Tattnall County School System
2019-2020
Employee Handbook

A System Dedicated to doing
“Whatever It Takes”!

Tattnall County Board of Education
146 West Brazell Street
Reidsville, Georgia 30453

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www.tattnallschools.org
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AFFIRMATION OF RECEIPT OF TATTNALL COUNTY PUBLIC SCHOOLS
EMPLOYEE HANDBOOK

I, ________________________________, __________________________

Last Name           First                  Middle Initial

affirm that I have received and read the 2019-2020 Employee Handbook either by hard copy or
online access and understand the contents therein. As a part of the Employee Handbook, I have
received a copy of the 2019-2020 Drug, HIV, and AIDS Employee Awareness Update from the
First District RESA Safe and Drug Free Schools Program, The Code of Ethics for Educators, the
Internet Acceptable Use Policy, and the Workers Compensation notice and Panel of Physicians. I
also understand that this Handbook contains the federal complaint procedures, as well as the
Tattnall County test security procedures and consequences for violation.

✓ I agree to abide by the rules, laws, policies, procedures, and directives set forth in the
  Tattnall County Public Schools Employee Handbook and all Tattnall County School System
  policies.
✓ I understand that changes in District policies may supersede, modify, or eliminate the
  information summarized in this Handbook. As the District provides updated policy
  information, I accept responsibility for reading and abiding by the changes.
✓ I understand that this Handbook does not constitute an employment contract or alters my
  status as an employee.
✓ I understand that nothing in this Handbook is intended to confer a property interest in my
  continued employment with the District beyond the term of my current contract (if any).
✓ I understand that I have an obligation to inform my supervisor and Payroll of any changes in
  my personal information, such as phone number, address, etc.
✓ I also accept responsibility for contacting my supervisor if I have any questions, concerns or
  need further explanation.

The Tattnall County School District Employee Handbook 2019-2020 can be located on the
District’s website: www.tattnallschools.org and all Tattnall County School System policies found at

____________________________________   __________________________
Employee Printed Name          Employee Signature

____________________________________
Date

Please print, sign and date this form and return to your principal if you do not have computer
access.
MOTTO, MISSION, VISION, BELIEFS

Tattnall County School System

Motto

“Whatever It Takes”

Mission

The Tattnall County School District is committed to doing whatever it takes to ensure a quality education that affirms ALL students' value and worth and will lead to a high school graduation and productive citizenship.

Vision

The Tattnall County School District will utilize innovative strategies to ensure ALL students will be successful today and prepared for tomorrow.

Beliefs

1. Schools should maintain a safe, secure, and supportive learning environment;
2. Education is the shared responsibility of the school, home, and community;
3. Schools should provide a rigorous and relevant curriculum;
4. Each student should meet or exceed educational standards in order to reach his/her highest potential;
5. Instructional decisions should be driven by accurate and relevant data;
6. All students are unique learners and should be provided differentiated instruction;
7. The use of technology should be seamlessly incorporated into the standards based curriculum;
8. The system should employ and retain highly qualified personnel;
9. All individuals have worth and value;
10. Schools should promote sound character and national pride in all students;
11. Schools should continually and systematically evaluate and revise programs to meet the changing needs of learners;
12. Stakeholder involvement is essential to the success of students and the school system.

SCHOOL BOARD MEMBERS

The Board of Education, the official governing body of the Tattnall County School System, is composed of five citizens who are elected by districts and one Chairman who is elected countywide. The Vice Chairman position is rotated yearly through each district. All members serve 4 year terms.

Richard Bland, Board Chairman
Ronnie Oliver, District 1
DuAnn C. Davis, District 2
Stephanie Thomas, District 3
Mary Ruth Ray, District 4 (Vice Chair 2019)
Dale Kicklighter, District 5(Vice Chair 2020)
Substance abusers are in virtually every workforce. Most people who abuse alcohol or illicit drugs are employed. Seventy-three percent of illicit drug users are employed either full or part-time. Studies reveal that employees who abuse drugs have a tremendously harmful effect on the workplace. The Safe and Drug Free Schools & Communities Act (SDFSCA), 20 U.S.C. § 2771 requires all school systems to adopt and implement a program to “prevent the use of illicit drugs and alcohol by students/employees.” The federal Drug Free Workplace Act, 41 U.S.C. Section 702, requires employees to notify their employer within five days of a conviction of any criminal drug statute for a violation occurring in the workplace. However the Georgia Drug Free Public Work Force Act, O.C.G.A. 45-23-1, requires public employers to suspend an employee for a second offense. This applies to any drug offense regardless of where it occurs. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol in the workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty. It is the responsibility of each staff member to become familiar with the contents of and to read and abide by his/her system Drug Free Workplace policies and procedures.

Employees with CDL’s who drive school buses have additional workplace regulations that must be followed. Bus drivers must adhere to the U.S. Department of Transportation Federal Highway Motor Carrier Safety Administration regulations.

Working in an environment that is alcohol and drug free has many advantages for all employees. Employees benefit from knowing a drug free workplace applies not only to them, but also to all workers. In an effort to encourage employees to get help for drug abuse problems, the Georgia Drug Free Public Work Force Act allows an employee to retain employment while receiving drug abuse treatment according to specific conditions. PRIOR to an arrest for a drug offense, an employee may notify the Board of Education or Superintendent that he/she uses illegal drugs and wants to receive treatment at his/her own expense. The employee is then entitled to maintain employment for up to one year as long as the employee follows the treatment plan prescribed by the treatment provider. (See your own local policy for additional provisions.)

**OPIOIDS**

48.5 million Americans have used illicit drugs or misused Rx drugs. On average, 130 Americans die everyday from an opioid overdose.

Research shows that some risk factors make people particularly vulnerable to prescription opioid abuse and overdose including:

- Obtaining overlapping prescriptions from multiple providers
- Taking high doses of Rx pain relievers
- Having mental illness or history of alcohol or other substance abuse
- Living in rural areas and having low income

(Centers for Disease Control & Prevention)

**National Drug & Alcohol IQ Challenge**

Test your knowledge about current trends and issues surrounding alcohol and drugs. Take the 2019 Challenge!

Do You Know About Dabbing?

Dabbing is a form of consuming highly concentrated marijuana in a vaporized form. Dabbing has recently been growing in popularity as a different way of using marijuana especially in states where marijuana is legal. “Dabbing allows the user to ingest a high concentration of Tetrahydrocannabinol (THC), the psychoactive ingredient in marijuana.”

Butane Hash Oil (BHO), an oil or wax-like substance extracted from the marijuana plant, is placed on a “nail” attached to a specialized glass bong called a “rig.” A blow torch is used to heat the wax, which produces a vapor that can then be inhaled. This ingestion method means the effects of dabbing can be felt instantaneously. A practice related to dabbing includes, placing hash oil in vaporizing devices. This extract can be 50-80 percent THC. Comparatively, regular marijuana is typically only about 12-13 percent THC. Because dabbing involves using marijuana with a much higher THC concentration, its physical and psychological effects may be more severe. In addition, because the process of creating BHO involves the flammable chemical butane, it can cause dangerous explosions.

PBIS Positive Behavior Intervention & Supports

PBIS can be an organizing framework for schools to determine how they want to operate as a community—what type of learning environment they want to create and what that means in terms of student behavior. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety, and support improved academic outcomes. More than 22,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior, will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted, and individualized interventions and supports to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions & Supports, 2009)

Teaching Social-Emotional Competencies

Increasingly, researchers have recommended teaching social-emotional competencies within a prevention-focused, multi-tiered public health model, because simply adopting a curriculum does not lead to adequate implementation or improved outcomes (Greenberg, Elkind, Weissberg, & Durlak, 2017; Merrell & Gueldner, 2010). Positive behavioral interventions and supports (PBIS) provides an ideal framework for promoting social-emotional competencies to improve outcomes for the whole child. (www.pbis.org) As school teams adopt social-emotional competency programs to target the needs of their students, a PBIS framework can provide the necessary structures to teach social-emotional competencies effectively, including the use of teams examining data to identify needs, monitor fidelity of implementation, and measure effects. (GaDOE PBIS Strategic Plan)

Evidence-Based Practices

1. Maximize structure in your classroom.
2. Post, teach, review, monitor, and reinforce a small number of positively stated expectations.
3. Actively engage students in observable ways.
4. Establish a continuum of strategies to acknowledge appropriate behavior.
5. Establish a continuum of strategies to respond to inappropriate behavior. (Brandi Simonsen)

Return on Investment: Since 2014

Do You Know Your School’s School Climate Rating?

Georgia Insights has developed a user-friendly dashboard to display the results of the Georgia School Climate Star Rating. Each school receives a 1- to 5-star rating, with five stars representing an excellent school climate and one star representing a school climate most in need of improvement. This dashboard allows you to search for a school’s performance on a number of indicators that are tied to the climate of that school. 

http://www.georgiainsights.com/school-climate-overview.html
Child Abuse Mandated Reporting

A report of alleged child abuse is made in Georgia every 14 minutes. **Section 19-7-5 of the Official Code of Georgia Annotated**, relating to reporting of child abuse, designated several categories of individuals as mandated reporters. These individuals, “having reasonable cause to believe that a child has been abused, shall report or cause reports of that abuse to be made.” Mandated child abuse reporting under **OCGA 19-7-5** also includes endangering a child. All child service organization personnel are mandated reporters. Child service organization personnel means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs or shelter to children (O.C.G.A. 19-7-5(6)(4)). There are five types of child abuse: Neglect, Endangerment, Emotional/Psychological, Physical Abuse, and Sexual Abuse or Sexual Exploitation. Mandated reporters only need “reasonable suspicion,” not direct evidence to report. When you suspect a child is being maltreated, report your concerns to the designated reporter in your school or to your school administrator. To ensure the matter has been timely reported, you may follow-up in writing with your designated reporter and/or administrator. Remember, to make a report or cause a report to be made, mandated reporters only need to have “reasonable suspicion,” not direct evidence to report. Reports must be made as soon as possible but at least within 24 hours (“real time”). Any person or official required by Georgia law to report suspected cases of child maltreatment and who knowingly and willfully fails to do so shall be guilty of a misdemeanor. Please also check with your school system for any additional requirements.

KnowBullying is a free mobile app that puts the power to prevent bullying in your hands. Find simple conversation starters to prevent bullying and help your child build resilience.

https://store.samhsa.gov/apps/knowbullying

REPORT a THREAT

To report suspicious activity, please contact your local law enforcement or download the "See Something, Send Something" app on your smartphone. If it’s an emergency, dial 911.

Go to: [https://gema.georgia.gov/report-threat](https://gema.georgia.gov/report-threat) to get the digital app.

The following organizations and resources provide free, confidential assistance.

**SAMHSA’s NATIONAL TREATMENT HELPLINE**
1-800-662-HELP (4357)
www.samhsa.gov/find-help/national-helpline

**SUICIDE PREVENTION LIFELINE**
1-800-273-TALK (8255)
www.suicidepreventionlifeline.org

**DISASTER DISTRESS HELPLINE**
1-800-985-5990
www.samhsa.gov/find-help/disaster-distress-helpline

**GEORGIA CRISIS & ACCESS LINE**
1-800-715-4225

**ALCOHOLICS ANONYMOUS**
1-212-870-3400
www.aa.org/

**GEORGIA TOBACCO QUIT LINE**
1-877-270-7867

**NAR-ANON**
1-800-477-6291
www.nar-anon.org

**EDUCATIONAL PREVENTION VIDEOS**
“Dose of Reality” – [http://www.adwa.org](http://www.adwa.org/)
“It’s Not What the Doctor Ordered” – [www.firesa.org](http://www.firesa.org)

**PRESCRIPTION DRUG ABUSE PREVENTION**
https://stoprxabuselga.org

**GEORGIA SCHOOL SAFETY HOTLINE**
1-877-SAY-STOP

**SUICIDE PREVENTION RESOURCE CENTER**
www.sprc.org

**HUMAN TRAFFICKING HOTLINE INFORMATION**
1-888-373-7888

**GEORGIA NATIONAL ALLIANCE MENTAL ILLNESS**
1-770-234-0855
https://www.nami.org

**NATIONAL TRAUMATIC STRESS NETWORK**
https://www.actsn.org

**GEORGIA DRUG DETOX**
1-678-331-7430
FOSTERING SCHOOL CONNECTEDNESS

Improving Student Health and Academic Achievement - Students feel more connected to their school when they believe that the adults and other students at school not only care about how well they are learning, but also care about them as individuals. All school staff can have a positive influence on students’ lives.

Students who feel connected to their school are:

- More likely to attend school regularly, stay in school longer, and have higher grades and test scores.
- Less likely to smoke cigarettes, drink alcohol, or have sexual intercourse.
- Less likely to carry weapons, become involved in violence, or be injured from dangerous activities such as drinking and driving or not wearing seat belts.
- Less likely to have emotional problems, suffer from eating disorders, or experience suicidal thoughts or attempts.

Strategies and Actions Schools Can Take:
1. Create processes that engage students, families, and communities.
2. Provide opportunities for families to be actively involved in their children’s academic and school life.
3. Provide students with academic, emotional, and social skills they need.
4. Use effective classroom management and teaching methods to foster a positive learning environment.
5. Participate in professional development opportunities to enhance your abilities to meet the diverse needs of your students.
6. Promote open communication, trust, and caring among school staff, families, and community partners.

(Centers for Disease Control & Prevention)

Universal Precautions

The Georgia Board of Education Rule #160-1-3-.03 requires all schools to adopt routine procedures consistent with the Centers for Disease Control and Prevention’s Universal Precautions for handling blood and bodily fluids. The Georgia BOE rule #160-1-3-.03 on communicable diseases requires that, based on reasonable medical judgment, the school system shall allow an infected student or employee to remain in his or her educational or employment setting unless he/she currently presents a significant health risk of contagion.

PLEASE SEE YOUR LOCAL SYSTEM’S POLICY THAT ADDRESSES COMMUNICABLE DISEASES.

BLOODBORNE PATHOGENS

The three most common bloodborne pathogens (BBPs) are Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C (HCV). Following standard precautions can help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These “universal precautions” require that all blood and other body fluids be treated as if they are infectious. Precautions include maintaining personal hygiene and using protective equipment, workplace practice controls and proper equipment, cleaning and spill clean-up procedures.

STRESS REDUCTION CHECKLIST

See how many you can check off in the next 30 days on your way to a better life:

- Set priorities. Focus on what’s important. Let the other stuff go.
- Identify tasks that you can share or delegate. Then ask for help, if needed.
- Get organized. Disorder can make things confusing and hard to remember.
- Set short-term goals you can reach. Reward yourself for meeting them!
- Say no -- gracefully -- to taking on more obligations.
- Focus on the positive. Choose to look for the good in others and yourself.
- Laugh! Look for humor everyday.
- Listen to music. Choose tunes that relax or revive you.
- Remember, things don’t have to be perfect. Sometimes “good enough” is just fine.
- Get regular exercise. Find something you like doing that you can work into your schedule.

(Take Precautions)

WHENEVER BLOOD AND BODY FLUIDS ARE PRESENT:

- Use a barrier (latex/rubber gloves, a thick layer of paper towels or cloth).
- Soiled clothes of the injured person must be bagged to be sent home.
- Place waste in plastic bag for disposal.
- Thoroughly wash hands with soap and water.

First District Regional Educational Service Agency

Safe, Healthy, and Supportive Schools Program

www.fdresa.wixsite.com/shss

912-842-5000
SECTION 1: NOTICES, POLICIES AND PROCEDURES

HANDBOOK NOTICE

The Employee Handbook for the Tattnall County School System provides an overview of the school system’s primary policies and procedures. This employee handbook is not inclusive of all policies and procedures, but rather a guide for employees of the Tattnall County School System to follow. Teachers/Staff are responsible for all information in this employee handbook that pertains to teachers as well as all information contained in each individual school’s teacher handbook. They are also responsible for information in newsletters from the superintendent and announcements from the principal. These requirements are also a part of the TKES/LKES responsibilities.

