JCHS, JCMS, LA or WES).

Topics covered by administration: (A roster must be attached with all employees' signatures)

- School Teacher/Student Handbook (show staff where to access on your website, etc.)
- Student Information updated in PowerSchool (what is your annual process to make this happen?)

- Electronic District Employee Handbook (posted on district website – show this to staff)

    - Leave (Professional, personal, sick: 2026-2027 District Employee Handbook pp.5-6)
    - Field Trips (District Employee handbook pp. 60)
    - 504 (District Employee Handbook pp. 35-37)
    - Intellectual property (District Employee Handbook pp. 23)
    - Confidentiality (Code of Ethics standard 7 … District Employee handbook pp. 25)
    - Travel Regulations (District Employee Handbook pp. 44-48)
    - Bully & Cyber Bullying (District Employee Handbook pp. 20-22)

- Supervision of Students (make staff aware of your school's plan to supervise during all transitions)
- MTSS (how is this done at your school)
- IEPs
- Obligation to teach Jefferson County Curriculum and Georgia Standards (ICs need to show teachers where and how to access)
- Internet Acceptable Use Policy/Email usage
- Alcohol, Tobacco and Drug Free Workplace and Environment
- Code of Student Conduct and Discipline (revised for 2025-2026)
- Workman's Compensation/Accident Reports (share your school's procedure and who's responsible)
- Student Medical Needs/ New Epi-Pen Policy/Inhalers
- Heat and Outside Activity Policy
- Update Contact Information for all employees (PowerSchool and index card which comes to BOE)
- FERPA (Family Educational Rights and Privacy Act)
- Evaluation (Georgia Leads)
- Mental Health/ Suicide Prevention (counselors)
- Drug Free Workplace Acknowledgment (every employee including bus drivers must sign the attached policy and statement through YOSS platform)

Topics covered on the GCN Training Site: (Documentation of completion on file at school)

- Child Abuse
- Code of Ethics – GA
- Computer Use Policies
- De-escalation
- Digital Security and Protection

- Fraud Prevention
- General Harassment
- Internet Safety
- Mandated Reporter - GA
- Professionalism
- Social Media Procedures

_____	_____	_____
Principal Name	**Signature**	**Date**

Drug and Alcohol Free Workplace Acknowledgment

As an employee of the Jefferson County Board of Education, I certify that I have been notified concerning this agency's policy to maintain a drug and alcohol-free workplace. I understand that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and violation of this policy can result in disciplinary action up to and including dismissal from employment. I understand that I must abide by the terms of this policy as a condition of employment and will notify my supervisor of any criminal (including but not limited to drug or alcohol offenses) arrest or conviction no later than five (5) days after such event occurs.

I further realize that federal law may mandate that my employer communicate conviction information to a federal agency, and I hereby waive any and all claims that rise for conveying this information to a federal agency. I further understand that while any information or records created pursuant to the above policy are confidential, I acknowledge they may be reported to state or federal authorities as required by state or federal law. I further acknowledge and waive any objection to the disclosure of any such information or results during an employee disciplinary hearing. I have received a copy of, read, and understand the Jefferson County School District's Drug and Alcohol-Free Workplace Policy.

_____ _____

SIGNATURE DATE

Jefferson County Board of Education
Parent/Student Internet Access Agreement for Students

Please read the following carefully before signing this document. This is a legally binding document.

Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but we believe the valuable information and interaction available on this worldwide network for outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school system.

As a parent/guardian of this student, I have read the **Internet Appropriate Use** regulations and this **Internet Access Agreement that is located at** https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=4095 :

- I understand that Internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable materials and communications that are intended to exploit, harass or abuse students. The Jefferson County School System uses a firewall on the network to prevent access to questionable material. However, I recognize it is impossible for the Jefferson County School System to restrict access to all objectionable material, and I will not hold the school responsible for materials acquired or contact made on the network.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that the Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The Jefferson County School System or individual schools in the system will not be responsible for any damage the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The school system specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.
- I understand that any conduct by the below-named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of Internet access and possible disciplinary action.
- I understand that the school system maintains a website at http://www.jefferson.k12.ga.us/, and would like to recognize students on the website, particularly for outstanding accomplishments. Many times, the student's picture will be on the website, but sometimes it is desirable to include the name. At no time will the student's age, address, or telephone number be listed.
- I agree to compensate the school for any expenses or costs it incurs as a result of my child's violation of the **Internet Appropriate Use** regulations.
- I understand and will abide by the attached **Internet Appropriate Use** regulations.

STUDENT:
Student's Name (please print): _____

Student's Signature: _____

PARENT/GUARDIAN:
As the parent/guardian of the above named student, I request that he/she be allowed to access the Internet for educational purposes.

_____ _____ _____
Signature of Parent/Guardian Phone Number Date

The Jefferson County School System has permission to photograph and video the above named child and incorporate his/her picture on the Jefferson County website or other publications. I understand that he/she will only be identified by first and last name, and no age, address, or telephone number will be provided.

