



**2018-2019**

## **Electronic Personnel Handbook**

**“Empowering all students to reach their highest  
levels of achievement.”**

# Table of Contents

## **Foundational Elements of the Wayne County School System - 4**

### **Beliefs**

Mission

Vision

### **District Overview - 6**

Board of Education Member

District Administrators

### **Employment - 7**

Equal Opportunity Employer

Certificated Personnel

Classified Personnel

Background Checks

Transfer of Personnel

### **Opportunities - 7**

Professional Learning

Performance Appraisal

Certification

Licensing

### **Compensation - 8**

Payroll

Penalty for Failure to Provide Certification

Penalty for Failure to Meet Contractual

Obligation

### **Benefits - 10**

Insurance Plans

Teacher Retirement System of Georgia (TRS)

Public School Employees Retirement System of Georgia (PSERS)

Medicare

Workers' Compensation

### **Leave - 12**

Sick Leave

Personal Leave

Military Duty

Leave

Professional Leave for Certified Personnel

Jury Duty, Subpoena, and Other Court

Order

Observance of Religious Holidays

Civic Leave

Bereavement Leave

Emergency Leave

Vacations

Family and Medical Leave Act

## **Policies & Procedures - 15**

- Asbestos Management Plan Cell Phone Use
- Child Abuse and Neglect Classified
- Personnel Overtime Pay
- Classroom Use of Videos, DVDs and Movies
- Complaints and Grievances
- Confidentiality of Student Records
- Corporal Punishment
- Drug and Alcohol Testing
- Drug Free Workplace
- Employee Dress Code
- Employee Tobacco Use
- Tobacco Use Prohibited
- Equal Opportunity
- Employer
  - Discrimination or Harassment Complaint Procedure
  - School Nutrition Discrimination Complaint Procedure
- Health and Safety
- Personnel Records
- Professional Personnel Workloads
- Reduction in Force
  - Reasons for Reduction in Force
  - Applicability of Policy
  - RIF Procedure
- Notice and Hearing Procedures
- Sales Calls and Demonstrations
- School Funds-Student Activities Funds Management
- Surpluses/Deficits
- Fund-Raising Activities
- Approved Use of School
- Funds Sexual Harassment
- Staff Meetings
- Use of Electronic Devices
- Resources

## **Drug Free Workplace HIV/AIDS Employee Awareness Education - 35**

- Workplace Impact
- Helplines for Employees
- Top 10 Drugs Abused in Georgia

## **Stress Management 37**

- Adopt a Healthy Lifestyle

## **Universal Precaution for School Staff - 37**

- Centers for Disease Control and Prevention
- Bloodborne Pathogens
- Give Health a Hand
- HIV/Aids

## **Required Public School System Reports to Outside Agencies - 39**

## **Code of Ethics for Educators - 41**

## **Student Assessment in Georgia Schools - 45**

Georgia Student Assessment Program Responsibilities

Superintendent Responsibility

Principal Responsibility

**Code of Ethics Guidelines for Student Assessment - 47**

**Acknowledgement of Receipt/Agreement to Comply - 49**

# **FOUNDATIONAL ELEMENTS OF THE WAYNE COUNTY SCHOOL SYSTEM**

## **Beliefs:**

Every person is worthy of respect.

Every person has the right to learn in a safe, nurturing environment.

Every child learns when actively involved in educational experiences that reflect the uniqueness of students' abilities.

Every child will be encouraged and supported to become a lifelong learner in preparation for a rapidly changing world.

Everyone learns best when they are engaged participant in their learning.

Literacy is the foundation of education.

Family, school, and community are responsible for the growth, development, and success of its students

## **Mission:**

The mission of the Wayne County Board of Education is to empower all students to reach their highest levels of achievement.

## **Vision:**

Our vision is that the Wayne County School System will be a progressive system where all students acquire the knowledge and skills to be productive, responsible, and successful citizens in a rapidly changing world.

# DISTRICT OVERVIEW

## Board of Education Members

Mr. Nick Ellis, Chairman  
([nellis@wayne.k12.ga.us](mailto:nellis@wayne.k12.ga.us))

Mrs. Janet Royal, Vice-Chairman  
([jroyal@wayne.k12.ga.us](mailto:jroyal@wayne.k12.ga.us))

Mr. Ray Davidson  
([rdavidson@wayne.k12.ga.us](mailto:rdavidson@wayne.k12.ga.us))

Ms. Sharon Daniel  
([sdaniel@wayne.k12.ga.us](mailto:sdaniel@wayne.k12.ga.us))

Mr. Mitch Sutton  
([msutton@wayne.k12.ga.us](mailto:msutton@wayne.k12.ga.us))

\*\*\*\*\*

## Superintendent

Dr. James Brinson

\*\*\*\*\*

## Central Office Administrators

Dr. Reggie Burgess - Instructional Supervisor 6-12  
Jana Collins - Assistant Director of Special Education  
Amy Denty - Director of Curriculum & Instruction  
Dr. Bonnie Gordon - Director of Federal Programs & Pre-K  
Sandra Jones - Director of Technology Services & Accountability  
Tina Moseley - Director of Human Resources  
Kim Sims - Director of Special Education  
Dr. Pamela Shuman - Student Data and Services Supervisor  
Dr. Lisa Smith - Director of Student Services, Risk Management, & Assessment  
Dr. Rindy Trapnell - Director of School Food Services  
Toni Williams - Chief Financial Officer

\*\*\*\*\*

## Principals

James E. Bacon Elementary School – Jamie Ellis  
Jesup Elementary School – Karla Ogden  
Martha Smith Elementary School – Dr. Brian Simon  
Odum Elementary School – Gena Ierardi  
Screven Elementary School – Raeghan Given-Smith  
Arthur Williams Middle School – Shawn Yeomans  
Martha Puckett Middle School – Dr. Mark Priester  
Wayne County High School – Dr. Brett McDaniel

## **Employment**

### **Equal Opportunity Employment**

The Wayne County School System does not discriminate on the basis of race, color, national origin, age, disability, or sex in its employment practices, student programs, and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.

### **Certificated Personnel**

It is the responsibility of all certified employees to obtain and maintain Georgia certification. Certification forms and information are available at the Georgia Professional Standards Commission (PSC) web site, <http://www.gapsc.com>.

All paraprofessionals must hold a Paraprofessional Certificate issued by the Georgia PSC. Certification requirements may be found at the Georgia PSC web site, <http://www.gapsc.com>.

The employment contracts issued to certificated staff are contingent upon the employee securing and continuing to hold a valid certificate issued by the State of Georgia. Salary adjustments will be made to conform to the certificate level approved by the Georgia Professional Standards Commission. Certificated staff is required to hold a valid Georgia certificate in the field to which assigned. If a person is unable to be appropriately certified, the daily rate of pay may be adjusted to the substitute teacher rate from the date of employment or the date the certificate became invalid, whichever is most recent.