The Tattnall County Board of Education, at its discretion, may change, delete, suspend, or discontinue any or all parts of the school system’s policies and procedures without prior notice. Please see your immediate supervisor for specific procedures based on each location.

Information contained in this employee handbook is not intended to nor does it constitute either an employment agreement or contractual relationship, and does not guarantee employment for a specified period of time, unless otherwise established in writing and signed by an authorized representative of the Tattnall County Board of Education. Should you have any questions, please contact your immediate supervisor or the Human Resources Department. The Tattnall County School System’s policies can be found online at https://eboard.eboardsolutions.com/Index.aspx?S=4150

WEAPONS NOTICE

For any person to carry, possess or have under control any weapon at a school building, school function, or on school property, or on a bus or other transportation furnished by the school is unlawful.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blades, spring stick, knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, ammunition of any description, bat, club, or other bludgeon-type weapon or article (baseball bat, hockey stick, or other sports equipment possessed by competitors for legitimate athletic purposes are not included or prohibited if they are in the possession of an employee at a time and place which is appropriate or related to the use of these items for athletic purposes). (O.C.G.A. 16-11-127.1)

The provisions of this Code section shall not apply to...(17) Teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is in a motor vehicle...(O.C.G.A. 16-11-127.1)

NON-DISCRIMINATION STATEMENT

The Tattnall County School System is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, physical handicap, religion, age or genetic information in employment practices or in admission to or participation in any education programs or activities as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), Title VI of the Civil Rights Acts of 1964 (Title VI), and the Title IX of the Education Amendments of 1972 (Title IX). Sexual harassment is an act of discrimination and is not tolerated. Disability harassment is an act of discrimination and is not tolerated. Racial harassment is a form of discrimination and is not tolerated.
**Section 504 and Title II prohibit discrimination on the basis of disability in matters relating to differential treatment, disability harassment, and failure to provide a free appropriate education (FAPE) and employment. **Title VI prohibits discrimination on the basis of race, national origin, and color in matters relating to differential treatment, racial harassment, and employment (class issues). **Title IX prohibits discrimination on the basis of sex in matters relating to differential treatment, sexual harassment, gender equity in athletics, and employment (class issues).

This policy will prevail in all matters concerning employees (employment, retention and advancement), students, parents, the general citizenry, educational program and services, and persons with whom the Board does business.

Tattnall Board of Education has adopted policy GAAA that addresses guidelines to insure equal employment practices are practiced. Coordinators have been appointed by the superintendent to meet the guidelines of this policy. They are as follows:

Special Ed. Director   Mrs. Nicole Balkcom
Homeless Liaison/Federal Programs Director Dr. Jeannie Burkhalter
Title IX Coordinator   Mr. Matthew Swain
Section 504/SST Coordinator /Tier III Ms. Denna Ansley
Curriculum Director   Dr. Carla Waters

The phone number and address of the coordinators are as follows:
Address: Tattnall County Board of Education
          P.O. Box 157
          Reidsville, GA 30453
Phone: (912) 557-4726

**TITLE IX COMPLIANCE**

The policy of the Board of Education shall be that no person (student or employee) shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity or in recruitment for employment, and in related benefits.

Additionally, the Human Resources Director is designated as the employee who is responsible for overall coordination of efforts to assure compliance with Title IX mandates with regards to personnel, to include specific matters related to employed personnel.

The Athletic Director at TCHS is designated as the employee responsible for coordination of the Title IX efforts specific to interscholastic and intramural athletics, and is also designated as Title IX Coordinator with coordination duties and responsibilities as specified in the State of Georgia Equity in Sports Act (HB 1308), including the investigation of any complaints alleging noncompliance. The principal of each school is designated as the school official who is responsible for coordination of efforts in the school to comply with the requirements of Title IX in regard to student activities.

**SECTION 504 AND AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Board of Education recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act of 1973, to provide a public education to those students enrolled in an educational program in the school system or entitled to an education within the school system.
Furthermore, it shall be the policy of the Board of Education that no person (student or employee or applicant) shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in recruitment for employment, and related benefits in violation of Section 504 of the Rehabilitation Act of 1973 or in violation of the Americans with Disabilities Act. The Board appoints the system's Testing Director to assure compliance with the law. The Testing Director is designated to investigate a Section 504 and ADA violation report, alleged or otherwise.

PROHIBITION OF HARASSMENT OF EMPLOYEES/APPLICANTS AND STUDENTS

Sexual Harassment of a Staff Member
For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature constitutes sexual harassment if:
1. Submission to the conduct is made either an explicit or implicit condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined above, may include, but is not limited to, the following:
1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, including but not limited to, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented "kidding," "teasing," double-entendres, and jokes;
4. Unwelcome touching, including, but not limited to, pinching, patting, or brushing against;
5. Suggesting or demanding sexual involvement accompanied by an implied or explicit threats concerning one's job, evaluations, employment recommendations, etc.

Sexual harassment is unwelcomed conduct of a sexual nature. Verbal or physical conduct of a sexual nature may be unwelcomed conduct as follows:
1. When the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcomed; or
2. When an employee has initially welcomed such conduct by active participation give specific notice to the alleged harasser that such conduct is no longer welcome, in which case any such subsequent conduct will be deemed unwelcomed.

Specific prohibitions regarding administrators, and supervisors, and non-administrative and non-supervisory employees are as follows:
1. Administrators and Supervisors
   a. Sexual harassment exists when an administrator or supervisor uses authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
   b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions up to and including termination.
2. Non-administrative and non-supervisory employees
a. Sexual harassment exists when a non-administrative and non-supervisory employee subjects another such employee to any unwelcomed conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions up to and including termination.

Racial Harassment of a Staff Member

Harassment because of the race of an employee or applicant for employment consists of verbal or physical conduct relating to an individual's race, ethnicity, color or national origin when:
1. The harassing conduct is sufficiently severe, persistent, or pervasive that it creates an intimidating, hostile or abuse working environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with the individual's work; or
3. The harassing conduct otherwise adversely affects the individual's employment.

Racial harassment as defined above may include, but is not limited to, the following:
1. Graffiti containing offensive language related to one's race, ethnicity, color or national origin;
2. Name calling, jokes or rumors;
3. Threatening or intimidating conduct directed at another because of one's race, ethnicity, color or national origin;
4. Racial slurs, negative stereotypes, and hostile acts which are based upon another's race, ethnicity, color or national origin;
5. Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading another's race, ethnicity, color or national origin;
6. A physical act of aggression or assault upon another because of, or in a manner reasonably related to race, ethnicity, color or national origin;
7. Other kinds of aggressive conduct such as theft or damage to property which is motivated by race, ethnicity, color or national origin.

Disability Harassment of a Staff Member

Harassment because of the disability of an employee or applicant for employment consists of verbal or physical conduct relating to an individual's physical or mental impairment when:
1. The harassing conduct is so severe, persistent or pervasive, that it creates an intimidating, threatening, or abusive work environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work; or
3. The harassing conduct otherwise adversely affects an individual's employment.

Examples of conduct which may constitute harassment because of disability include, but are not limited to:
1. Graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
2. Threatening or intimidating conduct directed at another because of the other's physical or mental disability;
3. Jokes, rumors or name calling based on an individual's physical or mental disability; or
4. Slurs, negative stereotypes, or hostile acts which are based upon another's physical or mental disability;
5. Graphic material containing comments or stereotypes which is posted or circulated which is aimed at degrading individuals or members of protective classes;
6. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
7. Other kinds of aggressive conduct such as theft of or damage to property which is motivated by an individual's physical or mental disability.

**STUDENTS:**

**A. Sexual Harassment of Students**
For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student constitutes sexual harassment when:
1. Submission to the conduct is made either an explicit or implicit condition of an individual's education;
2. Submission to or rejection of the conduct is used as a basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.
Sexual harassment, as defined above, may include, but is not limited to:
1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching; or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**B. Racial Harassment of Students**
Harassment because of the race of a student consists of verbal or physical conduct relating to an individual's race, ethnicity, color or national origin when:
1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.
Racial harassment as defined above may include, but is not limited to, the following:
1. Graffiti containing offensive language related to one's race, ethnicity, color or national origin;
2. Name calling, jokes or rumors;
3. Threatening or intimidating conduct directed at another because of one's race, ethnicity, color or national origin;
4. Racial slurs, negative stereotypes, and hostile acts which are based upon another's race, ethnicity, color or national origin;
5. Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading another's race, ethnicity, color or national origin;
6. A physical act of aggression or assault upon another because of, or in a manner reasonably related to race, ethnicity, color or national origin;
7. Other kinds of aggressive conduct such as theft or damage to property which is motivated by race, ethnicity, color or national origin.

C. Disability Harassment of Students

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:
1. The harassing conduct is so severe, persistent or pervasive, that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:
1. Graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
2. Threatening or intimidating conduct directed at another because of the other's physical or mental disability;
3. Jokes, rumors, or name-calling based on an individual's physical or mental disability;
4. Slurs, negative stereotypes, or hostile acts which are based upon another's physical or mental disability; or
5. Graphic material containing comments or stereotypes which is posted or circulated which is aimed at degrading individuals or members of protective classes;
6. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
7. Other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

REPORTING PROCEDURES, INVESTIGATIONS, AND CONSEQUENCES

Any employee or who believes he or she has been the victim of sexual harassment, racial harassment, or disability harassment by a teacher, administrator, other employee of the school system, or non-employee volunteers who work subject to control of school authorities is encouraged to report the alleged acts to his or her supervisor or principal or the individual designated hereafter to receive such complaints. Any student who believes he or she has been the victim of sexual harassment, racial harassment, or disability harassment by a student, teacher, administrator, or other school personnel of the school system, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events, and other group activities, under the auspices of the school system, is encouraged to report the alleged acts to a principal, guidance counselor, or other individual designated to received such complaints.

If the employee's direct administrator, supervisor or principal is alleged to be the offending person, the report should be made to the next higher level of administration or supervision and to the
individual hereafter designated to receive such complaints.

Filing of a complaint or otherwise reporting sexual harassment, racial harassment, or disability harassment will not reflect upon an individual's status or employment. It will not reflect upon the student's status nor will it affect future grades, course assignments, or other educational decisions. Any teacher, administrator, or other school official who has or receives notice:

- That a system employee has or may have been the victim of sexual harassment, racial harassment, or disability harassment by a teacher, administrator, other employee of the school system, or any non-employee volunteer who works subject to the control of the school authorities, OR
- That a student has or may have been the victim of sexual harassment, racial harassment, or disability harassment by a student, teacher, administrator or other school personnel of the school system, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events, and other group activities, under the auspices of the school system,

is required to immediately report the alleged acts to the principal of the school in which the employee works OR the principal of the school in which the student attends AND to the following appropriate school district official(s):

(a) Allegations of sexual harassment or racial harassment should be made to the principal of the school in which the employee works or the student attends, the Testing Coordinator or the Title IX Coordinator.

(b) Allegations of disability harassment should be reported to the principal of the school in which the alleged employee works or the student attends and/or to the school system Section 504/ Americans with Disabilities Act Coordinator.

The right to confidentially, both of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate the allegations of misconduct and to take corrective action when the conduct has occurred. All allegations of sexual harassment, racial harassment or disability harassment shall be fully and immediately investigated and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee or non-employee volunteer shall subject such person to disciplinary action, including the possibility of discharge. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. A substantiated charge against a student shall subject the student to disciplinary action including, but not limited to, suspension or expulsion. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

The investigation shall be conducted as are other nondiscrimination investigations conducted in accordance with Board Policy Descriptor Code GAAA (personnel) or Board Policy Descriptor Code JAA (students).

Submission of a good faith complaint or report of sexual harassment, racial harassment or disability harassment shall not affect the complainant's or reporter's future employment, grades, learning or working environment, work assignments, or employment recommendations.
FORMAL GRIEVANCE PROCEDURES – Classified Employees

Classified employees will be allowed to submit in writing a statement of reasons for their complaints or grievances starting with their immediate supervisor and proceed through their chain of command up to the Superintendent. In the review process, informal discussions may be held with the employee and/or others as deemed appropriate. At the conclusion of the review process, the employee will be notified in writing the results of the complaint filed. There will be no formal appeal procedure, but the review process will include, if requested in a timely manner by the employee, review by the Superintendent. This will be the final step in the review process.

POLICIES

All should familiarize themselves with the Tattnall County Board of Education Policies found at: https://eboard.eboardsolutions.com/Index.aspx?S=4150

LEA and SCHOOL REPORT CARD INFORMATION

District and individual school report card information is compiled by the Governor’s Office of Student Achievement and is published at: https://gosa.georgia.gov/

REPORTING SUSPICION OF FRAUDULENT ACTIVITIES Policy (DIE)

Fraud, Waste and Abuse Procedures

PURPOSE:
In compliance with White House Executive Order 12731, the Tattnall County School System provides employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Tattnall County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system from the reporting of suspicious activities.

DEFINITIONS:

Fraud is a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from local, state, or federal grants and funds. Waste is the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of local, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse is the excessive or improper use of a thing, policy or procedure, or to employ something in a manner contrary to the natural or legal rules for its use. It is also the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. Abuse can also occur through the extravagant or excessive use of one’s position or authority. Abuse can occur in financial or non-financial settings.

EXAMPLES OF FRAUD, WASTE, AND ABUSE: (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
• Conducting personal business on district time
• Inappropriate expenditures
• Embezzlement

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

CONFIDENTIALITY:
All reports of suspected fraud, waste, or abuse 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.

PROCEDURES AND RESPONSIBILITIES:
1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent’s designee of the Tattnall County Board of Education at 146 West Brazell Street, Reidsville, GA 30453.
2. Any employee with the Tattnall 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. The employee should contact the Superintendent or Superintendent’s designee at (912)557-4726. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Tattnall County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Tattnall County Schools website (www.tattnall.k12.ga.us).
7. A report shall be made to the Chairman of the Tattnall County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.
8. Each employee shall receive a copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.
COMPLAINT PROCEDURE UNDER ESSA

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Tattnall County Board of Education (“Department”) if that complainant believes and alleges that a violation of a Federal statute or regulation that applies to a program under 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 Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title II, Part A: Teacher and Principal Training and Recruiting Fund
4. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
5. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
6. Title IV, Part B: 21st Century Community Learning Centers
7. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
8. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

C. Filing a Complaint

A complaint must be made in writing to the Tattnall County School Director of Federal Programs and signed by the complainant. The complaint must include the following:
1. A statement that the Tattnall County School System 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 regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all applicable documents supporting the complainant’s position; and
6. The address of the complainant.

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Director of Federal Programs will issue a Letter of Acknowledgement to the complainant that contains the following information:
1. The date the Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent 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. The sixty (60) day timeline outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.
E. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent’s decision and include a complete statement of the reasons supporting the appeal. The complaint must be addressed to:
Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, GA 30334
# TATTNALL COUNTY SCHOOL SYSTEM COMPLAINT FORM

Tattnall County School System  
Complaint Form for Federal Programs

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<th>Please Print</th>
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<tr>
<td><strong>Name of Complainant:</strong></td>
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<td><strong>Mailing Address:</strong></td>
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<td><strong>Phone Number (Home):</strong></td>
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<td><strong>Phone Number (Work):</strong></td>
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<td><strong>Phone Number (Cell):</strong></td>
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<td><strong>Person/Department Against Which the Complaint is Being Filed:</strong></td>
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<td><strong>Date of Violation:</strong></td>
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<td><strong>Statement that the Tattnall County School System has violated a requirement of a Federal statute or regulation to an applicable program (include citation to the Federal statute or regulation):</strong></td>
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<tr>
<td><strong>The facts on which the statement is based and the specific requirement allegedly violated:</strong></td>
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<tr>
<td><strong>List the names and the telephone numbers of individuals who can provide additional information.</strong></td>
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<tr>
<td><strong>Please attach/enclose copies of all applicable documents supporting your position.</strong></td>
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<tr>
<td><strong>Signature of Complainant:</strong></td>
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<td><strong>Date:</strong></td>
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**Please mail or deliver this form to:**  
Tattnall County School Director Federal Programs  
Tattnall County Board of Education  
P.O. Box 157  
Reidsville, GA 30453

| **Date Received:** |
| **Date of Response to Claimant:** |
SMOKING AND INTOXICANTS

Students, staff and visitors are prohibited from using intoxicants or tobacco in any form on any school campus/facility. It is important that all staff be alert to smoking or intoxicant offenses and to bring violators to the attention of an administrator who will investigate the situation thoroughly. Persons guilty of these offenses will be disciplined accordingly. Persons holding a cigarette will be presumed to be smoking. Smoking prohibition includes e-cigarettes and vapes.