_____ _____
Signature of Parent/Guardian Date

Jefferson County School System

Dr. Samuel D. Dasher, Jr., Superintendent

1001 Peachtree Street
Louisville, GA 30434
Telephone 478/625-7626
Fax 478/625-7459
E-Mail: dashers@jefferson.k12.ga.us

Board of Education
James E. Fleming, Jr. Chairman

Members
Teresa Brooks
Barbara Jordan
Steve Norton
Julia Well

Internet Acceptable Use

It is the belief of the Jefferson County School System that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school system shall be compliant with the "Protecting Georgia's Children on Social Media Act of 2024" (The Act) and have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 (CIPA) and is compliant with The Act; and

2. Procedures or guidelines developed by the Superintendent and his/her designee(s), including administrators and/or other appropriate personnel, which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are
    i. obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are define in CIPA and The Act. Such procedures or guidelines shall be designed to:
    ii. Provide reasonable opportunities and procedures for parents/guardians of students to confer and collaborate with school administrators and teachers regarding appropriate internet access for such students;
    iii. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
    iv. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
    v. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
    vi. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
    vii. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA and The Act.
    viii. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.
    ix. Establish appropriate enforcement measures in response to:
        1. Students against students and school employees who willfully intentionally violate the acceptable-use policy, whether or not such student or school employee was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school-related function, or elsewhere, provided that such measures include disciplinary measures; and
        2. A person who is not a student or school employee who violates the acceptable-use policy, whether or not such person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere;
    x. Provide for administrative procedures to: enforce the acceptable-use policy; for administrative procedures to address complaints regarding possible violations of the acceptable-use policy which, at a minimum, require that each complaint is responded to in writing by an appropriate school or local school system official; and provide for expedited review and resolution of a claim that the application of the acceptable-use policy is denying a student or school employee access to material that is not within the prohibition prohibitions of the acceptable-use policy.

3. Ensure that no Personally Identifiable Information (PII), sensitive personal data, or confidential information is entered, uploaded, processed, or included in any AI prompts, inputs, outputs, or generated content. All information must be anonymized or de-identified before use. Do not include names, addresses, phone numbers, email addresses, Social Security numbers, account numbers, or any other information that could directly or indirectly identify an individual. If PII is detected, stop processing and remove or redact the information before proceeding. Always follow applicable data privacy policies, security requirements, and organizational guidelines.

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 8/31/2029

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description ☐ is / ☐ is not attached.

Employee's regular work schedule: _____

Statement of the employee's essential job functions:

_____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves **inpatient care** or **continuing treatment by a health care provider**. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment**: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for **more than** three consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (☐ was / ☐ will be) seen on the following date(s): _____

_____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

☐ **Chronic Conditions**: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions**: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) (e.g.psychotherapy, prenatal appointments) on the following date(s): _____

_____

(6) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

_____

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

_____

(8) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the period of incapacity.

(9) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an intermittent basis (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day ☐ week ☐ month) and are likely to last approximately _____ (☐ hours ☐ days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be **not able** to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform **one or more** of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

_____

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care. _____
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 8/31/2029

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

☐ Spouse ☐ Parent ☐ Child, under age 18

☐ Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include in loco parentis relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: (**Check all that apply**)

☐ Assistance with basic medical, hygienic, nutritional, or safety needs ☐ Transportation

☐ Physical Care ☐ Psychological Comfort ☐ Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described:

_____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work _____ (hours per day) _____ (days per week)

Employee Signature _____ **Date** _____ (mm/dd/yyyy)

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient (e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort).

_____

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment**: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for more than three consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (☐ was / ☐ will be) seen on the following date(s): _____

_____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

☐ **Chronic Conditions**: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions**: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

_____

(8) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

_____

Employee Name: _____

(9) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the period of incapacity.

(10) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day ☐ week ☐ month) and are likely to last approximately _____ (☐ hours ☐ days) per episode.

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
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• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
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Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

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DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: _____

Employee ID#: _____

Employer Name: Jefferson County Schools

Employer ID#: 58-6000269

Your earnings from this job are not covered under Social Security (i.e., you will not pay Social Security taxes). This means that you will not earn credits for Social Security retirement or disability benefits in this job. If you retire or become disabled, and you are eligible for a Social Security benefit based on other work, your earnings from this job will not be used to compute your Social Security benefit. In addition, we will not consider these non-covered earnings for the future potential calculation of survivor benefits based on your earnings. Your earnings from this job are subject to Medicare taxes and will count for purposes of the Medicare program. For information on how you may qualify for Social Security benefits, visit www.ssa.gov.

For More Information

Social Security publications and additional information are available at www.ssa.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778 or contact your local Social Security office.

I certify that I have received Form SSA-1945 and understand that my earnings from this job are not covered under Social Security and will not be used to determine eligibility to or the amount of my potential future Social Security Benefits.

Signature of Employee: _____

Date: _____

Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

The Social Security Protection Act of 2004, Pub. L. No. 108-203, Section 419 requires State and local government employers to provide a statement to employees hired January 1, 2005, or later in a job not covered under Social Security. Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers must use to meet the requirements of the law.

While the earlier version of the SSA-1945 discussed the effect of the Windfall Elimination Provision and/or Government Pension Offset on an employee's potential future benefits, the Social Security Fairness Act (SSFA) of 2023 enacted on January 5, 2025, eliminated the reduction of Social Security benefits under the Windfall Elimination Provision and/or Government Pension Offset for individuals entitled to certain pensions from work not covered by Social Security, starting January 2024. However, this did not remove the requirement for State and local government employers to provide a statement to employees hired January 1, 2005, or later in jobs not covered under Social Security. This version of SSA-1945 explains to an employee that non-covered earnings will not be used to determine eligibility to or calculate the amount of potential future benefits.

Employers must:

- Get the employee's signature on the form
- Give the signed statement and information page to the employee prior to the start of employment
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

A fillable, downloadable version of the SSA-1945 is available online at the Social Security website, www.ssa.gov/online/ssa-1945.pdf.