### **Classified Personnel**

The primary role of non-certificated personnel is to support and enhance the efforts of instructional personnel to achieve Board adopted purposes and goals of the schools.

All classified personnel shall be employed annually by the Wayne County Board of Education upon the recommendation of the Superintendent of Schools. Such personnel are not issued a contract but continue in service at the will of the Superintendent.

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must successfully complete the training course prescribed by the State Department of Transportation and the Wayne County School System. Other specialized positions may also require licensing.

### **Background Checks**

All personnel employed on or after July 1, 2000 must be fingerprinted and successfully complete a criminal background check. Teachers, principals, and other certified personnel renewed after July 1, 2000, will also have a criminal background check made upon any certificate renewal application to the Professional Standards Commission. Non-certified personnel shall also have criminal background checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or his/her designee.

## **Transfer of Personnel**

The Superintendent has the authority to transfer personnel from one school to another when beneficial to the total system. The Principal has the authority to transfer a teacher from one grade level or department to another if he/she believes that it will benefit the school.

## **Professional Learning**

Professional learning is designed to foster continuous improvement of all members of our school community. We strive to create opportunities for continuous improvement by aligning resources, activities, values, and visions with the mission of the district to meet the need of local schools and individuals.

The Wayne County School System offers a variety of professional learning opportunities for all employees. Centralized courses and collaborative workshops, based on system needs assessment, provide hands-on learning and support for the implementation of effective classroom and instructional practices. School sites also offer a variety of targeted professional learning opportunities based on their individual School Improvement Plans.

## **Performance Appraisal**

The Wayne County School System is committed to performance assessment that encourages continuous quality improvement for all employees. All personnel shall have their performance evaluated annually as required by Georgia Code §20-2-210. Certified educators are assessed through state and/or locally developed evaluation programs. Classified employees are assessed through a locally developed evaluation program.

## **Certification**

It is the responsibility of all certified employees to obtain and maintain Georgia certification. Certification forms and information are available at the Georgia Professional Standards Commission (PSC) web site, <http://www.gapsc.com>.

It is the responsibility of all paraprofessionals to obtain and maintain a Paraprofessional Certificate issued by the Georgia PSC. Certification requirements may be found at the Georgia PSC web site, <http://www.gapsc.com/>.

## **Licensing**

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must successfully complete the training course prescribed by the State Department of Transportation. Other specialized positions may also require licensing.

## **Compensation**

### **Payroll**

The Wayne County School System pays certified employees according to the most current state pay scale. In addition to the state salary, all certified employees receive a \$1500 supplement. Some employees receive an additional supplement for duties carried out beyond the normal school day.

Current pay scales and work calendars can be found in Public Folders (Personnel) within the

Wayne County email system.

Employees are encouraged to sign up for direct deposit of their paychecks. Employees who use direct deposit will receive an email report of their pay and deductions each pay period.

For employees who do not use direct deposit, paychecks are distributed by the Principal at each school during the regular school year. In the summer (June and July), paychecks can be picked up by the employee at the Board of Education from 8:30 a.m. until 11:30 a.m. Any paychecks not picked up will be sent to the employee's school when school resumes. Substitute paychecks may be picked up at the Board of Education between 8 a.m. and 4:30 p.m. on the pay date.

Payroll Dates:

Main Monthly Payroll – The main payroll is typically paid on the last working day of the month. Please refer to the payroll schedule, which is provided at the beginning of each school year.

Semi-Monthly Payroll for Maintenance, Custodians, School Food Service (Lunchroom) Employees-- Paid on the 15<sup>th</sup> of the month and on the last day of the month per the payroll schedule provided.

Your Paycheck:

Earnings—

State=salary from the state pay scale

Regular=salary from the local pay scale

Local Su=local supplement

Supp=any additional pay other than your regular salary and supplement

Imputed Income=will only be shown if you have over \$50,000 in life insurance through the Flexible Benefits Plan. It is calculated by the Flexible Benefit Plan and appears as income on your W2.

Current—totals for this pay period

Year-to-Date—total pay to date according to the calendar year (January 1 to present). This amount does not represent your current contract salary because part of it is always from the previous contract year unless you are a new employee.

Deductions—from your gross pay

GHI Certified=State health insurance for certified employees

GHI Non Cert=State health insurance for non-certified employees

Edu Sys Ins=Life insurance plan offered through the Wayne County School System - not a part of Flexible Benefits Plan

Annuity #1 or #2=Any elective annuity deductions (Valic, Horace Mann, MetLife)

TRS=Teacher Retirement System

PSERS or PXRS =Public School Employees Retirement System

Permanent Life=Central United Life insurance plan - not a part of Flexible Benefits Plan

Colonial =Cancer, whole life, and accident insurance - not a part of Flexible Benefits Plan

Central United=Cancer insurance

3B Pre-Tax=Flexible Benefits Plan deductions for term life, accidental death, long term care, vision, and dental insurance

3C After-Tax=Flexible Benefits Plan deductions for dependent life (spouse or child), short-term and long-term disability, and legal insurance

3D Medic=Flexible Benefits Plan Medical Spending Account (pre-tax deduction)

3E After=Flexible Benefits Plan Child/Dependent Care Account

AFLAC=Specified event, hospital indemnity, and accident

Year-to-Date—total deductions paid to date according to calendar year.

Leave—shows totals for sick leave, vacation

Gross Pay—total current pay; year to date total

FICA—Social Security; and year to date total

Federal—Federal income tax deduction; and year to date total State—Ga state tax deduction; and year to date total

Tot Ded=total deductions for current pay period and year to date total Net Pay—Amount of your paycheck and year to date total

For more payroll information contact Sharon Bartlett by email or call 912-427-1000 Ext 230.

### **Penalty for Failure to Provide Certification**

Employment contracts issued to certificated staff are contingent upon the employee securing and continuing to hold a valid certificate issued by the State of Georgia. Salary adjustments will be made to conform to the certificate level approved by the Georgia Professional Standards Commission.

Certificated staff are required to hold a valid Georgia certificate in the field to which they are assigned. If a person is unable to be appropriately certified, the daily rate of pay may be adjusted to the substitute teacher rate from the date of employment or the date the certificate became invalid, whichever is most recent.

### **Penalty for Failure to Meet Contractual Obligation**

If fewer than twenty days of service are rendered under contract, the daily rate may be equal to the substitute teacher rate.

## **Benefits**

### **Insurance Plans**

The Wayne County Board of Education offers a competitive benefits package to full-time employees. Employees are offered the opportunity to enroll in these benefits during the first 30 days of employment and during Open Enrollment, generally held in October/November of each year.