IMMEDIATE REPORTS TO PRINCIPAL – MANDATED REPORTING

Consistent with Georgia law, each teacher or school employee shall notify the principal of any of the following items of which he or she may become aware or have knowledge in verbal form immediately and in written form as noted below:

1. A reasonable suspicion or belief that a child under his or her supervision has been abused in any way by a parent or caretaker;
2. A reasonable suspicion or belief that a child under his or her supervision or under the supervision of the school has been sexually abused by anyone at any time and under any circumstance;
3. A reasonable suspicion or belief that a student has engaged in the use of drugs or controlled substances in any form;
4. An incident of aggravated battery by a student that occurs on the school campus or at a school activity during or after the school day;
5. Any incident of a sexual offense, including, but not limited to, sexual harassment, sexual molestation, attempted rape, or sexual activity involving touching whether or not the parties are engaging in such activity voluntarily, which is alleged to have occurred on the school premises, at a school activity, or under circumstances which can reasonably be related to the school;
6. A reasonable suspicion or belief or knowledge that a student or anyone else is in possession of a deadly weapon on campus or at a school activity, or under circumstances that can reasonably be related to school;
7. A teacher's awareness of any alleged past, present or future activities involving the possession, sale, distribution, transfer, or use of marijuana, any controlled substance or drug, or alcohol on the school campus or at a school activity, or
8. Any incident of disability or racial harassment.

ABUSE REPORTING PROTOCOL

1. If a student discloses to a school system employee or if an employee suspects that a student may have been abused in any way:
   a. The employee contacts the principal, or principal’s designee, of the school immediately.
   b. The school employee then makes written documentation of the incident, signs and turns in to the principal or designee.
   c. The principal/designee contacts the school counselor to complete the DFACS referral and to make an online referral directly to DFACS. The documentation should also be faxed to the SPED office at the Central Office (912-557-6576).
2. Assistance to the student may be given by the school personnel to aid the student mentally and or physically.
3. Any and all matters reported to the principal shall be considered confidential.

REPORTS OF ABUSE OCCURRING IN ANOTHER SCHOOL

1. Occasionally students at school A report that a student at school B is being abused. In these cases, the school personnel being told about this should:
   a. Report the incident to his/her principal. (Not the designee).
   b. The principal of school A will contact the principal of school B and share the information.
   c. The principal of school B will follow the protocol for reporting abuse.

SUICIDE REPORTING PROTOCOL

1. If student discloses to a school employee that he/she is in danger of hurting himself/herself:
   a. The employee contacts the principal or principal’s designee immediately.
   b. The employee then makes a written statement of the incident, signs it and turns in to the principal/designee.
   c. The principal/designee interviews the student immediately to assess the situation.
   d. The student’s parents are contacted immediately. The parent is strongly encouraged to make arrangements for a mental health interview immediately. All efforts and conversations should be documented.
   e. If parents do not have a telephone, the Student Services Coordinator/School Resource Officer is contacted to go with school personnel to contact the parent either at work or home. These attempts will also be documented.
   f. If parents have been contacted and have not shown up to take the student to an appointment in a reasonable time frame, approximately one hour after contact, the principal or designee should make a DFACS report immediately.
   g. If the incident occurs at the end of the school day and the contact has not been made with the parents: the counselor will email the Visiting Teacher/Social Worker form directly to DFACS.
   h. The final step is for the counselor to fax all documentation, the Visiting Teacher/Social Worker form and any other pertinent information to Ms. Annie Brown in the SPED office 912-557-6576.

HOMELESS STUDENTS DEFINITION AND PROTOCOL – Dr. Jeannie Burkhalter, 557-4726
The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:
- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or
similar settings; and
Migratory children may also qualify as homeless if they are living in circumstances described above.
If staff suspects a student may be homeless – report to principal or counselor, who will then report to Jeannie Burkhalter – Tattnall County Homeless Liaison, (912) 557-4726.

SECTION 2: GENERAL INFORMATION FOR ALL EMPLOYEES

EMPLOYMENT: CLASSIFIED/CERTIFIED

As a classified employee, employment and compensation are terminable at will, are for no definite period, and employment and compensation may be terminated by the Tattnall County Board of Education at any time and for any reason whatsoever, with or without good cause at the option of either the Tattnall County Board of Education or the employee. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by an authorized representative of the Tattnall County School System. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between the employee and the Tattnall County Board of Education.

As a certified employee, employment and compensation are established through a contractual agreement between the employee and the Tattnall County Board of Education. Termination of a certified employee is pursuant to the provisions of the Georgia Fair Dismissal Act. If a certified employee wishes to end his/her employment and the employee is still under contract, it must be approved by the Tattnall County Board of Education.

TEACHER CERTIFICATION

It is the teacher’s responsibility to secure and keep current a valid Georgia Certificate and to provide a copy of said certificate to the Central Office for payroll and certificate renewal purposes. Although Tattnall County prefers to hire teachers who are certified and in-field, we understand this may not always be possible. Tattnall County has made a commitment to hire the best candidate possible and provide intensive support during the certification process. As a minimum requirement, the candidate should have a 4-Year Degree. Please see Professional Personnel Recruitment Regulation (GBC-R) for more information. Teachers who have questions about certification may also contact Dr. Carla Waters or Mrs. Donna Bland at 557-4726 or via their Groupwise email account.

PROFESSIONAL LEARNING AND CERTIFICATE RENEWAL

Professional learning should be focused toward school improvement leading to improved teaching and increased student learning. The goal of certificate renewal and professional learning is for educators to work together to enhance established educational goals for the individual educator, the school and the district to assist students in meeting state standards for student achievement. Written Professional Learning Plans (PLPs) or Professional Learning Goals (PLGs) shall be required for all certificate holders employed by a Georgia school district. These PLPs and PLGs must be approved by the supervising administrator, who will also verify that progress is being made toward the completion of the PLP or PLG. PLPs outline requirements for the professional growth of educators as well as clearly delineate support the school or school system will provide for the educator’s professional growth. PLGs outline
identified areas for educator growth for those educators not required to have PLPs. PLPs and PLGs will be housed on the TLE Platform. Teachers seeking to renew their certificate must satisfactorily complete the requirements as outlined in their PLP or PLG. Further information and guidelines can be found on www.gapsc.com.

PLUs AND STIPENDS

PLUs may be awarded locally upon the completion of pre-approved courses. Generally, 10 clock hours = 1 PLU. The Superintendent, Assistant Superintendent, or designee must approve such courses. Additionally, stipends may be awarded in some instances where the work is completed outside contracted work time. These courses must also be pre-approved. Generally, 1 PLU = $200 stipend.

BACKGROUND CHECKS

As an effort to ensure the safety of our employees and students, background checks are required and must be approved prior to being hired into the Tattnall County School System. It is the responsibility of each potential employee to contact the Board of Education and schedule an appointment for a criminal history check. Upon hire, all classified employees will be required to do a follow up background check every five years from the year of hire. Certified employees must have a background check done prior to employment and upon each renewal of their teaching certificate.

PERSONNEL EVALUATION

The Tattnall County Board of Education believes that a program for evaluation of personnel should be conducted for improving the quality of instructional, supervisory, and administrative services. The Board views evaluations as an on-going process to identify strengths and weaknesses and provide support for improvement.

Certified Personnel Evaluation

All professionally certified teaching, support, and administrative personnel will be evaluated annually for performance appraisal and professional development purposes. Each staff member receives a Staff Evaluation Form annually, which serves as notification of the evaluation instrument by which he/she will be evaluated.

PROFESSIONAL DRESS STANDARD

The style in which we dress projects an image of ourselves and sets an example for our students. Therefore, teachers and other staff members are expected to demonstrate professionalism in their dress and appearance. Teachers/Staff members should take special care to be dressed professionally for assemblies, PTO, Open House, Grade Nights, and Honor’s Day. Jeans are permitted on Friday. Piercings (other than ear piercings) should not be visible.
SECTION 3: EMPLOYEE RESPONSIBILITIES

STAFF DUTIES

The opportunity for students to learn is not restricted to the classroom but to the total school facility. As teachers, our influence must exceed the confines of our classroom. The effective school finds all teachers using every opportunity to serve as a director of learning. The individual teacher is expected to assume responsibility for his/her class for the entire period. **NO CLASS IS TO BE UNSUPERVISED AT ANY TIME DURING THE SCHOOL DAY.** Please practice the procedure of supervising the dismissal of students as they exit from the classroom and simultaneously control the immediate area outside the classroom.

Teachers are expected to be in their own doorways during class change, morning arrival, and afternoon departure. Teachers without homerooms are assigned monitoring duties mornings and afternoons. Teachers are not to leave their duty station until all students have boarded a bus and are in transit. Additional duties will be assigned as needed. **You must be at your duty station on time.** All faculty members are to supervise and monitor students.

SECURITY BADGES

- As a safety precaution, all employees will be issued a security name badge provided by the system during the workday.
- If the badge is lost, the employee must contact the Human Resources Department within 24 hours to have another badge issued for a fee of $5.00.
- When an employee leaves the Tattnall County School System, the ID must be returned to the supervisor.

STANDARDS

Standards and learning targets should be posted in classrooms and verbally referenced during instruction so that students can become familiar with the language of the standards. Learning targets should be stated in the form of "I Can..." statements, and students should be able to demonstrate attainment of the learning target at the end of the lesson. Lesson plans should reflect that all levels of Blooms Taxonomy and/or all DOK levels are addressed. Instruction should be based upon summative and formative data and instruction differentiated according to student needs identified in this data. It is a good practice to refer to the standard at the end of the lesson and to ask students to demonstrate knowledge of the "I Can" statement in order to assess whether the students met the learning target.

ATTENDANCE OF TEACHERS/OTHER STAFF

Most teachers should report to work at 7:30 AM unless they are on duty, which begins at 7:20 AM. From 7:30 AM until the bell rings for the student day to begin, all teachers should be at their doors supervising students. When the first bell rings, teachers should enter their classroom and remain with their students during class throughout the day. If at any time it is necessary to be away from class, another teacher/staff member must be notified so that the class may be supervised.
Teachers are to be on duty before the first bell rings to begin the day and remain until all students have left the building and the building and grounds have been cleared of children. Students left on the school campus are the responsibility of the TEACHER of that student, not the parapro, nor the office staff. All staff should be accurate in recording actual arrival and departure time on the sign-in sheet in the workroom. Sign yourself in and out – colleagues should not sign in and out for others. The typical work day ends at 3:30 p.m., which constitutes an 8 hour day. Non-certified staff members should only work an 8 hour day to equal a 40 hour week.

**LEAVE PROCEDURES FOR KELLY SERVICES:**

When an employee is absent or needs to schedule an absence, he/she should:

- Call the leave coordinator or principal to let them know he/she is going to be absent; they will let the employee know if he/she will need to request a substitute.
- Call the Kelly Scheduling Team at **1-800-535-5998** open from 5am-8pm. They can create, cancel, and modify any absence (past, present, and future). The employee needs to tell the Scheduling Team he/she is with the **“Savannah Hours District in Tattnall County”**.
- Schedule future absences on Kelly website: [https://kelly.aesopenline.com/login.asp](https://kelly.aesopenline.com/login.asp) with his/her Login ID and PIN #. This is the employee’s account so he/she will be able to see all past absences or,
- Call 1-800-942-3767: The IVR (Interactive Voice Response) 24hrs/day. This is an automated system that mirrors the online system. The employee can create future absences, check leave balances, review upcoming absences, and change his/her PIN. The employee cannot schedule past or same day absences.

**All vacation, personal, and non-worked tracking days are sent to the principal from Kelly Services to be approved before the employee can take off.** Unless there is an emergency situation, employees must schedule personal, vacation, and non-worked tracking days **at least 24 hours** in advance. Employees should remember that these days may be denied, so they will need to wait for the principal’s approval before taking that day off. Employees will receive an email when their request has been approved or denied. If an employee has not been receiving emails about his/her absences, he/she can verify his/her email address on the Account tab on his/her Aesop page.

An absence report for the day is sent at 6:20 am and at 11:00 am to the Leave Coordinator and Principal to make sure they know who is absent and to ensure that a substitute is scheduled for this absence. Principals, school leave coordinators, and Federal Program Directors sign off monthly on all substitutes charged to Federal Programs. Supporting documentation is attached to the report monthly with the substitutes being paid with federal funds highlighted.

**Teachers with more than 12 days absent in a school year (with no extenuating circumstances) will receive a Level II for Standard 9 Professionalism on the TKES summative evaluation.**

**SUBSTITUTE FOLDER**

Each teacher is required to have on file certain information that a substitute teacher may use. The following items should be in the folder:

- Teacher's class schedule
- Bell or time schedule
• Record keeping information and instructions
• Seating charts and class rosters
• Information for money collections (teacher receipts, money envelope, written explanation for any moneys to be collected)
• Names of students who will be helpful, and names of students who will need to be watched
• Answer key for any tests, quizzes or exercises
• Any other pertinent information

It is the responsibility of the teacher who is absent to give a detailed explanation of what is expected in each class and the assignments to be given. It is important that substitutes not be asked to conduct a study period. It is also important that you leave enough work to keep students busy, so there is no free time for disruption. Each folder should have an emergency assignment or instructions where to find assignments in the classroom including emergency lessons for at least 3 days. This folder must be kept current!

FACULTY MEETINGS
Leadership meeting dates, PLC Meeting dates, and Faculty Meeting dates are set at the beginning of the year. Please make appointments, etc. on other dates. There may be a need from time to time to change dates. Adequate notice will be given.

PLANNING PERIODS
Planning periods are granted to certified teachers. Planning periods are not free periods or periods for socializing. Teachers are expected to use these periods to work and plan for more effective teaching. Planning time includes the time from student dismissal until the work day ends. Paraprofessionals do not earn planning periods. Should there be an open period during a paraprofessional’s schedule, he/she may be used to substitute, cover a class or perform some other task that may be needed at the school.

ANNOUNCEMENTS
Announcements will be made through GroupWise, and all staff should check GroupWise each day during planning time. The Pledge to the Flag and the moment of silent reflection will be done each day during homeroom or morning period. Teachers should monitor students during this time to make sure proper respect is being shown in the classroom (and hallways). Important morning announcements may be done at this time as well.

ROOM MAINTENANCE AND REPAIRS
The environment of the classroom is important to the instructional program. The following should be used as a guide:
• Keep the floor and desks from becoming cluttered.
• Require students’ books to be placed inside their lockers, book bags, or desks.
• Use the bulletin board to display papers.
• Check desks periodically to insure students are not writing on them.
• Lock your classroom and turn off the lights, computers, and projectors when not in use.
• Make sure exterior doors are locked behind you when you leave the building in the afternoons.
• Needed repairs in rooms should be sent via GroupWise or in writing to the maintenance person at each school. NO verbal requests will be granted.