Employees not electing to enroll in a benefits when first eligible, may have reduced benefits or may be required to provide evidence of insurability if they enroll as “late entrants”. These benefits Include:

- State Health Benefit Plan [www.shbp.georgia.gov/](http://www.shbp.georgia.gov/)
- Blue Cross Blue Shield [www.bcbsga.com/shbp](http://www.bcbsga.com/shbp)
- Dental Coverage thru Delta Dental [www.deltadentalins.com](http://www.deltadentalins.com)
- Vision Coverage thru BCBS Vision [www.bcbsga.com](http://www.bcbsga.com)
- Optional Term Life Insurance [www.mybenefits.metlife.com](http://www.mybenefits.metlife.com)
- Short and Long-Term Disability Plans through Standard Insurance [www.standard.com](http://www.standard.com)
- Critical Illness Plan thru Continental American Insurance [www.aflacgroupinsurance.com](http://www.aflacgroupinsurance.com)
- Accidental Death and Dismemberment Plan [www.mybenefits.metlife.com](http://www.mybenefits.metlife.com)
- Legal Insurance [www.legalplans.com](http://www.legalplans.com)
- Long Term Care Insurance thru Unum Insurance [www.unum.com](http://www.unum.com)

- 403(b) Plan/457(b) Plan thru Valic, MetLife, Horace Mann & Edward Jones

The Wayne County School System also provides the benefits listed below according to employee eligibility (some of these benefits are paid by both employee and employer):

- Membership in Georgia Teachers Retirement System for FY 2019 employer contribution 20.90% of the gross salary.\*
- Social Security of 6.20% (FICA) of a salary and Medicare of 1.45% Workers Compensation for injury on the job.
- A monthly contribution toward an employee's health coverage premium.
- Professional leave that is not taken from accumulated leave.
- 3% matching funds for Public School Employees Retirement System (PSERS) employees with annuities thru Valic and MetLife.

\*All eligible employees must contribute 6.00% of his/her gross salary to Georgia Teachers Retirement System.

### **Teachers Retirement System (TRS)**

Eligible employees are all employees who are employed half-time or more as teachers, administrators, supervisors, clerks, teacher aides, secretaries, paraprofessionals, public school nurses, and managers/supervisors employed in the lunchroom, maintenance, warehouse and transportation departments. Benefits are earned after 10 years of credited service. Full retirement benefits are available after 30 years of credited service. More information may be found at <http://www.trsga.org>.

### **Public School Employees Retirement System (PSERS)**

This retirement plan covers employees who are non-supervisory roles in Maintenance, Custodial, and Food Service functions. Members contribute \$4.00 to the plan each month for 9 months each year (September thru May). Benefits are earned after 10 years of creditable service. More information may be found at <http://www.ersga.org>.

### **Medicare**

All employees hired after April 1, 1986, are required to pay Medicare contributions. Medicare provides the medical benefits within the Social Security Administration.

### **Workers' Compensation**

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. The injured employee must provide notice of the injury immediately. Failure to do so may result in the loss of benefits. The injured employee may select a medical care provider from the list posted by the Board of Education at each school and workplace. ONLY those providers listed are authorized to provide medical care for a work related injury. The Panel of Physicians is posted in conspicuous places in all locations maintained by the Board of Education.

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., a person making a delivery drives to a place unconnected to the employment); as a consequence of imported danger (e.g., an employee's own attire or a personal weapon causes injury to the employee); when an employee engages in a prohibited act; when the employee engages in

horseplay; during recreational or social activities; and during times in which the employee is not subject to the employer's control (e.g., not on the premises, not during the regularly scheduled work day). Any question should be addressed to your immediate supervisor.

Questions concerning employee benefits should be directed to Wanda Barron, Benefits Coordinator, at 912-427-1000 Ext 231.

## **LEAVE**

### **Sick Leave**

Sick leave is earned at the rate of one and one-fourth (1 ¼) days for each month the employee works according to the monthly pay-cycle. With the supervisor's approval, an employee may use sick leave for absences due to the following reasons:

- Each benefits-eligible employee of the Board shall be allowed to earn sick leave, with full pay, computed on the basis of one and one-fourth (1 ¼) working days for each completed month of service. All employees may accumulate unused sick leave from one fiscal year to the next up to a maximum of 45 day. Accumulated sick days over 45 days are banked as retirement sick days in accordance with the Teacher Retirement System of Georgia sick leave reporting guidelines which allows for participating employees to accumulate an unlimited number of unused sick leave days for credit toward retirement. Sick leave accumulated is transferable from one school system to another, up to a maximum of 45 days. Accumulated leave earned by a certificated employee must be forfeited if such employee withdraws from service for twelve or more consecutive months, but such forfeited leave may be reinstated in accordance with the provisions of O.C.G.A 20-2-850. Accumulated leave earned by a bus driver under O.C.G.A. 20-2-1110 must be forfeited if the driver withdraws from service for 24 or more consecutive months.
- Sick leave may be used upon the approval of the Superintendent or designee for absences due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.
- For the purposes of absences for medical and related reasons, members of the immediate family are defined as employee's spouse, children, parents, siblings, anyone the employee has legal guardianship of or has been granted custody of, grandparents, grandchildren, aunts, uncles, first cousins, and in-law equivalents of the same.

Employees absent for unapproved reasons or absent after sick leave has been exhausted will have their pay reduced based on their daily rate.

Leave Information is listed at the right of the pay stub and is divided into LEAVE TYPE and LEAVE BAL AS OF. Totals in these categories are always one month behind. For example, the check you receive August 31 contains sick leave totals through the month of July.

LEAVE TYPE is divided into categories of Sick (Leave); Vaca (Vacation). Vacation leave only applies to employees who are on a 12-month contract.

LEAVE BAL AS OF is how much leave that has been accumulated to date.

For more information concerning sick leave, contact Wanda Barron at 912-427-1000, Ext 231.

## **Personal Leave**

Employees may use up to three days of accumulated sick leave for personal leave if prior approval has been given and if the presence of the employee requesting absence is not essential for effective school operation.

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

## **Military Duty Leave**

All employees are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually, provide a copy of the official military orders, and cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employee’s duties and the mission of the Board of Education.

## **Jury Duty, Subpoena, and Other Court Order**

Each employee shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee’s attendance at the judicial proceeding in a work-related matter. Jury and/or witness leave shall not be deducted from an individual’s accumulated personal or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave.

## **Observance of Religious Holidays**

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes, provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

## **Civic Leave**

Employees who are considering placing their names on ballots for elective office in city or county government or whose names are being placed in nomination for a similar appointed position are encouraged to inform the Superintendent of their intention to accept prospective office of position and to work with him/her in assuring that the demands of the office or position cause minimal disruption to the effective school operation.

## **Bereavement Leave**

When employees are absent due to death in the family (second cousin or closer), bereavement leave will be charged against the employee's accumulated sick leave. Employees may use personal leave for absences due to death of individuals other than the definition of second cousin or closer upon approval of the Superintendent or designee. If the employee desires to take bereavement leave in excess of the days allowed for personal leave, the employee may request to take unpaid leave.