RECORD KEEPING
Teachers shall keep and maintain the following standard records:
1. Attendance
2. Permanent Records (Cumulative Folders)
3. Inventory of Classroom Equipment and Material
4. Registration Forms (copies – originals to the registrar)
5. Instructional Material Inventory Records
6. Any other records required by the principal and/or the Board of Education

PERMANENT RECORDS
_It is the responsibility of each homeroom teacher to maintain neat and accurate permanent records._ Only certified teachers should record grades and information in the permanent record – Para pros should not do this. Each homeroom teacher will find permanent records of his/her students filed in the office. Teachers may work on these records in the building. **Under no circumstances are permanent records to be taken off the school grounds.** The permanent record is kept on a semester basis. At the end of each semester, the homeroom teacher will enter the proper grades and information. Students are not permitted to record data on permanent records for teachers. All entries must be written in black permanent ink. **No teacher is to enter, in the area of remarks, any comments detrimental to a student without the principal's approval.**

Days present, days absent, and times tardy must be complete and accurate. Teachers should review students' permanent records for missing/incomplete information. Pertinent information may be found that will help in working with individual students. All permanent records must be signed out of the record room and signed back in when returned. If student records are to be removed from the office, they must be signed back in before the office closes.

TEXTBOOKS
• Textbooks will be used as a resource.
• Textbooks will be numbered.
• Teachers will make a record of all textbooks issued.
• **Students who lose books will be required to pay for the book immediately. The teacher in the classroom will collect the money for the lost book. The teacher will issue the child a receipt and turn the money into the office. The money will be returned if the book is found. We will issue books for students who owe obligations/fines for classroom use only until cleared.**
• Students will be required to pay full replacement costs for damaged books.
• The school cost of the textbooks changes each year. Make sure the price sent to parents is the correct replacement cost.
COLLECTING MONIES

School principals are responsible for the management of all funds involving school activity. Management of school funds requires strict compliance with federal and state laws, school board policies and the Local School Fund Accounting Policies and Procedures Manual. All purchases and payments must be made through the office of the principal. The principal of the school is the only person authorized to disburse money from school accounts.

1. COLLECTION OF LOCAL SCHOOL FUNDS

The principal must approve all monies collected from students in advance (this includes but is not limited to all fundraising activities such as dances, sales, etc., field trips, book sales, dues and fees). The following procedures must be followed for the collection of monies.

1.1. Cash receipts

1.1.1. All monies collected shall be receipted and accounted for according to district policy and acceptable accounting procedures and directed without delay to the proper location of deposit.

1.1.2. Collection of fees and other money from parents or students may be handled in the homeroom, registration line, or office at the option of the principal. Only regular employees of the school may collect school funds and issue receipts. This includes gate receipts.

1.1.3. Receipts must be issued for all money received by school employee(s) using pre-numbered, two-part receipt books (when appropriate) or cash collection forms.

1.2. Collection Procedures to be Followed by Teachers and Other Employees Who Collect Money:

a. Fill out receipt book or cash collection sheet as money is received. Always include each student name and amount. Give the original copy of the receipt to the source of the money (student, parent, etc.) and leave the duplicate copy in the receipt book. Voided receipts must be maintained in the receipt book.

b. By the end of each day, count all money received and compare the total with the receipt book or cash collection sheet. The totals should agree. Any discrepancy must be explained in a written statement.

c. Deliver the money and the receipt book or cash collection sheet to the school bookkeeper daily. If more than one fund is involved, an itemized breakdown by fund must be furnished to the bookkeeper.

d. Bookkeeper will verify receipt of money and return a copy of signed monies collected form to school employee.

e. Collections from various locations by employees shall be turned in daily to the school office. Employees who fail to turn in any money collected each day will be held personally liable in the event of loss.

f. Completed receipt books are to be turned in to the school office where they are kept on file with other financial records.

1.3. Receipts from Admission to School-Sponsored Activities

1.3.1. All school sponsored activities in which an admission fee is charged must use pre-numbered admission tickets to account for proceeds. A sheet must be maintained at each gate which documents the number of persons entering on allowable passes.

1.3.2. Each employee authorized to sell tickets at the activity must complete the Report of Tickets Sold form.
1.3.3. The employee authorized to receive the proceeds from the activity must fill out the Report of Tickets Sold Form. This form should be verified and signed by the Principal or Assistant Principal on duty.

1.3.4. The proceeds from each activity along with the Report of Tickets Sold form must be returned to the school bookkeeper, who, will balance the receipts with the tickets and receipt the money collected.

1.3.5. All monies for each activity shall be deposited intact and no payments shall be made in cash directly to any individual. This includes payments to athletic officials and security officers. All payments to these individuals must be made on a school check.

1.3.6. All Report of Tickets Sold forms must be submitted to the auditor at the end of the school year.

2. **CASH DISBURSEMENTS**

2.1. All purchases utilizing school activity funds must conform to Purchasing Policies approved by the Board of Education. No school shall be responsible for an expenditure made by a pupil or teacher or by any other employee who has not first received written approval (purchase order) from the principal.

2.2. All disbursements must be made by school checks. Checks must not be written until an original, approved invoice and verified packing slip (if applicable) or adequately supported check requisition is received. Statements alone shall never be used as a basis for payment.

2.2.1. All purchase orders, invoices, bills, or check requests are to be approved by the school principal.

2.2.2. Check requests must be supported by a purchase order, itemized invoice and verified packing slip (if applicable) or a check requisition payment form.

2.2.3. No check shall be made payable to “CASH”.

2.2.4. No check shall be made for invoices marked “miscellaneous”.

2.2.5. Purchases should follow appropriate procedures for purchasing from vendors; reimbursements for purchases should not be made to employees.

2.2.6. No checks shall be cashed from school activity funds.

**REGULATION ON DONATIONS, GIFTS, AND BEQUESTS**

Before a teacher requests donations from a site, he/she must give you a list of items that he/she is requesting along with a rationale for why the items are needed, as well as how they will be used in the classroom. The teacher should also list the value of each item. You have the authority to approve or deny the classroom item on the list.

If the item being requested are technology items, those must be sent to Lynna for her approval since the technology department will have to be able to support the technology.

Once the items have been approved by the teacher to request, he/she can post them on the site. When the donations arrive, the teacher should give the principal an inventory of what has been received. The technology inventory should be forwarded to Lynna.

All items ordered become the property of the school district.
FIRE DRILLS – will be announced to staff only

All schools must have 2 fire drills within the first 30 days of school with the first being held within the first 10 days of school. After the first month, schools will have at least one fire drill each month. In November and February, a severe weather drill must be held (and may be held in lieu of the fire drill). Exiting the buildings must be done properly and safely. Running is not permitted. The searching of restrooms and other rooms shall be the duty of teachers and other adult members of the staff. Students will not be allowed to obtain items within the building after the alarm is sounded. Each class or group shall proceed to a predetermined point outside the building and remain there while a check is made inside the building. Each classroom will have a posted emergency evacuation map in the classroom. Please become familiar with this! Each teacher will take his/her roll. All outside doors must be closed. Students must be a minimum of 300 feet away from the building. Everyone will remain in his assigned location until a recall signal is given to return to the building. A teacher/staff member without a class must aid in evacuating the building and participate in said drill.

STUDENT/TEACHER ACCIDENTS

Any and all accidents sustained by a student or teacher should be reported in writing to the front office by the one who observed the accident or was closest to it, as soon as possible, within 24 hours. Please be safety conscious at all times and aware of students’ well being. The Tattnall County School System has purchased insurance that will cover all students during the time the child is at school or participating in a school-sponsored activity. School insurance is considered secondary coverage and covers charges that are considered reasonable and customary. Please do not tell parents/guardians that the student insurance will cover all costs of the student’s medical care. Workers’ Compensation information is also located in this Handbook.

STUDENT DISCIPLINE

Please see the Tattnall County Student Handbook. Teachers/Staff are expected to read carefully and to have a working knowledge of the information pertaining to student discipline. Any staff member who witnesses a discipline infraction should report it to an administrator as soon as possible.

SAFETY PLANS

All staff members are responsible for all information contained in the school’s safety plan.
Tattnall COUNTY PUBLIC SCHOOLS Attendance Support Hearing Procedure

The Tattnall County School System will use the following intervention prior to a referral for an Attendance Support Hearing, regarding all absences for the 2019-20 school year:

**DAILY**

Automated Phone Call/Text/Email

**THREE (3) absences**

Excused/Unexcused

Letter #1 mailed

Phone Call/Conference

Teacher/Designee documents a parent conference in PowerSchool

**FIVE (5) unexcused absences**

Letter #2 mailed

Contact Chris Freeman

Home Visit by Freeman/Dept. Of Juvenile Justice/Law Enforcement

**SEVEN (7) unexcused absences**

Letter #3 mailed

Home Visit and/or School Conference and/or Phone Contact School/Law Enforcement/DJJ

Referral to Attendance Support

Student may be subject to Community Service

**TEN (10) unexcused absences**

Referral to Magistrate Court

**ASSIGNMENT OF HOMEWORK**

Reasonable assignments requiring out of class time for completion may be made by teachers where desired. It is well to keep in mind that generally each student has five or six major subjects and may have homework in each of them. Also, he or she may be involved in other out-of-school activities with the church, community, sports, etc.

Homework is profitable - drudgery, however, is not meaningful homework. All teachers should develop careful procedures to assure coordination on homework assignments in between different subject areas. High standards must be maintained in academic courses because of the necessity for mastery of basic skills. Homework should be preceded in the classroom by a careful explanation of what is to be done.

*Homework Objectives:*

- To stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
- To encourage a carry-over of worthwhile school activities into permanent interests.
- To reinforce school learning by providing the necessary practice, integration, and application. A classroom teacher should ask the following questions in attempting to evaluate and improve homework and independent study policies:
A. Do assignments come or stem directly from class work?
B. Are assignments varied according to the needs of the different groups?

TATTNALL COUNTY ESOL PROCEDURES

1. Every student who seeks to enroll in a Tattnall County School, for the first time, will be given the Home Language Survey.
2. If a language other than English is spoken in the home according to the Home Language Survey, a referral is made to the ESOL teacher.
3. The ESOL teacher will administer the WIDA Online Screener to determine if student is eligible for ESOL services. If a student seeks to enroll in Tattnall County and his records indicate that was receiving ESOL services as his previous school, he/she will automatically qualify to be served in the ESOL Program.
4. Notification will be sent to parents regarding the student's eligibility for ESOL services, and a meeting will be held to discuss needed services. The parent will sign the permission form indicating approval of services being provided or indicating that they decline the opportunity for services.
5. If a student is found eligible for ESOL services and the parent agrees for him/her to receive services, the regular education teachers, the parent(s), and the ESOL teacher will determine what classroom accommodations are needed to ensure success for the student.
6. Each of the student's teachers will receive a copy of the accommodations and will document the need for differentiation in his/her lesson plans.
7. At some point each year, the Test Participation Committee (Regular Education Teachers, ESOL Teacher, and the parent) will meet to discuss needed accommodations for testing. The decision of the committee will be documented on the appropriate forms. A copy will be given to the student's teachers, the parents, and the school testing coordinator.
8. Each year each ESOL student will be assessed using the ACCESS Test in order to determine what progress he/she had made regarding English language acquisition.
9. ACCESS test results will be shared with the student's teachers so the teachers can plan to meet the instructional needs of the ESOL students.
10. ACCESS test results will be shared with parents and students.

STUDENT EVALUATION

Evaluation is one of the professional tasks of the teacher. Grades are assigned for several reasons. They provide a report to the parents of the student's progress. They are used to interpret to colleges and employers the student’s level of progress and achievement; they offer encouragement for the student to put forth his best effort. Grades should represent the teachers’ honest appraisal of the student's work. Document all grades and do NOT give grades for discipline. Teachers are encouraged to provide to the students as many opportunities as possible to help students acquire the necessary skills and knowledge to obtain a passing grade at the end of the semester.

Samples of work and tests should be retained for discussion with student's parents, as well as with the student. At the end of the nine weeks report period, there should be at least one grade per week posted - preferably more.
TEST SCORES and GRADES

Test scores and grades are confidential information. They should never be transported by students or discussed in an unprofessional manner. Tests may be discussed with the students and/or parents in individual conferences. Never be guilty of discussing such information with any person who does not have a right to know. (Mandated by FERPA)

GRADING AND REPORTING

The assignment of grades is to be consistent with specific policies and guidelines established by the Tattnall County Board of Education. The following regulations are recommended by the Board of Education:

• Teachers are to be available for after school assistance to pupils in need of help and should also be available for conferences with parents upon request by parents or the principal.

• Opportunities should be provided for pupils to make up incomplete work. Teachers must clear records of incomplete grades during the following nine weeks.

• Teachers are to inform parents by progress reports OR deficiencies about a student's impending failure. Progress reports are to be sent at the midway point of the nine weeks grading period.

• Special comments or remarks should be concise and helpful.

• Students should always be informed of the expectations of their teacher at the beginning of class. Students should be continuously aware of their status regarding passing and failure. There should be nothing in the way of surprise when the report cards are marked.

• Teachers should post at least one grade per week on PowerSchool.

Progress reports will be sent during the midway point of the nine weeks-grading period. Progress reports dates for 2019-2020 are: September 6th, November 15th, February 7th, and April 24th. Report card dates for 2019-2020 are: October 25th, January 10th, March 27th, and after May 22nd.

FAILING STUDENTS

If a student's work is not satisfactory, PLEASE make a special effort to get him/her to improve his scholarship. If the desired results are not obtained, notify parents. If a student is to be retained, report card grades should reflect failure; however, the progress report and/or report card should not be the first indication that the child is failing. Telephone calls and/or parent conferences are more desirable than notes. Please document all parental contact.
RESPONSE TO INTERVENTION (RtI) or MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) IMPLEMENTATION

A. Procedures

- **Parental Communication**
  - Parents must be notified and invited to all Tier 2 and 3 (SST) meetings.
  - Parental permission is not required for students to receive intervention and instruction through the RtI Process.
  - Parents must provide consent for all screenings/assessments conducted through RtI/SST.
  - Parents must provide consent for evaluations for an IDEA referral.

- **Establish RtI/SST Teams**
  - Teams may be established by grade level.
  - Teams must include:
    - Building-Level RtI Coordinators
    - Grade-Level teachers
    - Instructional/Academic Coaches
    - School Counselors as needed
    - School Psychologist as SST level
    - Other Support Staff as needed

- **Universal Screening**
  - Screenings will occur for students in grades K-8 in Reading and Mathematics 3 times per year: Fall, Winter Spring
  - Grade-level skills will be assessed using approved evidence-based progress monitoring tools.
    - Early Literacy and Early Numeracy Skills will be assessed in K-1.
    - Reading Fluency will be assessed in 1-8.
    - Reading Comprehension will be assessed in 2-8.
    - Math Computation will be assessed in 1-8.
    - Math Applications will be assessed in 2-8.
  - RtI teams will analyze data generated from the universal screenings.
  - Students who fall below the 25th percentile will be identified. Other information will be collected and analyzed to determine the need for a referral to Tier 2.

- **Student Identification**
  - Students may be identified in one of the following ways:
    - Students falling below the 25th percentile on the universal screener who have demonstrated a need for intervention services
    - Students who do not meet standards on the GA Milestones
    - Teachers may make a referral to Tier 2 regardless of screening results with two pieces of supporting data (grades, analyzed work samples, anecdotal log of behaviors, etc.).
    - Students with more than 4 office referrals should be considered for behavioral interventions.

- **Interventions**
  - Interventions must be researched-based, meaning that they have been shown to be effective with the population for which they are intended.
- Interventions may be pulled from the list of typical interventions provided in the RtI manual; however, because of the individual nature of RtI, cases will occur when student’s needs require a more specialized intervention.

- **Progress Monitoring**
  - For students in Tier 2, progress monitoring should occur once every week. Remember, sufficient data points must be obtained prior to a referral to SST.
  - For students in Tier 3, progress monitoring should occur at least once per week, but may occur more if needed.
  - Progress monitoring should occur only on the skill that is being addressed through intervention.
  - Progress monitoring for reading and math should occur through approved evidence-based progress monitoring tools for students in Tiers 2 & 3.
  - Progress monitoring for behavior should be recorded based on the behavior that is being modified. For example, if an intervention is trying to decrease office referrals, the progress monitoring should include how many office referrals a student has per week.

- **Referral to Tier 2**
  - Students are referred to Tier 2 when they demonstrate a need that is not being addressed through standards-based instruction and differentiation in the regular education classroom.
  - A meeting must be held that includes the parents, teachers, Building-level RtI Coordinator, and any other pertinent personnel. Parents must be mailed a RtI meeting notice at least 7 days prior to any meeting.
  - An intervention plan should be established for any student entering Tier 2.
  - The intervention plan should include:
    - The student’s skill deficit
    - The intervention the student will receive
    - The person providing the intervention
    - The timeline of the intervention (when, for how long, etc.)
    - What skill on which data will be collected through the progress monitoring
    - Who will collect the progress monitoring
  - This plan is essential in being able to monitor the accountability, fidelity, and integrity of the intervention and progress monitoring
  - A student must spend a total of at least 4-6 weeks in Tier 2 before being referred to Tier 3. This may occur with one Tier 2 meeting, or the student may have an initial meeting and a review meeting. The Tier 2 review meeting may happen simultaneously with the Tier 3/SST initial meeting if a move to Tier 3/SST is warranted. This is entirely dependent on the student’s situation and his/her amount of progress.
  - A hearing and a vision screening should be completed **prior to a referral to SST** to ensure that a student’s difficulty is not due to a sensory processing issue.

- **Referral to Tier 3/SST**
  - A referral to Tier 3/SST should occur when a student continues to show insufficient progress towards goals despite receiving interventions.
  - A referral to Tier 3/SST should be made through group consensus of the RtI team.
  - A meeting must be held that includes the parents, the teachers, the Building-level RtI Coordinator, the School Psychologist, and any other pertinent school personnel.
Once a referral to SST has been made, a student should be assessed using an academic achievement test to help with educational planning. Parental permission for academic testing should be obtained.

The student’s intervention plan should be adjusted according to information received from academic testing, progress monitoring from Tier 2, and any other information pertinent to the student’s progress.

Interventions must be adjusted when moving from Tier 2 to Tier 3. Interventions can be adjusted through frequency, duration, or intensity. New interventions may be substituted for existing interventions.

A student must spend a total of at least 4-6 weeks in Tier 3 before being referred for an IDEA evaluation. REMEMBER, students suspected of having a learning disability must complete at least 12 weeks of RtI before being referred. Students must have an initial meeting and a review meeting in Tier 3. The review meeting is when an IDEA referral can be initiated.

IDEA Referral

- An IDEA referral is warranted when a student continually shows a lack of progress despite receiving INTENSIVE interventions.
- A referral to special education under the category of Specific Learning Disability requires at least 12 weeks of continuous intervention and data monitoring.
- If a referral is warranted, the Building-level RtI Coordinator should complete the IDEA referral packet with assistance from the RtI/SST team.
- Parental consent for evaluation must be obtained.
- Only completed referrals will be accepted. Incomplete referrals will be returned to be completed.

HONOR ROLL/ACHIEVEMENT ROLL

Schools in the Tattnall County School System recognize students in grades 3 – 12 for scholastic achievement through Honor Roll and Achievement Roll.

Grades 3-12 - Honor Roll - All As on the report card during the 9 week grading period.

Grades 3-5 - Achievement Roll – All As and Bs on the report card with more As than Bs in the content areas during the 9 week grading period.

Grades 6-12 – Achievement Roll – Students must achieve all As and Bs on the report card with more As than Bs.

Individual grade levels or teachers may also issue special recognition to students regarding academics.

FUNDRAISERS

The Tattnall County School System prohibits door-to-door activities such as fund-raising by the school or school-related organizations.

LOST AND FOUND

All unclaimed items are to be turned in to the front office. These items will be secured. After thirty (30) school days, these unclaimed items will be donated to charity.
VISITORS

Classroom visitations will not be permitted unless approved by the principal. Unannounced visitors are to be directed to the office. Visitors should obtain a pass from the front office.

SCHOOL SECRETARIES

The school office staff is available to assist you in a number of ways. Please remember, however, that they have a broad job description, and they serve many people. They should not be expected to reproduce materials, type tests, or perform other tasks that are typically the teacher’s responsibility. Please respect the office staff’s work area. Teachers should not use the Secretaries’ Office as a work area or as an area to eat lunch. No teacher should automatically assume they might sit at a staff members’ desk, use their telephone, or other items that they must use to perform their job duties. If a staff member needs the use of a telephone, copier, etc. for school business, the office staff will assist in locating one for their use. Traffic in the front office should be kept to a minimum.

MAILBOXES

Each staff member is assigned a mailbox in the workroom. All incoming mail is distributed daily. Please check the floor in front of the boxes for large bundles of magazines or packages that will not fit in the boxes. Each teacher is asked to remove his mail each day and to refrain from using the mailbox as a repository of excess materials. You need to check your boxes each morning and each afternoon. You may NOT send students to pick up mail. Please respect the privacy of others.

TELEPHONE

The school telephone may be used for any local or school-related calls. Calls should be made during your planning period or before or after school. Cell phones may be used during your planning period or before or after the school day. Typically, these devices should not be used during class times (using Class Dojo may be the exception.) Personal phones may not be connected to the secured school wireless network because of network security. On personal phones, GroupWise email may be accessed only through an internet browser and the school website, unless the mobile device is school owned property. This is a data security measure. Any long distance calls to be charged to the school must pertain to official school business. When the call is completed, list the call on the telephone log that is located in the area of the phone you are using. Telephones in the front office are for the office staff use. Students should not be permitted to use the telephone for forgotten papers, signatures, arranging extra curricular activities, etc. The teacher should send the student to the office in case of emergency (sick, clothing, etc.) with a written pass stating the reason for the call.

PARKING

All teachers and staff are required to park in the parking lot(s) provided. The school or system will not be responsible for damages incurred to vehicles parked in inappropriate places other than the designated parking lot.
FACILITY USAGE
The use of the facility by outside groups is done with a rental contract agreement. School related groups have first priority to use the facilities. Please make sure that any and all events are approved by the principal and placed on the Events Calendar in the office.

OTHER USE OF SCHOOL PROPERTY AND TIME
It is inappropriate for employees to use work time and/or property of the Tattnall County Public School System for personal gain. This includes, but is not limited to Tupperware sales, Pampered Chef sales, Premier Jewelry sales, party invitations, etc. Failure to adhere to this standard is grounds for discipline up to and including discharge.

SCHOOL WEBSITE POSTING
All teachers are required to utilize teacher web pages as a communication tool with parents. Teachers post assignments, vocabulary and spelling lists, math tools, unit topics, upcoming events or field trips, or any pertinent information for students and students’ parents. The information must be current and updated weekly. Teacher passwords to private pages are to be kept confidential. Teacher web pages created outside of the school sponsored website must be approved by school administrators. If student pictures are included on web pages, the picture caption or added text may identify the activity or class, but not identify the students individually by name without specific permission from administration. A student’s full name, address, or other personally identifying information may not be posted. At all grade levels, students creating web pages will post information only with permission and supervision of a teacher. An additional communication site is Parent Portal. Teachers must enter grades in PowerTeacher once per week at a minimum. Parents may log into Parent Portal and view grades and attendance after requesting an account from the school registrar.

PROCEDURES REGARDING STUDENT INFORMATION AND CONFIDENTIALITY
Teachers use PowerTeacher Pro for attendance and grading. PowerTeacher logins, setup by the registrar, must be kept confidential. Passwords are preset by the registrar. The teacher has the ability to enter attendance, look up demographic data, and view schedules for her classes. Employees with administrative responsibilities may be given full access to student information, if requested by the school principal. All staff who have access to student data must adhere to guidelines and legal requirements as specified by local Board policy and procedures, state rules and federal law, including FERPA. A breach of confidentiality is a violation of the Educator Code of Ethics for certified personnel. Student information that is private must not be saved on teacher computers or other electronic devices. Special care must be taken to safeguard social security numbers and other sensitive data.

When a teacher enters attendance information for a student, the information becomes part of the student’s official student record. Falsification of attendance is a violation of the Educator Code of Ethics. Administrators should be informed of students with failing grades or excessive absences.
TECHNOLOGY ACCESS

Access to Tattnall County’s network and internet is a privilege, not a right.

To adequately prepare our students and engage learners, teachers should use technology effectively and as appropriate in daily lessons. Technology integration is engaging and collaborative; hands-on student use is highly encouraged. Teachers must not use programs or websites for ongoing instruction or any program or site that requires the creation of student accounts that does not comply with the terms of service—specifically, the teacher shall not use a site with students younger than 13 if the Terms of Service for the site restrict use to users 13 and older, and a site may not be used with any students if the Terms of Service restricts access to users 18 and older.

Tattnall’s technology and phone services exist to support the educational mission of the school system. Employees are to use school owned technology for school system-related purposes and performance of job duties. Minimal incidental personal use of school system technology during non-instructional hours is permitted as long as such use does not interfere with the employee's job duties and performance. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with the employee code of ethics and all other applicable policies, procedures, and rules.

The school system retains control and supervision of all technology owned or leased by the school system. The school system reserves the right to monitor all activity performed on school system technology by employees and other system users. Employees have no expectation of privacy in their use of school system technology, including e-mail messages and stored files.

The employee is responsible for his/her actions and activities involving school system computers, network, Internet, and phone services, as well as for his/her computer files, passwords, and accounts. Failure to comply with board policy is grounds for discipline up to and including discharge. Any questions concerning this policy should be directed to your local administrator.

Personal hotspots that allow users to bypass the school's content filter are not allowed.

PHOTOCOPYING

Copy machines are in place for teacher use. Please do not use them for personal purposes. Do not make extra copies and do not make copies for future use. Minimize the number of copies made. All staff are expected to adhere to copyright guidelines.

Teacher/Classroom Photocopying:

You may reproduce single copies of the following:

- A chapter of a book
- An article from a periodical or newspaper
- A short story, short essay or short poem, whether or not from a collective work
- A chart, graph, diagram, *cartoon or picture from a book, periodical or newspaper
- Intent of the preceding: For scholarly research, teaching or preparation to teach a class.
  *Note: Copyrighted, syndicated cartoon characters are not permitted to be copied.
You may reproduce multiple copies of the following:

- A complete poem if less than 250 words and if printed on not more than two pages
- An excerpt from a long poem, but not to exceed 250 words
- A complete article, story or essay of less than 2,500 words or an excerpt, not more than 1,000 words, from a larger printed work not to exceed 10% of the whole, whichever of the preceding is less
- One chart, graph, diagram, *cartoon, or picture per book or periodical issue
- Special works containing prose, poetry and illustrations, but limited to no more than 10% of the total

All preceding must bear the copyrighted notice.

*Note:* Copyrighted, syndicated cartoon characters are not permitted to be copied.

Limits to the preceding:

- Copying is made for one course only
- One work from a single author
- No more than three authors from a collective work
- No more than 19 instances of such multiple copying in one class term
- Copying shall not be used to create or replace or substitute for anthologies or collective works.
- Copying of "consumable" works, i.e., workbooks, exercises, standardized tests, test booklets and answer sheets is absolutely prohibited.
- Same item not reproduced term to term
- No charge made to students beyond actual photocopying

*Note:* The limitations stated above do not apply to current news periodicals, newspapers and current news sections of other periodicals.

LIBRARY PHOTOCOPYING

Copies & Phonorecords - Exempt Conditions*

- Reproduction of unpublished works for the purpose of preservation and security
- Reproduction of unpublished works for the purpose of replacement of damaged, deteriorating, lost or stolen copies if replacements cannot be obtained at a fair price.
- Reproduction for a patron of one (1) single copy of one article or small part of a work to become the property of the patron for the purpose of study or research. Copyright warning notice (see appendix B) must be displayed at the desk where orders for copies are accepted or placed in view near a walk-up copy station.
- Reproduction of an entire work, at the request of a patron, if it cannot be obtained at a fair price
- Copy becomes the property of the patron

RENTING/ DOWNLOADING MEDIA FOR CLASSROOM USE

Videotapes, DVDs, Netflix, Internet downloads, or other recordings, which are not part of the center collection, must be approved by administration. If the administration is unfamiliar with the recording, a preview of the material may be required prior to its showing. Thus, teachers should plan several days ahead when using outside sources. Requests should be made to purchase items that have lasting value as a teaching resource.
Using rented or downloaded media in the classroom is not a violation of the copyright law, if the following conditions exist – It must be shown:

- only to students and educators in a face-to-face setting.
- as part of the instructional program (curriculum outline and lesson plans)
- either in a classroom or other school location devoted to instruction.
- using a legitimate (not illegally reproduced) copy with the copyright notice included.

Such use is **prohibited** under the following circumstances:

- It is used for entertainment, recreation, or is unrelated to a teaching activity.
- It is shown to an audience not confined to students, such as a community activity
- It involves an illegally acquired or duplicated copy of the work.
- It violates the terms and conditions of the streaming, media source.
  - Streaming videos from personal subscription vendors (Netflix, Hulu, Amazon Prime, Redbox Rentals, etc.) in your classroom when the license prohibits is a copyright violation, even if used for instructional purposes.

**EMAIL**

An individual electronic mail account is provided to every system employee for school-related communications. Using school email accounts for personal use is strongly discouraged. Employees should make every effort to limit the size of their mailbox. Large attachments and pictures should be saved elsewhere when needed for later use. Archiving email is a good practice to keep the inbox size more manageable. School provided email accounts are not considered private to the user. Emails are subject to subpoena. Accounts are deleted when an employee is dismissed from service.

No e-mail messages should be created or sent which may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability. The Tattnall County Board of Education's policy against sexual or other harassment applies fully to the electronic mail system, and any violation of that policy is grounds for discipline up to and including discharge.

**INTERNET ACCESS – ACCEPTABLE USE PROCEDURES**

*Signing of the Teacher Handbook signifies acceptance of the Acceptable Use Policy.*

Access to the Internet is provided for educational purposes consistent with the school system’s educational mission and goals. Responsible, efficient, ethical, and legal utilization of school computers and the Internet are required of all users. The use of the school system’s Internet and email is a privilege, not a right. Although some specific examples of prohibited uses by students or employees are stated, they are intended as illustrations only, and do not purport to be all inclusive of inappropriate behaviors.

**Failure to comply with computer or Internet use guidelines or demonstration of inappropriate use shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.** The Superintendent or designee(s) shall make the decision regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Acceptable uses include the following:

- Research assigned for classroom projects
- Electronic mail to other users for school related content
- Access and exchange of information for school business
Prohibited conduct includes, but not limited to the following:

- Using impolite, abusive, or objectionable language in either public or private messages or postings.
- Using the network illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet during the school day for recreational and personal entertainment that is non-school related.
- Posting, sending, or receiving copyrighted materials without permission.
- Sending chain letters to lists or individuals, and any other types of use that may cause network congestion or otherwise interfere with the work of others.
- Using the network for personal financial or commercial purposes or political lobbying is prohibited.
- Using another person’s password or knowingly giving one’s password to another person.
- Using Internet access for sending or retrieving pornographic material.
- Utilizing any software or viruses that would corrupt data files or harm the school system’s network or computers.
- Circumventing security measures on school or remote computers.
- Attempting to gain unauthorized access to services, programs, data, or resources.
- Posting material deemed inappropriate or created by another without his consent; Posting anonymous messages.
- Forging electronic mail messages; Creating and sending harassing e-mail messages; Attempting to read, delete, copy, or modify the e-mail of other users.
- Using the network in a fashion inconsistent administrative procedures and other staff and generally accepted acceptable network etiquette.