## **Emergency Leave**

In the case of an emergency, an employee may utilize leave for any of the reasons contained in this policy without following the required request procedures. In all cases, however, the employee will be expected to contact the employee's designated supervisor/administrator as soon as possible to complete all required leave documents.

## **Vacations**

All employees of the Wayne County School System who are classified as twelve-month, full-time employees shall be entitled to two weeks vacation per year. Such vacation must be scheduled in advance and must be approved by the immediate supervisor.

## **Family and Medical Leave Act**

The Wayne County School System is in full compliance with the Family and Medical Leave Act (FMLA) of 1993. The FMLA may grant qualified employees 60 working days of unpaid leave every twelve months (computed as a rolling year), which may be used for the following purposes:

- the birth of a child
- the adoption of a child or the placement of a foster child
- to care for a sick spouse, child, or parent
- an employee's own serious health condition
- military service

To be eligible, an employee must have been employed by the district for at least 12 months and must have worked at least 1,250 hours during the prior twelve-month period.

The district requires that any leave request based on a family member's health condition, the employee's own health condition, or military caregiver status, be supported by the appropriate FMLA form. Additionally, an approved health care provider's release to return to work will be required for all employees who were on leave due to their own health condition.

The employee must provide at least a 30-day notice of the employee's intention to take leave when possible. The employee should make a reasonable effort to schedule the treatment in a manner that will not overly disrupt the operations of the district. With limited exceptions, any eligible employee who takes leave under FMLA is entitled to be restored to his/her job or an equivalent position.

## **POLICIES AND PROCEDURES**

### **Asbestos Management**

A management plan has been developed for friable and non-friable asbestos containing building material (ACME). Wherever applicable, this management plan shows the location of ACME and assumed ACME. Anyone can review or obtain a copy of the management plan at the Board of Education during regular operating hours.

### **Cell Phone Use**

The use of cell phones is not permitted during instructional time. These devices should be turned off and out of sight. Exceptions to this rule should only occur with an administrator's prior approval.

The use of cell phones by all Wayne County School System employees for non-work related communication (including texting) is restricted to break time.

### **Child Abuse and Neglect**

All volunteers and employees of the Board of Education, including all teachers, administrators, guidance counselors, school social workers, and school psychologists employed by the Board, who have reason or cause to believe that a child is being or has been abused, shall report the abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Wayne County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification, or make other changes to the information provided by a mandated reporter; although, the reporter may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information.

The following table indicates signs that may signal the presence of child abuse or neglect:

Physical Abuse	Neglect	Abuse or Neglect
<ul style="list-style-type: none"><li>* Has unexplained burns, bites, bruises, broken bones, or black eyes</li><li>* Seems frightened of the parents and protests or cries when it is time to go home</li><li>* Shrinks at the approach of adults</li><li>* Reports injury by a parent or another adult caregiver</li></ul>	<ul style="list-style-type: none"><li>* Begg or steal food or money</li><li>* Is consistently dirty and has severe body odor</li><li>* States that there is no one at home to provide care for them</li><li>* Lacks needed medical immunizations or glasses</li></ul>	<ul style="list-style-type: none"><li>* Shows sudden changes in behavior or school performance</li><li>* Has not received help for physical or medical problems brought to the parent's attention</li><li>* Is overly compliant, passive, or withdrawn</li><li>* Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior</li></ul>

If you suspect that a child that you are working with at the school has been abused or neglected, immediately contact the counselor or administrator of the school with your suspicions. This information is confidential and shall not be shared with anyone other than the counselor or administrator.

Any person or official required by Code Section 19-7-5 to report a suspected case of child abuse knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished.

### **Classified Personnel Overtime Pay (WCBOE Policy GCRD)**

No classified employee of the Wayne County School System is authorized to work more than 40 hours during any workweek without prior approval of the Superintendent or supervisory personnel who have been designated by the Superintendent.

Classified employees are prohibited from serving in any type of coaching capacity.

All “non-exempt” employees of the Wayne County School System (as defined in the Fair Labor Standards Act) shall be eligible for overtime compensation for hours worked in excess of 40 hours per week ONLY **with written prior approval** from his/her supervisor. Any such non-exempt employee who works more than 40 hours during a workweek with the written approval of his/her supervisor shall be compensated for all hours worked in excess of 40 by one of the following methods as best meets the needs of the Wayne County School System, as determined by the School System:

Payment of Overtime Hours—The School System may pay the employee at the rate of one and one-half times his/her standard rate of pay for all hours worked in excess of 40 hours in that workweek; or

Compensatory Time—The School System may provide the employee with compensatory time off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour worked during the workweek in excess of 40 hours. However, no employee shall be so provided compensatory time unless the school system and the employee have reached an understanding relative to the provision of compensatory time **prior** to the performance of the work subject to overtime requirements. Affected employees may accrue compensatory time up to no more than **240** hours (that is, compensatory time based on no more than **160** hours of actual overtime hours worked).

Any employee who has accrued compensatory time and requests use shall be permitted to use the time off within a reasonable period after making the request, so long as his or her absence does not “unduly disrupt” the operations of the school system. Undue disruption (defined in the Fair Labor Standards Act as more than mere inconvenience) shall be the only legitimate reason for denying use of compensatory time off. The school system, in its discretion, may substitute payment for accrued, but unused, compensatory time, in whole or in part. In such event, the affected employee shall be paid at the regular rate then earned by the employee at the time the payment is made. Upon termination of employment, an employee shall be paid for unused compensatory time calculated at the final regular rate of pay then received by such employee, or the average rate of pay received by such employee during the last three years of employment, whichever is higher.

## **Classroom Use of Videos, DVDs and Movies**

Principles that maximize instructional time should always be employed when using video, DVD, or movie clips in the classroom; such principles may include but are not limited to the following:

- Show only relevant clips.
- Inform student of the instructional purpose before showing a video clip.
- Discuss the concepts students will be learning.
- Stop and start the video to integrate other instructional activities.
- Use pre/post questions, discussions, and assessment.
- Guided note taking as the video plays to encourage full attention.

**Videos shown solely for reward or entertainment purposes must be approved by the building level administrator.**

Elementary schools shall use the following guidelines:

- Lesson plans tied to the content standard(s).
- “G” rated videos, DVDs, or movies may be shown without parent/guardian notification or permission.
- “P.G.” rated videos, DVDs, or movies may be shown with signed parent/guardian permission that must be on file before the student can view the DVD, movie, or video.