Staff members should enforce the acceptable use supervising students using the Internet. When members become aware of any violation of the computer use or Internet use policy, they should address the matter in accordance with the school’s disciplinary policies and procedures.

Network security is a high priority. If the student or employee identifies or perceives a security problem, the user must immediately notify the administrative staff. Any attempt by a student or employee to logon to the network or Internet as a system administrator or unauthorized user will result in cancellation of user privilege. Any user identified as a security risk or having a history of computer system violations may be denied access to the Internet and/or school network. User account names and passwords are not to be shared or published in any manner.

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm, modify, or destroy the school’s equipment, data, software, connectivity, or any related material. This includes knowingly distributing computer viruses. The employee or student and/or student’s parent/guardian shall be responsible for compensating the school system for any losses, costs, or damages from unacceptable use or lack of care of equipment, even if accidental. Additionally, student violations of acceptable use may result in suspension or expulsion. Any unauthorized access or breach of state or federal law is subject to criminal prosecution. Staff violations may also result in disciplinary actions including dismissal.
DISCLAIMER

Tattnall County School System makes no guarantees of any kind, for the service it is providing. The school system will not be responsible for any damages suffered by the user. This includes loss of data resulting in delays, non-deliveries, incorrect deliveries, or service interruptions. The school system specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Personal devices are not the responsibility of the technology staff.

Computer and Internet Use Agreement - Sign off form

1. I shall not give out personal information over the Internet or through electronic mail.
2. I shall not use offensive, profane, obscene, or inflammatory speech over the network.
3. I shall not intentionally search for, view, or distribute obscene, pornographic, harmful to minors, or otherwise inappropriate material.
4. I shall obey all copyright laws.
5. I shall use electronic mail and other forms of direct electronic communications for school-related purposes.
6. I shall not use the school network to conduct commercial or for-profit activities.
7. I shall avoid unethical and illegal activities over the system network.
8. I shall not use the network in any way that would disrupt its use by others.
9. I shall notify a supervising teacher or administrator of any suspected or known attempts to tamper with school hardware, software, or data. I shall report any potential security threat.
10. I shall not download potentially malicious or network conflicting files from the Internet.
11. I shall not vandalize computers, software, or network devices. I shall not deliberately spread computer viruses or install software to handicap the system network performance.
12. I shall respect the integrity and security of the network by using only the assigned password for suitable access. I will keep passwords private.
13. I shall not use school resources to engage in hacking or attempts to compromise the system security.
14. I shall not post information on the web regarding school personnel, students, or school activities without permission from a school administrator.
15. I shall use the school computers only for research and communications needed for school assignments or instructional activities approved by a teacher.

As a student or employee of the Tattnall County School System, I have read and understand the rules and regulations for computer and Internet use. I agree to abide by the principles and guidelines of appropriate use. I will refrain from actions considered unacceptable to the proper use of the Internet and other school resources.

PUBLIC RELATIONS

All school staff must become conscious of the need to use effective good public relations. We should exercise discretion in the use of constructive criticism. Consider the audience involved and possible repercussions. A wise teacher of students says: “Children respect a teacher for what he is as well as for what he knows - the personal traits of a teacher can make or break classroom discipline.” Such characteristics as naturalness, a business-like attitude, consistency, a liberal helping of praise over blame, warmth in dealing with boys and girls, and a clear, pleasant voice are musts.
The child is the most important means of public relations. We must be cognizant of the following:
- Desire of each child to be loved, recognized, and to belong.
- Importance of the child's report to the home on daily school activities.
- Need for personal interest in the home situation, unusual family happenings, and personal health problems of the child.
- Significance placed on words of praise and approval.
- Importance of carefully explained homework assignments.

Good public relations practices grow naturally out of good teaching. Good teaching promotes confidence in our schools. If parents know that their children are making satisfactory progress in their schoolwork, good public relations are assured.

Good teachers are not only efficient but have the qualities of sympathy, patience, courtesy, kindness, etc. The mental attitude of the teacher sets the climate of learning and teaching for the day.

**CORRESPONDENCE**

Teachers and schools are, in part, judged by the caliber of correspondence they send out. Edit carefully anything prepared and mailed by students under your direction. Be certain that all correspondence is grammatically correct. All correspondence sent to parents must be first approved by an administrator.

All correspondence on school letterhead stationery or a general announcement to all parents must be approved and endorsed by the principal. (Letterhead is available from the front office with clearance from the principal.) A copy will be retained for office files.

**SECTION 4: EMPLOYEE LEAVE PROGRAM**

**SICK LEAVE CREDIT TOWARD RETIREMENT**

During the 1999 Georgia Legislative Session, the necessary appropriation was included to fully fund the sick leave legislation passed in 1998. The full funding will allow the Teacher retirement System of Georgia (TRS) to grant one month of service credit for each 20 days of accrued, unused sick leave for which a member has not been paid. The TRS staff will adopt the following rule and procedures to implement the full funding of the sick leave legislation.

1. Any TRS members whose effective date of retirement is **on or after July 1, 1999** will be eligible for the full funding of sick leave credit.
2. In order to qualify, the member must have at least sixty (60) days of sick leave for which he/she has not been paid. (Less than 60 days equals no credit)
3. One month of credible service will be awarded for each 20 days of unused sick leave rounded to the nearest month as follows:

<table>
<thead>
<tr>
<th>Days of Unused Sick Leave</th>
<th>Creditable Service</th>
<th>Days of Unused Sick Leave</th>
<th>Creditable</th>
</tr>
</thead>
</table>

48
4. The maximum allowable accumulation is 1 ~ days of sick leave per month of service. (Note: There is no maximum number of days that can be accumulated for retirement purposes other than as stated and total credit cannot exceed 40 years)

5. In some instances, less than 1 ~ days of sick leave is awarded per month of services. If this is the case, only the actual amount awarded will be counted.

6. Sick leave cannot be used for vesting purposes, i.e. a member must have 10 years of credible service exclusive of sick leave credit in order to vest.

7. Credit will be awarded for periods of time where accurate sick leave records do not exist based upon the actual experience for periods where accurate records do exist. It will be the member's responsibility to obtain the certification from their employer, or employers, if they had multiple employers.

8. Credit will be awarded for all members based on ninths.

9. Some school systems offer to pay for unused sick leave and in some cases, it may be to a member's advantage to be paid for sick leave rather than counting it towards retirement. The member will have to make this decision.

10. Credit will only be allowed for sick leave accumulated on a withdrawn account if the member has repaid the withdrawal.

PROFESSIONAL LEAVE REQUIRED BY SCHOOL SYSTEM

Employees required by the school system to attend professional activities which would cause them to be absent from their normal duties will not be charged leave time for these activities. Jury duty is professional leave. An employee who serves on jury duty may keep the monies paid for such duty performed. Certain employee recognition events may also be considered as professional leave. All professional leave must be approved through the Central Office.

Coding of Professional/Staff Development or other Leave:
• Professional Leave: Conferences or required training that causes the employee to be out of
Tattnall County.

- Staff Development: Trainings or meetings inside Tattnall County.
- School Business: Any Conferences or meetings that are accompanied by students.
- (example) FBLA, FCCLA, BETA, any school extra-curricular activities.
- Jury Duty: Entered as Jury Duty and does not come out of your sick leave.

All the above must be approved by the Principal.

PERSONAL, SPECIAL OR EMERGENCY LEAVE

Personal leave of absence, not to exceed three days total per year may be used for personal reasons, emergencies, or catastrophes. These days shall be covered under the leave program. Personal days are a part of 12.5 days earned per year. Personal leave cannot be carried over into the next school year, but becomes a part of accumulated sick leave. Permission for such leave must be obtained from the school principal. Examples of such leave are:

1) Leave for personal reasons, including professional organization meetings not required by the system.
2) Emergencies, catastrophes, fires, accidents and funerals (funerals for non-immediate family members)
3) For required court appearances. (If required by TCBOE, it is counted as professional leave.)
4) Members of the immediate family leaving for military service.

Personal leave days should not be equated with "vacation" days. Leave days taken without pressing personal needs could result in forfeiting pay for a day of leave needed later, since a teacher is allocated only three personal leave days per year.

Permission for the specific days of absence must be obtained from the school's principal or employee's direct supervisor. In order to obtain permission from the principal/supervisor, the proper leave form must be filled out and presented to the principal/supervisor for his/her approval three (3) days before the date for which personal leave is requested.

Personal leave days requested on in-service days and days immediately preceding or following holidays, etc. will be closely scrutinized and may be denied at the discretion of the principal and superintendent if the presence of the person requesting the absence is essential for effective school operation of the specific date.

FALSIFICATION OF LEAVE

Should an employee falsify leave, the consequence is mandatory reporting to the PSC which can be construed as insubordination and a violation of Board Policy.

TATTNALL COUNTY BOARD POLICIES

The Tattnall County Board policies are found at [https://eboard.eboardsolutions.com/Index.aspx?S=4150](https://eboard.eboardsolutions.com/Index.aspx?S=4150)
EXTENDED LEAVE REQUEST FORM
Complete if you have advanced knowledge of a potential need for extended leave (>3 days). Return the
Completed form securely to your Leave Coordinator.

Employee’s Printed Name: ________________________________________________
Employee’s School: ___________________________ Employee’s Position: ________________
I request a leave of absence from ________________ (date)* to ______________________ (date)*

For the following reason:

_____ For the birth of my child and/or to care for the newborn child.
_____ For placement of a child with me for adoption or foster care.
_____ To care for my (circle one): spouse       child       parent with a serious health condition.

Name: __________________________ Relationship: ________________________________

_____ My own serious health condition.
_____ Military Leave or Leave to care for Military Family Member.
_____ For any other reason. (Please specify): ________________________________

*We understand that in some cases these dates may be tentative. Use the space below for more complex time frames.

I request intermittent or reduced-schedule leave at the following times:
Schedule: __________________________
Reason: ______________________________

I understand that this is merely a request and not a guarantee of benefits. Completing this request does not
necessarily replace the normal course of action an employee is expected to follow in order to properly report leave of
absence to the schools leave coordinator.

_________________________________________          ___________________________
Employee Signature                                                                               Date

_________________________________________          _______________________________
Principal Signature                                                                                     Date

• If this leave qualifies as FMLA leave, you will receive an FMLA packet from the Payroll/Benefits Clerk.
• If this is not FMLA leave, your physician must fax “The Medical Certification Form” to Payroll/Benefits
  Clerk at Tattnall County Board of Ed.
• If this absence was due to an employee’s personal illness/disability, a doctor’s release (attached) must be
  completed and faxed to Payroll/Benefits Clerk before returning to work.
Return to Work Release Form

*This document should be completed for an employee’s illness or disability*

TO BE COMPLETED BY THE EMPLOYEE:

Employee Name: ____________________________________________________________

TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

Employee may:

_____ Return to work on ________________ (date) without restrictions.

_____ Return to work on ________________ (date) with restrictions as indicated below through ________________ (date).

If modified duty is not available, the employee is considered to be off work until the release without restrictions.

Please List restrictions or limitations below:

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

_____ Restrictions listed below are PERMANENT.

Permanent Restrictions/Comments:

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

________________________________________________________________________________________________________________

Name of Health Care Provider: __________________________ Doctor Phone #: __________________________

Doctor Signature: __________________________ Doctor Fax#: __________________________

Today’s Date: __________________________ 

*Please fax to: 912-557-3036  Attn: Payroll/Benefits Clerk*
SECTION 5: EMPLOYEE BENEFITS

Benefits – Tattnall County Schools

Employee Benefit Package (subject to change during Open Enrollment)

PAID BENEFITS

Benefits paid completely by the Tattnall County Board of Education for eligible employees:

- **Sick/Personal Leave** – Employees who work 180 – 200 days (10 MONTHS) earn 12.50 days per year; 205 – 216 days (11 MONTHS) earn 13.75 days per year and 222 – 256 days (12 MONTHS) earn 15.00 days per year. Three of these sick days may be used as personal leave per year with principal’s approval. If you are a member of the Teachers’ Retirement System, your unused sick leave will count towards your retirement at the end of your career.

- **Jury Duty Leave** – This is paid leave that does not count against sick or personal leave. The jury duty pay may be kept by employee.

SHARED BENEFITS

Benefits funded partially by the Tattnall County Board of Education with the remainder paid by the eligible employee:

- **Teachers Retirement System of Georgia** – Retirement benefits payable after a minimum of 10 years of service at age 60 or 30 years of service regardless of age. **The School System pays the employer contribution of 20.9% of each employee’s monthly salary.** The employee contribution is of 6%.

- **Health Insurance** – Various plans are available. **The School System pays the employer contribution of $945.00 per month for each participating certified and classified employee.** Employee premiums vary by plan. You have a rate sheet in your paperwork.

- **Social Security and Medicare** – Benefits payable at age 62 (reduced) or age 65. Employer contribution of 1.45% of employee’s monthly salary for Medicare only for certified and clerical staff hired after March 31, 1986. Employer contribution for all other staff is 7.65% of employee’s monthly salary for Social Security and Medicare. Clerical and certified staff pay only the Medicare, 1.45%. All other staff pay 6.2% FICA and 1.45% Medicare for a total of 7.65% of your salary.

OPTIONAL BENEFITS

Benefits selected and paid for completely by eligible employees: Visit www.gabreeze.ga.gov

OTHER SELECTED BENEFITS

- **Automatic Payroll Deposit** – Employees may elect to have paychecks electronically deposited into bank accounts each payday. We currently do not require direct deposit, but we do encourage everyone to participate. Checks not deposited directly will be mailed.

- **Tax Sheltered Annuities** – Several personal retirement annuity programs are available, such as fixed accounts and mutual funds offered through payroll deduction. Companies include Mass Mutual, Valic and New York Life.
• **Sick Leave Bank** – After two years of employment and accrual of 20 days of unused sick leave, an employee is eligible to join our sick leave bank. Members can request withdrawal of up to 60 days additional sick leave per year in the event that all sick leave (and vacation leave if applicable) is exhausted due to a serious personal illness or injury as verified by a medical doctor. Donation of one day of sick leave is a requirement to join. Periodically the committee has to assess a day from all members to cover requests. In the last 19 years, we may have assessed 10 days at the most. These days are sick leave and will be days that could count towards retirement at the end of your career.

Payday is always the last day of the month. Checks are mailed if employee does not utilize direct deposit. Direct Deposit statements may be accessed via the Softdocs website.

**DAYCARE** - We have 2 daycares in our system - one at GES and one at RES. If you are in need of daycare, please contact Robin Waters at the BOE.

**BENEFITS UPDATE**

PLEASE remember to update your various benefit coverage. The benefit choices you make during open enrollment or as a new hire will stay in effect for the duration of the 2019 plan year, unless you experience certain changes in status defined by federal law as qualifying events.

Qualifying events include, but are not limited to:

- Marriage or divorce;
- Birth or adoption of a child or placement for adoption;
- Death of a spouse or child, if only dependent enrolled;
- Your spouse's or dependent's eligibility for or loss of eligibility for other group health coverage; (your dependent child is eligible up to his/her twenty-sixth birthday);
- A change in residence by you, your spouse, or dependents that makes you or a covered dependent ineligible for coverage in your selected option; and a change in employment status that leads to a loss or gain of eligibility under the plan;

If you experience a qualifying event, you may be able to make changes for yourself and your dependents, provided you request those changes **within 31 days** of the qualifying event.

The following changes may be made anytime throughout the fiscal year:

1. Beneficiary updates on Life Insurance and Retirement Plan
2. Direct Deposit
3. Federal and State Withholding Certificate
SCHOOL MEALS

Charges to staff lunch accounts must be paid in full each month by the 5th working day after payday. No staff member lunch account may exceed $30 in charges.