Middle schools shall use the following guidelines:

- Prior written approval must be obtained from the media specialist and building level administrator with the completion of the *Classroom Use of Videos and Movies Form*
- “G” rated videos, DVDs, or movies may be shown without parent/guardian notifications or permission.
- “P.G.” rated videos, DVDs, or movies to be shown require parent/guardian notification.
- “P.G.13” rated videos, DVDs, or movies may be shown with signed parent/guardian permission that must be on file before the student can view the movie or video.
- “R”, “NC-17” or “X” rated videos, DVDs, or movies, including edited versions, shall **NOT** be shown.

High school shall use the following guidelines:

- “P.G.” rated videos, DVDs, or movies to be shown require parent/guardian notification.

*Parent Notification, Opt-Out for High School Students.*

- “P.G.13” rated videos, DVDs, or movies may be shown with signed parent/guardian permission that must be on file before the student can view the movie or video.
- “R”, “NC-17” or “X” rated videos, DVDs or movies including edited versions shall **NOT** be shown.

## Complaints and Grievances (Policy GAE)

In accordance with the Georgia Open Meetings Law (O.C.G.A. 50-14-1, 50-14-2, 50-14-3, and 50-14-4) all meetings of the Wayne County Board of Education shall be open to the public except those dealing with topics specifically excluded in the law.

The Wayne County Board of Education will hold one regular meeting monthly. The Wayne County Board of Education welcomes visitors and will hear any interested citizens and/or employee of the school district pursuant to the guidelines outlined in this policy.

**Open Session** - Prior to the School Board's discussion of agenda items, an open session not to exceed thirty (30) minutes will be conducted to hear from any interested citizen and/or employee of the school district.

Speakers will be given up to five (5) minutes to speak before the Board, with the time per speaker being determined by the Chairman, depending on the number of speakers and topics listed. The thirty-minute time limit and/or five minute maximum per speaker may be extended with a majority vote of the Board.

**Procedures for Speaking Before the Board** - Individuals desiring to appear before the Board at open session must first complete a sign-in sheet, which shall be available at the beginning of the meeting. The Superintendent's designee will provide this form to prospective speakers and be available to answer questions regarding procedures. Any materials the speaker desires the Board to receive related to his/her remarks shall be given to the Superintendent's designee at this time for distribution to the Board. Additionally, any citizens who wish to speak to an agenda item will have the opportunity to do so at any regular meeting of the Board as recognized by the Chairman.

## Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records, and gives them some control over the disclosure of the information in these records. FERPA generally, prevents an education agency or institution from sharing student records or personally identifiable information in these records, without the written consent of a parent. A "parent" is defined as a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian.

Although student files are protected under the law, FERPA does allow the disclosure of student data without parental consent under certain, specified conditions. For example, schools may reveal information from student records to school officials with a *legitimate educational interest* in the information.

As employees of a school and education institution, you may have access to individual student records in performing *your official duties*. You are *legally and ethically* obligated to safeguard their confidentiality.

**Educational Records**—This term is defined as all records, files, documents and other materials containing information directly related to a student and maintained by the education agency. This includes all records including but not limited to handwriting, videotape, audiotape, electronic or computer files, and film print.

All records pertaining to services provided under the Individuals with Disabilities Act (IDEA) are considered “education records” under FERPA. Health records maintained by an education agency or institution subject to FERPA, including immunization records and school nurse records, generally would be education records because they are directly related to students and maintained by an education agency.

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are: kept in the sole possession of the maker; not accessible or revealed to any other person; and used as a memory aid.

FERPA-related violations may have serious repercussions. A school district found to have violated FERPA will be required to implement a plan of action to ensure compliance, and schools that refuse to comply risk losing federal education dollars.

This information is provided from the Forum Guide to the Privacy of Student Information from the National Forum on Educational Statistics. More on FERPA can be found at:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

### **Corporal Punishment (WCBOE Policy JDA)**

Any principal or other designated school administrator employed by the Board of Education in order to maintain proper control and discipline over pupils under his/her care and supervision, may in the exercise of sound discretion, administer corporal punishment to any pupil or pupils under his/her care and supervision. No other employee of the Board or any other person, including the parents or guardian of such child or children, may administer corporal punishment in any school or on any school property in this school district.

Except noted under Limitations below, such measures may include, but not be limited to, the administration of corporal punishment in the exercise of sound discretion. The following guidelines must be adhered to in all instances of the use of corporal punishment in the Wayne County School System:

- The corporal punishment shall not be excessive or unduly severe.
- Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that the specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
- Parents shall be notified by an administrator each time corporal punishment is administered.
- Corporal punishment must be administered by an administrator in the presence of another certified employee of the Wayne County Board of Education, and the other certified employee must be informed beforehand and in the presence of the pupil of the reason for the punishment.
- The administrator who administered the corporal punishment must provide the child’s parent, upon receipt, a written explanation of the reasons for the punishment and the name of the certified employee who was present; provided, however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment.
- Corporal punishment shall not be administered to a child whose parents or legal guardian has

upon the day of enrollment of the pupil filed with the principal of the school a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability.

**Limitations**—In compliance with the state requirements under which the Wayne County School System's Pre-Kindergarten Program operates, the use of any form of corporal punishment, including but not limited to paddling, striking, or hitting shall be strictly forbidden in the Pre- Kindergarten Program.

### **Drug and Alcohol Testing**

In recognition of its responsibilities to take reasonable measure to ensure that the students it undertakes to transport are transported safely; and in further recognition that safe transportation depends on the driver/employee's physical dexterity, reflex action, unimpaired judgment, and unimpaired senses of sight and hearing; and in recognition of the fact that certain drug and/or alcohol use can impair an employee's ability to transport students safely; the Board of Education hereby implements a controlled substance and alcohol testing program for all employees engaged in safety-sensitive functions.

As part of the Board's continuing effort to provide an environment for students and employees that promotes health and safety, the Board will not tolerate the use, possession, or sale of any controlled substances, alcohol, or misuse of any legally prescribed or obtained medications by employees engaged in safety-sensitive functions. The Board will provide training, education, and other assistance to employees to help them understand their responsibilities in achieving an environment free of alcohol and controlled substances. Noncompliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

### **Drug Free Workplace (WCBOE Policy GAMA)**

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

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

States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

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

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

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

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

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

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

The school district shall provide such professional learning as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug

counseling and treatment and the terms of this policy.

### **Employee Dress Code (WCBOE Policy GBRL)**

The dress of all employees at all times must be such that it will not reflect negatively on the Wayne County School System. The guidelines set forth in this policy shall govern the professional dress of all employees in the school system:

#### **Guidelines for All Adults:**

- Clothing must be professional, not casual weekend wear.
- The guidelines take into account the environment and the content of the subject area of the employee.

#### **Definitions:**

- Professional means crisp, neat clothing which shall be appropriate for meetings with parents and administrators. It shall not look like cocktail party or picnic attire. Business casual is classic rather than trendy.
- Dress denim means a softer twilled cloth, usually cotton, used to make trousers, slacks, jackets and other garments. It is similar to blue jeans but is made of finer fabric which is smooth and softer than blue jeans-typically darker and dressier and can pass for dress slacks. It may not be worn with frays, holes, discoloration, etc. and should not have any writings.
- **Undergarments:**
  - Appropriate undergarments shall be worn. Undergarments or the lack of undergarments shall not be visible through outer clothing.
- **Tops for Female Adults:**
  - Dress denim vests, shirts, and jumpers are appropriate.
  - Woman may wear “professional” tops or dress shirts as long as they do not expose cleavage or midriff and cover the area from the neck to the shoulder (3 finger rule).
  - All tops must cover the midriff, even with arms raised above the head.
  - Tops shall not be too tight or made of see-through material unless worn as a jacket.
  - Polo shirts may be worn.
  - No writing shall appear on any shirt other than the school name/mascot, character education terms, or college/fraternity/sorority/holiday/seasonal attire. School spirit days will be determined by the building Principal.
- **Shirts for Male Adults:**
  - Tops shall be professional or dress shirts with collars.
  - Polo shirts may be worn.
  - Shirts that are designed to be tucked in shall be tucked in.
  - Shirts with straight hems can be worn out
  - No writing shall appear on any shirt other than the school name/mascot, character education terms or college/fraternity/sorority/holiday/seasonal attire. School spirit days will be determined by the building Principal.
- **Trousers:**
  - Trousers shall have a sewn hem.
  - Jeans are permitted only on School Spirit Days, Field Days, Field Trips or other Special Events, such days will be determined by the building Principal.
  - Jeans may not be torn or frayed.
  - Dress denim pants are permitted.
  - Trousers shall not be too tight or revealing.

- Leggings may **not** be worn as trousers.
- Women may wear mid-calf length trousers, dress shorts, capris or knee pants.
- **Dresses & Skirts:**
  - Dresses may not expose cleavage and must cover the area from the neck to the shoulder (3 finger rule).
  - The length of dresses and skirts must be 2” above the knee or longer.
  - Dresses and skirts shall have a sewn hem.
  - Dresses and skirts shall not be too tight or revealing.
- **Shoes:**
  - Sandals may not be casual beach type sandals (flip-flops/shower shoes).
  - Athletic shoes must be neat and clean.
- **Hats:**
  - Hats may not be worn inside.
- **Tattoos:**
  - If a tattoo is deemed to be a distraction by the principal, it must be covered.
- **Jewelry:**
  - Jewelry shall be professionally appropriate and not a distraction.
  - No body piercings, other than earrings.
- **Hair:**
  - Hair must be neat, clean and professional looking.
  - Hair shall not be dyed distracting colors including but not limited to purple, pink, green, orange, etc.

**Other:**

- Medical personnel such as Occupational Therapists, Physical Therapists, and Nurses in specialized classes shall be allowed to wear scrubs.
- At the principal’s discretion, reasonable accommodations shall be made for Grade Level/Content Specific teachers (i.e. Art, Science, Pre-Kindergarten, Kindergarten, PE). Principals may choose to make this determination based on submitted curriculum/lesson plans.
- The principal is allowed discretion to make adaptations to the dress guidelines in the following cases: School Spirit Day, Field Day, Field Trip,s or other Special Events. **This does not mean that every Friday is automatically “Dress Down Day” and that all guidelines will be eliminated.** The principal’s judgment will prevail.
- If the principal/supervisor deems any apparel/hairstyle as disruptive he/she has the authority to send the employee home so that she/he may come into compliance with this Policy before returning to school.

**Dress for Physical Education Teachers:**

- All standard athletic clothing may be worn.
- Shirts with profanity, alcohol or tobacco advertisements, or any suggestive wording may not be worn.
- Female swimming coaches must wear a one-piece swimming suit.
- Shorts must be appropriate length for the activity.
- Shorts shall not be too tight or too baggy.
- Track suits are permitted.

**Dress for Maintenance Staff:**

- No tank tops or sleeveless shirts.
- Shirts must be worn at all times
- Shorts are permissible but must be the appropriate length, not too baggy or too tight.

**Employee Tobacco Use**

The Wayne County Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Wayne County Board of Education recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus.

Finally, the Board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

**Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the Wayne County School System;
- On any school grounds and property-including athletic fields and parking lots-owned, leased, or rented by the Wayne County School System; or
- At any school-sponsored or school-related event on-campus or off-campus.

**Equal Opportunity Employment (WCBOE Policy GAAA)**

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

Any employee, applicant for employment, or other person who believes he/she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

## **Discrimination or Harassment Complaints Procedure**

Complaints made to the school district regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him/her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he/she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his/her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator, and the Superintendent or his/her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period, or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his/her approval of the action recommended by the coordinator or designee or the action to be taken by the school district in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant

shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he/she disagrees with the response of the Superintendent and the action the complainant is requesting the school district to take. The complainant shall also include in the written response a request that his/her complaint be referred to the Board of Education.

7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the school district to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the school district.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by the state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission, or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.
10. The school district shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Title VI (Safe and Drug Free Schools)

Dr. Lisa Smith

710 W. Pine St.

Jesup, GA 31545

IX (Gender Equity in Sports and Sexual Harassment) Coordinator:

Tina Moseley  
710 W. Pine St.  
Jesup, GA 31545

Americans with Disabilities Act Coordinator

Kim Sims  
710 W. Pine St.  
Jesup, GA 31545

Section 504 Coordinator:

Dr. Pamela Shuman  
710 W. Pine St.  
Jesup, GA 31545

Age Discrimination in Employment Act Coordinator:

Tina Moseley  
710 W. Pine St.  
Jesup, GA 31545

Wayne County School Nutrition Director:

Dr. Rindy Trapnell  
710 W. Pine St.  
Jesup, GA 31545

### **School Nutrition Discrimination Complaint Procedure**

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender, identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual’s income is derived from any activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint.filing.cust.html> or at any USDA office, or call (866) 632-9992 to request the form.

You may also fax (202-690-7442), email ([program.intake@usda.gov](mailto:program.intake@usda.gov)) or write a letter containing all of the information requested on the form. Send your completed complaint form or letter by mail to:

U.S. Department of Agriculture Director  
Office of Adjudication

1400 Independence Avenue, S. W.  
Washington, D.C. 20250-9410

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination.

### **Health and Safety (WCBOE Policy EBB)**

The safety of every student and every employee is a matter of serious concern at all times. In order to provide and maintain a safe and healthy working environment, the following will be enacted:

1. Safety of employees and pupils in school operations will be paramount;
2. Every attempt will be made to reduce the possibility of accident occurrence;
3. Each person who conducts the affairs of the Wayne County School System, no matter in what capacity he/she may function, must accept the responsibility to make safety a priority concern.
4. Failure of any employee of the Wayne County School System to adhere to established district safety policies and procedures may result in further disciplinary measures up to and including termination.