<table>
<thead>
<tr>
<th>Month</th>
<th># of Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>22</td>
<td>$44.00</td>
<td>$71.50</td>
<td>$115.50</td>
</tr>
<tr>
<td>September</td>
<td>20</td>
<td>$40.00</td>
<td>$65.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>October</td>
<td>18</td>
<td>$36.00</td>
<td>$58.50</td>
<td>$94.50</td>
</tr>
<tr>
<td>November</td>
<td>16</td>
<td>$32.00</td>
<td>$52.00</td>
<td>$84.00</td>
</tr>
<tr>
<td>December</td>
<td>14</td>
<td>$28.00</td>
<td>$45.50</td>
<td>$73.50</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>$38.00</td>
<td>$61.75</td>
<td>$99.75</td>
</tr>
<tr>
<td>February</td>
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WORKERS' COMPENSATION and Authorized Panel of Physicians

Tattnall County Board of Education

WORKERS’ COMPENSATION

PLEASE MAKE SAFETY A PRIORITY EVERY DAY!

Employees may be entitled to Workers’ Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. Each school and department of the Tattnall County School System is responsible for reporting all employee accidents regardless if they become Workers’ Compensation claims.

Procedures for reporting an injury occurring on the job:

1. An employee injured on the job must immediately report the injury to the principal or building supervisor.
2. The principal/supervisor will record all information related to the injury or accident. The employee will be provided additional information if medical attention is necessary. Any occurrence in which an employee/individual dies or an employee/individual receives immediate medical treatment away from the scene of the accident will result in the employee being required to take a drug/alcohol test as soon as possible following the accident.
3. The employee must use a doctor from the panel of physicians selected by the Tattnall County Board of Education. We will only pay for emergency treatment when immediate medical attention is required. Follow-up visits should be scheduled before/after work hours whenever possible.
4. The school secretary or school nurse must immediately complete and submit to the Workers Comp Clerk at the County Office (Marika Crews), a First Report of Injury form (WC-1).
5. The following procedures are the steps the system will take when a safety violation occurs with an employee: verbal reprimand, written documentation, hearing, and/or termination. All documentation will be made on the Employee Warning Notice. A Copy of Employee Warning Notice will be placed in Workers’ Compensation case file and employee’s personnel file.
6. Questions regarding Workers’ Compensation may be addressed to:
   a) Your principal or supervisor
   b) Workers’ Compensation Clerk (Marika Crews)

Please understand that the Tattnall County Board of Education may make changes on the posted panel of physicians from time to time, and it is the employee’s responsibility to report any injury which occurs while he/she is performing his/her job. This report must be accurate and honest, and failure to comply with the procedures may prevent the employee from receiving Workers’ Compensation benefits.

Please understand that not every injury that occurs on the Tattnall County Board of Education properties or during the work day is covered under Workers’ Compensation. Generally, employees are not eligible for Workers’ Compensation benefits for injuries sustained: going to or coming from work; during deviations from the scope of employment (e.g., employee making a delivery drives to a place unconnected to the employment); as a consequence of imported danger (e.g., employee’s own attire or personal weapon causes injury to self); an employee engaging in a prohibited act; an employee engaging in horseplay; during voluntary participation in recreational or social activities; and during times in which the employee is not subject to the employer’s control. Each report of injury is reviewed in detail, and a decision on coverage is made based on the available information. Questions may be addressed to the immediate supervisor or Marika Crews, Workers’ Compensation Clerk.
OFFICIAL NOTICE
This business operates under the Georgia Workers’ Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker’s lost wages. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers’ compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee’s claim. A worker injured on the job must select a doctor from the list below.

The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible. (See Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers’ Compensation.

State Board of Workers’ Compensation 270 Peachtree Street, N.W. Atlanta, Georgia 30303-1299 404-656-3818 or 1- 800-533-0682 http://www.sbwc.georgia.gov Tattnall County Schools - 12/11/17

Optim Orthopedics (Orthopedic Surgery) 247 South Main Street, Reidsville, GA 30453 912.557.8990

Family Health Care Center (Family Medicine) 23702 US Highway 80 East, Statesboro, GA 30461 912.489.4090

Statesboro Family Practice (Appt. Only) (Family Medicine) 658 Northside Drive East Suite A, Statesboro, GA 30458 912.764.9684

Optim Orthopedics (Orthopedic Surgery) 210 East DeRenne Avenue, Savannah, GA 31405 912.644.5300

South Georgia Immediate Care Center (Urgent Care) 1096 Bermuda Run, Statesboro, GA 30458 912.871.5150

Southern Family Medicine (Family Medicine) 308 East Long Street, Claxton, GA 30417 912.290.5235

Accordia Urgent Care (Urgent Care) 3193 1st Street, Vidalia, GA 30474 912.537.8588

Spivey Orthopedic Clinic (Orthopedic Surgery) 3301 E 1st St, Vidalia, GA 30474 912.537.4411

(Additional doctors may be added on a separate sheet)

The insurance company providing coverage for this business under the Workers’ Compensation Law is:

GSBA
PO Box 465328, Lawrenceville, GA 30042 - (888) 245-4722

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS’ COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT http://www.sbwc.georgia.gov

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to $10,000.00 per violation (O.C.G.A. §§ 44-1-19 and 34-9-19).

WC-P1 (7/2006)

WC-BILL OF RIGHTS
GEORGIA STATE BOARD OF WORKERS’ COMPENSATION
BILL OF RIGHTS FOR THE INJURED WORKER

As required by law, O.C.G.A. § 34-9-81.1, this is a summary of your rights and responsibilities. The Workers’ Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers’ Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee’s Rights

1. If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury.
2. Your employer is required to post a list of at least six doctors or the name of the certified WC/MC0 that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.
3. Your authorized doctor bills, hospital bills, rehabilitation costs, and other necessary travel expenses will be paid if injury was caused by an accident on the job. All hospital expenses occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.
4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you were off work. If you are out more than 21 days due to your injury, you will be paid for the first week.
5. Accidents are classified as either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to support his or her family or work in any available substantial world time and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than $575 per week for a job-related injury for as long as you are unable to return to work. You are also entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers’ Compensation at (404) 656-3818.
6. In all cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than $575 per week for a job-related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than $383 per week, not to exceed 350 weeks.
7. When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than $383 per week for no longer than 350 weeks.
8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to $7,500 and two-thirds of your average weekly wage, but not more than $575 per week. A widowed spouse with no children will be paid a maximum of $230,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.
9. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments.

The State Board of Workers’ Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers’ Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website at: http://www.swbc.georgia.gov. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS’ COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT HTTP://WWW.SWBC.GEORGIA.GOV

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to $10,000.00 per violation (O.C.G.A. § 34-9-18 and § 34-9-19).

REVISION 07/2016 WC-BILL OF RIGHTS
AVISO OFICIAL
Esta compañía opera bajo las Leyes de Compensación de Trabajadores de Georgia

LOS TRABAJADORES DEBEN REPORTAR TODOS LOS ACCIDENTES INMEDIATAMENTE AL EMPLEADOR Y AVISAR AL EMPLEADOR PERSONALMENTE, UN AGENTE, REPRESENTANTE, PATRON, SUPERVISOR O CAPATAZ.

Si un trabajador es lesionado en el trabajo el empleador debe pagar gastos médicos y rehabilitación dentro de los límites de la ley. En algunos casos el empleador también pagará una parte de los salarios perdidos de los empleados. Lesiones de trabajo y enfermedades ocupacionales deben ser reportados por escrito cuando sea posible. El trabajador puede perder el derecho a recibir compensación si un accidente no es reportado dentro de 30 días (referencia O.C.G.A. § 34-9-80).

El empleador ofrecerá sin costo alguno, si es pedido, un formulario para reportar accidentes y también debe suministrar, sin costo alguno, información acerca de compensación de trabajadores. El empleador también debe suministrar al empleado, cuando sea pedido, copias de formularios de la Junta archivados con el empleador pertenecientes a reclamos de los empleados.

Un trabajador lesionado en el trabajo debe seleccionar un doctor de la lista abajo.

El panel mínimo debe consistir de por lo menos seis médicos, incluyendo un cirujano ortopédico con no más de dos médicos de clínicas industriales (referencia O.C.G.A. § 34-9-201). Además, este panel debe incluir un médico minoritario, cuando sea posible (vea la regla 201 de definición de médicos minoritarios.) La Junta puede otorgar excepciones al tamaño requerido del panel donde se demuestre que más de cuatro médicos no son razonablemente accesibles. Un cambio de un doctor a otro en la lista se puede hacer sin permiso. Cambios adicionales requieren el permiso del empleador o de la Junta Estatal de Compensación de Trabajadores.

Junta Estatal de Compensación de Trabajadores
270 Peachtree Street, N.W. Atlanta, Georgia 30303-1299
404-656-3818 o 1-800-533-0682 http://www.sbwcc.georgia.gov

Tattnall County Schools - 12/11/17

Optim Orthopedics
(Orthopedic Surgery) 247 South Main Street, Reidsville, GA 30453 912.557.8990

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Accordia Urgent Care
(Urgent Care) 3193 1st St, Vidalia, GA 30474 912.537.8588

Spivey Orthopedic Clinic
(Orthopedic Surgery) 3301 E 1st St, Vidalia, GA 30474 912.537.6411

(Médicos adicionales pueden ser agregados en una hoja separada.) La compañía de seguro que provee cobertura para esta Empresa bajo la ley de Compensación de Trabajadores es:

GSBA
PO Box 465328, Lawrenceville, GA 30042 - (888) 245-4722

Si usted tiene preguntas llame al (404) 656-3818 o 1-800-533-0682 o visita sitio web: http://www.sbwcc.georgia.gov

Hacer falsos testimonios voluntariamente con el propósito de obtener o negar beneficios es un crimen sujeto a penalidades de hasta 10,000.00 por violación (O.C.G.A. § 34-9-18 y § 34-9-18.)

WC-P1 (7/2006)
JUNTA ESTATAL DE COMPENSACIÓN DE TRABAJADORES DE GEORGIA
DECLARACIÓN DE DERECHOS PARA EL TRABAJADOR LESIONADO

Según lo requiere la Ley O.C.G.A. § 34-9-81.1, esto es un recuento de sus derechos y responsabilidades. La Ley de Compensación de Trabajadores le provee a usted, como trabajador en el Estado de Georgia, ciertos derechos y responsabilidades si usted se lesionó en el trabajo. La Ley de Compensación de Trabajadores lo provee con cobertura de lesiones relacionadas con el trabajo aunque su lesión sea en el primer día de trabajo. Además de sus derechos, usted también tiene ciertas responsabilidades. Sus derechos y responsabilidades están descritos abajo.

Derechos de los Empleados

1. Si usted se lesionó en el trabajo, usted puede recibir rehabilitación médica y beneficios de ingresos. Estos beneficios son proveídos para ayudarlo a recuperarse y puede recibir beneficios si usted muere como resultado de lesiones recibidas en el trabajo.

2. Se le requiere a su empleador que anuncia una lista de seis doctores o por lo menos el nombre de un WC/ MCO certificado que provee cuidados médicos, al menos que la Junta haya otorgado una excepción. Usted puede escoger un doctor de la lista sin el permiso de su empleador. Sin embargo, en una emergencia, usted puede recibir asistencia médica temporal de cualquier otro médico hasta que la emergencia termine después que usted debe recibir tratamiento de los médicos que se anuncian en la lista.

3. Sus cuentas médicas autorizadas, cuentas de hospital, rehabilitación en algunos casos, terapia física, recetas y gastos de transporte serán pagados si la lesión fue ocasionada por un accidente en el trabajo. Todas las lesiones que ocurren en o antes de 30 de junio de 2013 se tendrá derecho a beneficios médicos de por lo menos 1 de julio de 2013 el tratamiento médico será limitado a un máximo de 400 semanas a partir de la fecha del accidente. Si un lesión es catastrófica en la naturaleza que puede tener derecho a beneficios médicos de por vida.

4. Usted tiene derecho a recibir beneficios de ingresos semanales si usted ha perdido tiempo por más de siete días debido a una lesión. Su primer cheque debe ser enviado a usted dentro de 21 días, después del primer día que faltó al trabajo. Si esta fuera más de 21 días consecutivos debido a su lesión, se le pagará la primera semana.

5. Los accidentes son clasificados ya sea catastróficos o no catastróficos. Lesiones Catastróficas son las que envuelven amputación, parálisis severas, lesiones severas de la cabeza, quemaduras severas, ceguera que prevenga al empleado a que pueda realizar el o ella su trabajo anterior o cualquier otro trabajo en un tiempo razonable. Los beneficios de seguro de enfermedad son disponibles en número considerable dentro de la economía nacional. En casos catastróficos usted tiene derecho a recibir un promedio de dos terceras partes de su ingreso semanal pero no más de $575 por semana por una lesión relacionada con el trabajo durante todo el tiempo que usted no pueda regresar a su trabajo. Usted también tiene derecho a recibir beneficios médicos y de rehabilitación. Si usted necesita ayuda en esta área llame a la Junta Estatal de Compensación de Trabajadores al (404) 656-3813.

6. En todos los otros casos (no catastróficos) usted tiene el derecho a recibir doristeras partes de su sueldo promedio semanal pero no más de $575 por semana de una lesión relacionada de trabajo, usted recibirá estas beneficios mientras usted este incapacitado. Pero no más de 400 semanas si esta trabajando y se determina que usted esta capacitado a desempeñar con restricción por 52 semanas consecutivas o 78 semanas agregadas sus ingresos semanales serán reducidos a dos terceras partes de su sueldo promedio pero no más de $383 por semana, que no excedan 350 semanas.

7. Cuando usted pueda regresar a trabajar pero solo pueda conseguir empleo desalar solo como resultado de su lesión usted tiene derecho a un beneficio semanal de no mas de $383 por semana pero no más de 350 semanas.

8. En caso de que usted muera como resultado de un accidente en el trabajo, su dependiente recibirán para gastos de entierro $7,500 y dos terceras partes de su sueldo promedio semanal pero no más de $575 por semana. Una esposa viuda sin niños se le pagará un máximo de $300,000 en bienes fúnebres y $300,000 hasta que ELLA se vana a casa o abiertamente cohabite con una persona del sexo opuesto.

9. Si usted no recibe beneficios cuando sea debido, la compañía desengano empleador debe de pagar penalidades, que se agregaran a sus pagos.

Responsabilidades de los Empleados

1. Usted debe de seguir las reglas escritas de seguridad y otras políticas razonables y beneficios del empleador.

2. Usted debe reportar cualquier accidente inmediatamente, pero no más tardes de 30 días después del accidente, a su empleador, los representantes del empleado, su capataz o supervisor inmediato. Faltar en hacerlo puede resultar en la pérdida de sus beneficios.

3. Un empleado tiene la compulsa obligación de cooperar con proveedores médicos el curso de su tratamiento relacionado con lesiones de trabajo. Usted debe aceptar tratamientos médicos razonables y servicios de rehabilitación cuando sean ordenados por la Junta Estatal de Compensación de Trabajadores o la Junta puede suspender sus beneficios.

4. No se permitirá compensación por una lesión o muerte debido a una conducta intencionada de los empleados.

5. Debe de notificar a la compañía de seguros de empleador a su dirección si usa una de los seguros del empleado en su trabajo. Este seguro puede ser usado como beneficio de ingreso aun así con el empleado en el trabajo.

6. Una esponsa dependiente de un empleado difunto debe notificar a la compañía desengan de empleador de cambios de dirección o nuevo matrimonio.

7. Usted debe intentar un trabajo aprobado por su médico autorizado aunque el pago sea mas bajo que en el trabajo que usted tenia cuando se lesionó, si usted no intenta el trabajo sus beneficios pueden ser suspendidos.

8. Si usted cree que debe recibir beneficios y su compañía de seguros de empleador no le está dando estos beneficios de trabajo, usted debe de hacer un reclamo dentro de un año después del último tratamiento médico o dentro de dos años de su último pago de beneficios semanales a usted perderá sus derechos a estos beneficios.