### Risk Management

The Wayne County Board of Education will develop and maintain an effective safety inspection and accident prevention program. The objectives of this program are:

1. Prevent accidents among employees and students;
2. Ensure safe working conditions;
3. Ensure safe working practices;
4. Reduce operating costs;
5. Provide a safe school environment.

### School Safety Plan

The Wayne County Board of Education shall develop a written emergency preparedness plan which will be periodically updated. The emergency preparedness plan shall include, but not be limited to guidelines for actions to deal with natural disasters, hazardous materials and/or radiological accidents.

### General Safety Procedures

- All employees are required to comprehend and abide by the safety regulations presented to them that are specific to their job responsibilities.
- All accidents, no matter how minor, must be reported immediately to your supervisor.

- All hazardous conditions, actions, and practices must be reported to your supervisor.
- Work areas, including inside and outside of vehicles and buildings, must be kept clean and orderly at all times.
- Employees can only operate equipment and tools that they are trained and authorized to operate.
- Smoking is prohibited in areas where there is a danger to equipment, materials, coworkers, or buildings, or where “No Smoking” signs are posted. County/city ordinance prohibits smoking in any city building.
- Employees must use all safety devices and personal protective equipment provided for their protection.
- Employees must wear clothing and shoes suitable for the particular work they are doing.
- Employees must use assisted lifting devices or obtain assistance from a co-worker when lifting heavy objects.
- Safety guards must never be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
- Before performing work on any machine or equipment that is out of service, employees must render the equipment or machine inoperative and attach a lockout device to the equipment control.
- The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances will be subject to disciplinary action.
- Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work must report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
- Employees must not engage in practical jokes or horseplay.

### **Personnel Records**

It is the responsibility of employees to inform Central Office personnel when there are changes in the home address, phone number, and number of dependents. It is important to be aware of the person named as beneficiary of the employee’s life insurance and retirement plans and to notify the appropriate department should a change in beneficiary be desired.

Information contained in an employee’s personnel file is not made available to others except as may be required by law, requested by the employee, or to those school officials with a need to know in an official capacity. Otherwise, requests for information not specifically approved by the employee will be referred to the Chief Human Resources Officer or his/her designee. Georgia’s Open Records law lists certain records that are protected from public disclosure. Among those listed are medical records, home address information, Social Security numbers, and confidential evaluations.

The Wayne County School System will release, with written approval from the employee, information about the employee’s current salary, dates of employment, job title, and work location. The employee may review personnel information, except for confidential references, contained in the employee’s personnel file. In order to review this file, an appointment with the appropriate Central Office personnel is required.

### **Professional Personnel Workloads (WCBOE Policy GBRC)**

All full-time professional employees are expected to observe a minimum workday of eight hours and a minimum work week of forty hours. Each school principal shall establish and submit for approval a minimum workday schedule for all personnel assigned under his/her supervision. These schedules shall insure that all professional employees remain on duty at their school at least eight hours per day unless otherwise approved by the Superintendent or his/her designee.

As part of their workload, employees are expected to perform such duties as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra-class responsibilities, whether or not these activities fall within the hours during which they are required to be on duty at their school.

Work calendars may be found inside Public Folders (Personnel) within the Wayne County email site.

### **Reduction in Force (WCBOE Policy GAKA)**

The most important functions of the Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Wayne County Board of Education (hereinafter the "Board") to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade") and /or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

### **Reasons for Reduction in Force (Hereinafter "RIF")**

The Board shall consider a reduction in the professional workforce to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

1. A decrease in student enrollment in the school district which would necessitate a decrease in personnel or a discontinuation of programs;
2. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of program or services provided by the school district;
3. A loss of funds due to a reduction in state funds, reduction in local funds or other funds that make necessary a reduction in spending;
4. A lack of funding for programs, personnel, or services provided by the school district;
5. Any reasonable reorganization plan to achieve a more efficient school district.

### **Applicability of Policy**

Nothing in this policy shall be construed to extend to any employee substantive or procedural rights not required under state law. Specifically, nothing in this policy shall extend to professional personnel any exception of re-employment or due process rights greater than are available under state law. This policy is not to be construed to mandate the promotion, transfer or reassignment of an employee to any other position with the school district, even though the employee who is to be terminated or non-renewed may be qualified or certified for a higher or other position.

### **RIF Procedure**

When the Superintendent determines that the application of this reduction in force policy is necessary, it shall be his/her primary responsibility to prepare for presentation to the Board of Education a plan for reduction in force (RIF).

In proposing the plan, the Superintendent may; (1) determine the group(s) of employees to which the RIF will be applied., (2) select individuals or positions to be subject to the RIF, or (3) any combination of (1) and (2). The primary factor to be considered by the measure of which may be student academic performance; provided, however, that this provision shall not apply if the Board of Education eliminates an entire program. Other factors to be considered may include, but shall not be limited to, the professional expertise, effectiveness, professionalism, performance of duties and responsibilities, relationship with students, parents and staff, tenure status, level of certification, fields of certification, length of continuous service with the Board, number of successful years in public education, performance of extra responsibilities and performance of extracurricular responsibilities.

### **Notice and Hearing Procedures**

If the Board accepts the recommendations of the Superintendent, the Superintendent shall notify any employee affected by the application of the plan in a manner consistent with the provisions of Georgia law and he/she shall have whatever rights the Fair Dismissal Act provides for such employee.

A termination or nonrenewal is to be based solely on O.C.G.A. 20-2-940(a)(6), the basis for the employment action will be the necessary reduction in staff and not the performance issue of the employee.

### **Sales Calls and Demonstrations**

Salespersons are not permitted to call on teachers or other school staff members on school property or at school events without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

### **School Funds-Student Activities Funds Management (WCBOE Policy DK)**

Principals are charged with the prudent management of school funds generated within the school or from sources other than federal, state, and local public funds. To this end the principal of each school in the Wayne County School System shall submit to the office of the Superintendent a monthly financial report immediately upon the end of each month of the fiscal year. Said report shall contain and account of all receipts and expenditures of funds within the school during the past month.

The Wayne County Board of Education and the Superintendent reserve the right at any time to inspect all books, records, and accounts, and each principal shall keep such books, records, and accounts in good auditable order at all times.