9. Si su (c) dependiente (s) no reciben beneficio de pagos permitidos. El dependiente debe hacer un reclamo con la Junta Estatal de Compensación de Trabajadores dentro de un año después de su muerte o perderán sus derechos a estos beneficios.

10. Algun pedio de reembolsos a usted por millas o otros gastos relacionados con tratamiento médico debe ser sometido a la compañía de seguros de empleador dentro de un año del dia que los gastos fueron incurridos.

11. Si un empleado injustificadamente rehúsa a someterse a una prueba de drogadependencia después de una lesión en el trabajo habrá una presunción de que el accidente y lesión fueron causados por droga o alcohol. Si la suspensión no se sobreponen por otras evidencias, algún reclamo hecho para beneficios de compensación de Trabajador serán negados.

12. Usted será culpable de un delito menor y una vez convocada debe ser castigado con una multa de no más de $10,000.00 y encarcelamiento de hasta 12 meses o los dos, por hacer declaraciones falsas o engañosos testimonios cuando reclame beneficios. También cualquier declaración falsa o evidencia falsa dañada, bajo juramento durante el curso de alguna audiencia de división de apelación o administración es perjudicial.

La Junta de Compensación de Trabajadores le proporcionará la información relativa a la manera de presentar una reclamación y responderá a cualquier pregunta adicional sobre sus derechos en virtud de la ley. Si usted llama en la zona de Atlanta, el teléfono es el (404) 656-3818 y fuera la zona metropolitana de Atlant y llama al (1-800-533-0682, o escriba a la Junta Estatal de Compensación de Trabajadores a 270 Peachtree Street, NW, Atlanta, Georgia 30303-1299 o visita sitio web: http://www.swbc.georgia.gov. No es necesario tener un abogado para presentar una reclamación a la Junta; sin embargo, si usted cree que necesita los servicios de un abogado y no tiene uno propio, usted puede ponerse en contacto con el Servicio de Abogados (Leyyers’ Referral Service) al teléfono (404) 521-0777 o al (1-800-237-2020. Si USTED TIENE PREGUNTAS LLAME AL 404-656-3818 O 1-800-533-0682 O VISITA SITIO WEB http://www.swbc.georgia.gov CUALQUIER DECLARACIÓN FALSE Y DELIBERADA PARA OBTENER O NEGAR BENEFICIOS ES UNA OFensa CRIMINAL Y ES SUJETO A PENALIDADES DE HASTA $10,000 POR CADAVRA VIOLACIÓN (O.C.G.A. § 34-9-18 and § 34-9-19).

REVISIÓN 07/2016 WC-BILL OF RIGHTS
Employees must read the Workers’ Compensation Procedure and Panel of Physicians form. Should an employee become injured on the job, he/she must choose one of the listed physicians or medical facilities on the Panel of Physicians. The employee must notify his/her immediate supervisor before seeking medical treatment. If the employee seeks medical treatment from anyone else other than the named physicians or medical facilities on the Panel of Physicians, he/she will be responsible for his/her medical bills. Please call Marika Crews at TCBOE 557-4726 before calling any doctor’s office for an appointment.

SECTION 6: GEORGIA CODE OF ETHICS FOR EDUCATORS

STANDARDIZED TESTING AND ETHICS

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national requirements for educational accountability. For reliable and valid reporting, tests must be administered fairly and ethically. In pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed before during and after testing: test security, test preparation, test administration, and test data. All individuals responsible for administering/proctoring/overseeing tests are trained by the System Testing Coordinator, Denna Ansley, and must sign off on testing procedures, security procedures, and procedures for reporting testing violations. The Professional Standards Commission adopted an updated CODE of ETHICS for EDUCATORS that includes the following standard that relates specifically to testing:

Standard 11: Testing-An educator shall administer state-mandated assessments fairly and ethically.

Unethical conduct includes but is not limited to:
1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

If a testing violation occurs, educators/proctors are required to report a breach of Standard 11 as well as other standards listed in the Code of Ethics for Educators to the School Testing Coordinator. The School Testing Coordinator then informs the District Testing Coordinator, Denna Ansley, for further discussion/action. The Code of Ethics for Educators in its entirety is located at www.gapsc.com. For additional information concerning standardized testing and ethics, please contact Denna Ansley, District Testing Coordinator, at 557-4726 or dansley@tattnall.k12.ga.us. The District Testing Coordinator will provide an annual yearly update on the District’s test security policy/plan and the consequences to the Tattnall County Board of Education. The Board of Education Meeting Agenda and Minutes from the meeting will be forwarded to all Tattnall County School System staff. The local newspaper is used to report information presented to the BOE at meetings.

VIOLATION OF THE LAWS BY EDUCATORS

The Superintendent is required to make a written report to the Board of Education and the Professional Standards Commission if a written complaint from any school employee, parent of a child, or any other person is received by the superintendent contending that any “school system educator employed by the local unit of administration” has committed anyone of the following crimes:
1. Violent crimes such as murder, manslaughter and kidnapping
2. Sexual crimes such as rape and sexual exploitation of a minor
3. Drug-related offenses
4. Any offense involving theft
5. Unlawfully operating a motor vehicle after being declared a habitual violator

Upon receiving the written report, the Superintendent or designee will determine whether the reported matters warrant investigation. If warranted, the Superintendent or designee will transmit the written report within thirty (30) days to the Professional Standards Commission with a request for an investigation. Additionally, all educators are expected to abide by the "Code of Ethics for Educators". If the Professional Standards Commission determines that no further action is warranted or if a hearing is held as a result of the investigation at which the employee is exonerated, the report and all other records will be completely expunged.

Effective January 1, 2018

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

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

(2) Definitions

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

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

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

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

(e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

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

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

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

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

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

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

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

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

(3) Standards

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

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

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

2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;

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

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

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

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

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

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

2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc). (d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

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

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

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

4. reasons for absences or leaves;

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

6. information submitted in the course of professional practice.
Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

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

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and

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

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

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

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

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

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

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

1. committing any act that breaches Test Security; and

2. compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).
(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

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

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

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

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

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

5. suspension or revocation of any professional license or certificate

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

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

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

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5
RULES AND CONDITIONS OF EMPLOYMENT FOR CLASSIFIED PERSONNEL

District rules are important to provide and maintain a productive work environment. Rules relating to professional and personal conduct in the following list are representative of those actions considered to be adequate grounds for reprimand, suspension, demotion or dismissal. (Paraprofessionals hold a certificate awarded by the GA PSC and therefore, are bound by the Code of Ethics for Educators as well as these district rules.) The immediate supervisor, the school principal and/or the department administrator may use a "Verbal Warning" and/or "Written Reprimand" as forms of disciplinary action. "Suspension," "Demotion" or "Dismissal" of a classified employee must be recommended by a principal or a department administrator, in writing, to the Superintendent or her designee. After a careful review of the situation and an opportunity for the employee to share the information, the Superintendent or designee may suspend, demote or dismiss the employee. Rules for classified personnel are:

1. Employees shall arrive at work on time.
2. Occasional absences and tardiness of employees must be justified.
3. Employees shall report the absence to their supervisor in advance, if possible, but no later than the first hour of the workday of the absence.
4. Employees shall give proper notice of absence to their supervisor. An employee absent for three consecutive work days without giving proper notice, or an employee who fails to return to work at the expiration of the approved leave of absence will be considered to have abandoned their position.
5. Employees may not leave their assigned workstation without permission.
6. Employees shall not report to work under the influence of alcohol or drugs.
7. Employees shall not possess or use alcohol, tobacco or drugs while on the job, during the employee's lunch period or at any time the employee will be returning to the work site.
8. Employees shall not sleep while on duty.
9. Employees shall not gamble on district property.
10. Employees shall not commit immoral or indecent acts or engage in sexual activity during work hours.
11. Employees shall be careful with school property and the safety of others.
12. Employees shall not use district property without permission.
13. Employees shall not steal, willfully damage, or tamper with district property or property of another employee.
14. Employees shall not misuse or waste district property.
15. Employees shall obey orders and shall not be insubordinate.
16. Employees shall not falsify reports, records or applications.
17. Employees shall not provoke disharmony among employees of the district.
18. Employees shall not engage in horseplay.
19. Employees shall wear appropriate clothing while on duty.
20. Employees shall not entertain visitors during work hours (including children).
21. Employees shall report any job related injuries immediately.
22. Employees shall use time wisely and appropriately.
23. Employees shall not assault another person or fight on the job.
24. Employees shall not possess a firearm, other weapon, or explosives on district property.
25. Employees shall demonstrate courtesy when dealing with students, staff and the public.
26. Employees shall act responsibly, appropriately and professionally at all times toward students.
27. Employees shall not harass students, co-workers or the public.
28. Employees shall utilize appropriate administrative channels.
29. Employees shall adhere to work site specific rules and procedures, district policies and local, state and federal law.
30. Employees shall not work beyond 40 hours per workweek (Monday through Sunday) or work outside their scheduled work hours, without prior written permission from the immediate supervisor.
31. Employees may be disciplined for other good and sufficient reasons.

Violation of the above rules and conditions of employment may result in disciplinary action up to and including termination.

SECTION 7: DIRECTORIES AND SCHOOL CALENDAR
# Central Office Staff

**Tattnall County Board of Education**  
P.O. Box 157 - 146 W. Brazell Street  
Reidsville, GA 30453  
Phone: 912-557-4726 -- Fax: 912-557-3036

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<tr>
<th>Central Office Staff</th>
<th>Assistant Superintendent Curriculum/Instruction</th>
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<tr>
<td>Superintendent</td>
<td>Dr. Carla Waters</td>
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<td>Dr. Gina Williams</td>
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<td>Administrative Assistant to the Superintendent</td>
<td>Mrs. Nicole Balkcom</td>
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<td>Mrs. Donna Bland</td>
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<td>Director of Federal Programs</td>
<td>Special Education Administrative Assistant</td>
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<td>Dr. Jeannie Burkhalter</td>
<td>Ms. Annie Brown</td>
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<td>Director of Operations</td>
<td>SPED Transition Specialist</td>
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<td>Dr. James Brown</td>
<td>Mrs. Cindy Palma</td>
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<td>Mr. James Halford</td>
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<td>Chief Information Officer</td>
<td>School Psychologist</td>
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<td>Mrs. Lynna Hilliard</td>
<td>Mrs. Cari Crews</td>
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<td>Instructional Technology Director</td>
<td>Coordinator of Testing and Compliance</td>
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<td>Dr. Lisa Burkhalter</td>
<td>Ms. Denna Ansley</td>
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<td>Network Systems Manager</td>
<td>Director of Health and Social Services</td>
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<td>Mr. Wesley Waters</td>
<td>Dr. Tina Debevec</td>
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<td>Student Services Coordinator</td>
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<td>Mr. Jay Brown</td>
<td>Mr. Chris Freeman</td>
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<td>Director of School Nutrition Program</td>
<td>Facilitator of Education and Teacher Quality</td>
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<td>Ms. Robin Waters</td>
<td>Mrs. Lisa Trim</td>
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<td>School Nutrition Finance Manager</td>
<td>Human Resource Director</td>
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<td>Mrs. Kelly Usry</td>
<td>Mrs. Gwenda Johnson</td>
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<td>Ms. Claudia Smith</td>
<td>Mrs. Marika Crews</td>
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<td>Receptionist</td>
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<td>Mrs. Angie Edwards</td>
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<td>Mr. Richard Bland</td>
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<td>Mrs. Mary Ruth Ray</td>
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<td>Mr. Dale Kicklighter</td>
<td>Fifth District Board Member</td>
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Tattnall County School System
Gina G. Williams, Ed.D., Superintendent
P.O. Box 157 - 146 W. Brazell Street
Reidsville, Georgia 30453
Phone: (912) 557-4726 - Fax: (912) 557-3036

BOARD MEMBERS
Richard Bland, Chairman
Ronnie Oliver
DuAnn Cowart Davis
Stephanie Thomas
Mary Ruth Ray
Dale Kicklighter

COLLINS ELEMENTARY (7:45-2:45)
Principal: Starla Barker
Asst Principal: Glenn Stewart
Bookkeeper: Donna Howard
Registrar: Paula Caraway
Counselor: Holly Thigpen
Nurse:
720 N.W. Main St.
Collins, GA 30421
Phone: (912) 693-2455
Fax: (912) 693-9046

GLENNVILLE ELEMENTARY (7:55-2:30)
Principal: Kristi Kaiser
Asst Principal: Sasha Quarles
Bookkeeper: Barbara Dasher
Clerk: Sonya Miles
Registrar: Mickey Bentley
Counselor: Ann Everett
Nurse: Teresa Garrett
526 S. Ashford Drive
Glennville, GA 30427
Phone: (912) 654-3931
Fax: (912) 654-4998

SOUTH TATTNALL MIDDLE (7:40-3:00)
Principal: Adam Kirby
Asst Principal: Pam Barnett
Bookkeeper: Yvette Kennedy
Registrar/Secretary: Amy Page
Counselor: Sherri Anthony
Nurse: Alana Salter
721 E. Barnard Street
Glennville, GA 30427
Phone: (912) 654-1467
Fax: (912) 654-1300

WAROIR ACADEMY
Chris Freeman, Student Services Coordinator
138 Brazell Street
Reidsville, GA 30453
Phone: (912) 557-6322
Fax: (912) 557-6326
Lisa Trim, Facilitator of Ed. & Teacher Quality
Angie Costen, CEIS Intervention Specialist

REIDSVILLE ELEMENTARY (8:00 - 2:30)
Principal: David Tucker
Asst Principal: Tish Holland
Bookkeeper: Barbie Brazel
Receptionist: Barbara Stewart
Registrar: Janice Cowart
Counselor: Debbie Parker
Nurse: Amanda Connelly
147 Chandler Ave.
P.O. Box 428
Reidsville, GA 30453
Phone: (912) 557-6711
Fax: (912) 557-3265

NORTH TATTNALL MIDDLE (7:35-3:00)
Principal: Donny Sikes
Asst Principal: Roseann DeJarnette
Bookkeeper/Sec: Lynn Murray
Registrar: Gail Ray
Counselor: Pam Davis
Nurse: Lorna E. King
148 W. Brazell St.
P.O. Box 369
Reidsville, GA 30453
Phone: (912) 557-3993
Fax: (912) 557-4124

TATTNALL COUNTY HIGH (7:56-3:10)
Principal: Kristen Waters
Asst Principal: Allen Yancey & Christine Jenkins
Bookkeeper: Patricia Wood
Records: Tammy Carpenter
Registrar: Natasha Campbell
Counselors: Shaquilia Foreman & Lynn McArthur
Nurse: Gloria Phillips
#1 Battlecreek Warrior Blvd.
Reidsville, GA 30453
Phone: (912) 557-4374
Fax: (912) 557-4542

BUS BARN
Transp Supv: Tyrone Griffin
Asst: Frances Byrd
18100 Hwy 23 South (UPS, FEDEX)
Reidsville, GA 30453
912-557-8916

71
# Tattnall County Schools

## 2019-2020 Academic Year Calendar

180 student days/190 teacher days

### July 2019

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### Events

- Labor Day - Sept. 2
- Thanksgiving - Nov. 28
- Christmas - Dec. 25
- MLK Day - Jan. 20
- President’s Day - Feb. 17
- Easter - Apr. 12

### Milestones Testing

- Winter EOC: Nov 25-Dec 20
- Spring EOG: Apr 29-May 9
- Spring EOC: Apr 22-May 22

### Designated Weather Make Up Days if needed.
- October 15, 2019
- February 15, 2020

### Nine-weeks Grading Periods

- Q1: 8/01/2019-10/11/2019
- Q2: 10/22/2019-12/19/2019
- Q3: 01/06/2020-3/19/2020
- Q4: 03/23/2020-5/22/2020

- Blue = holiday
- Yellow = teacher work day
- Green = school begins
- Red = school ends
- Light Red = NTO

### Graduation - May 22nd