The financial records of each school shall be subject to an annual internal audit by the Wayne County Board of Education central office personnel as of June 30. At the request of the Superintendent or the Board of Education an external audit may be conducted. In that instance, however, the cost of the external audit shall be paid from the account being audited. Copies of audits shall be maintained in the Superintendent's and principal's office in accordance with the

## Wayne County School System's Records Retention Schedule.

School financial records should be maintained on a computer system. Records shall be kept in accordance with generally accepted accounting practices and with rules issued by the Georgia Department of Education so that a clear audit trail is readily discernible for the receipt of funds through disbursement. Such practices shall include, but are not limited to, the following:

1. All supporting financial records, including receipts, checks, bank statements, bills and vouchers, daily activities sheets, individual accounts, and ledgers (as applicable) will be retained in accordance with the Wayne County School System's Records Retention Schedule.
2. The school secretary will record all expenditures and receipts daily. Each activity within the school will have its own separate account. All daily activities should be recorded in each individual account. All School Activity Reports should balance at all times and must be reconciled with the bank statement each month.
3. Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit. Persons responsible for individual accounts within the school shall be instructed to maintain copies of all receipts (both those issued by the teacher or club and those received when activity funds are deposited with the school secretary) in good order so that they may be retrieved and balanced against accounting records at any time.
4. In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then the amount shall not exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight.
5. All monies handled by teachers and/or students in connection with school activities are required by law to be accounted for by the principal. All such monies collected must be turned in to the assigned office. A receipt must be issue for any money collected and must state for what purpose the money was collected.
6. Principals shall maintain a file by school year of all contracts made for or on behalf of students. All receipts and disbursements resulting from activities specified within those contracts shall be handled in accordance with the regulations and procedures in this policy.
7. All receipts and expenditures should be in compliance with regulations detailed in the Wayne County Board of Education Bookkeeper Handbook.

### **Surpluses/Deficits**

The principal shall monitor separate designated accounts to minimize surpluses and deficits. When a designated account (i.e. club or class) is closed, existing surpluses will be deposited in the school general fund and deficits will be paid from the school general fund.

### **Fund-Raising Activities**

All requests to engage in fund-raising activities during the upcoming year by clubs, classes, or other school-related organizations shall be submitted in writing to the school principal within the last three (3) weeks of school. The principal will then submit these requests to the Superintendent no later than the end of the last day of post-planning. In the event requests are not submitted at the beginning of the school year, a request for fund-raising activities must be submitted by the principal

as soon as possible after the request is made for the fund-raising activity. NOTE: The Superintendent will only approve fundraising requests after the deadline in extenuating circumstances. A report must be made to the Superintendent indicating the amount of receipts and expenses for each fund-raising activity on a monthly basis.

### **Approved Use of School Funds**

Funds collected from students and from other sources for student activities shall be expended for the purpose of the project, including school-related incidental expenses incurred by teachers and other school personnel.

Principals shall monitor the expenditure of school funds generated through sources beyond federal, state, and local tax revenues and shall verify that such revenues are being disbursed for the general good of the school and its students. The following are examples of approvable expenditures:

1. Office supplies
2. Educational materials and supplies
3. School equipment
4. Gardening and cleaning supplies
5. Equipment repairs
6. Professional conferences for school personnel
7. First aid supplies
8. Athletic equipment/supplies

School personnel responsible for funds collections, disbursement, and accountability shall be annually furnished a copy of policy DK/JHB. At no time should funds be collected from students for expenditures which are included in the Wayne County Board of Education budget.

### **Sexual Harassment (WCBOE Policy GAEB)**

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

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands of

physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he/she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA/JAA, who will implement the board's

discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

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

### **Staff Meetings**

Regular staff meetings are a necessary part of system operations. Each school shall have a schedule for staff meetings on a regular basis. The principal shall call staff meetings for professional learning, accreditation, and/or workshops as deemed necessary. All staff members are required as part of their teaching/employment responsibilities to attend any or all such meetings as designated by the principal.

### **Use of Electronic Resources (WCBOE Policy IFBG)**

It is the belief of the Wayne County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing children to live in the 21<sup>st</sup> century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Wayne County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Wayne County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called “hacking”, and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Wayne County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s “Internet Safety and Computer Acceptable Use” guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

It must also be understood that the Internet is global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Wayne County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Wayne County Board of Education’s acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

### **Drug Free Workplace HIV/AIDS Employee Awareness Education Update 2015-2016**

#### **Workplace Impact**

Alcohol abuse and the use of illegal drugs are serious workplace problems in the United States. Nearly three-quarters of those who use illegal drugs also work, and alcohol remains the leading drug of abuse as one in ten people in the United States has an alcohol problem. A person’s abuse of alcohol, prescription drugs or illicit drugs affects everyone around him/her. Whether it is an employee, an employee’s loved one, or a co-worker who has a problem, the impact can be felt on the job. When you think about it, alcohol or other drugs can rob you of everything you worked so hard for: your health, family, and friends. Alcohol and other drugs can affect any one of us from all walks of life, at any age, and in all types of jobs.

Why is having a drug free workplace important? Having a drug free workplace sends a message that use of alcohol and drugs in the workplace is prohibited. Drug free workplace policies help protect the health and safety of all employees, stakeholders and the public. Alcohol and other drugs create a poor work environment because drugs keep you from doing your best on the job. The effects can be dangerous to others as well.

*The Safe and Drug Free Schools and Communities Act (SDFSCA), 20U.S.3171, requires all school*

systems to adopt and implement a program to “prevent the use of illicit drugs and alcohol by students/ employees.” In 1988, Congress passed the *Drug-Free Workplace Act* which requires federal grantees and recipients of federal contracts of \$100,000 or more to maintain certain criteria. One component requires that employees receive information about alcohol and other drugs; including ways to receive information about treatment and counseling. The federal *Drug Free Workplace Act*, 41 U.S.C. Section 702, requires employees to notify their employer within five days of conviction of any criminal drug statute for a violation occurring in the workplace. In an effort to encourage employees to get help for drug abuse problems, the *Georgia Drug Free Public Work Force Act*, O.C.G.A. 45-23-1 allows an employee to retain employment while receiving drug abuse treatment according to specific conditions. PRIOR to an arrest for 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. However, the *Georgia Drug Free Public Work Force Act* also requires public employers to suspend an employee for a second offense. This applies to any drug offense regardless of where it occurs.

**Employees with CDL’s who drive school busses have additional workplace regulations that must be followed. Bus drivers must adhere to the U.S. Department of Transportation Motor Carrier Safety Administration regulations. They are also subject to random alcohol and drug testing.**

It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substances 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. If you have any questions, please contact your building level administrator.

## Helplines for Employees

These organizations and resources provide free information and confidential assistance to individuals who have or know someone who has a problem with alcohol, drugs or mental health issues.

- Substance Abuse Treatment Locator 1-800-662-HELP [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)
- Alcohol Screening [www.alcoholscreening.org](http://www.alcoholscreening.org)
- Georgia Treatment Center List <http://www.alltreatment.com/ga/georgia>
- Helpline Georgia 1-800-338-6745
- Alcoholics Anonymous 1-212-870-3400 [www.aa.org](http://www.aa.org)
- Georgia Tobacco Quit Line 1-877-270-7867
- Nar-Anon 1-800-477-691 [www.nar-anon.org](http://www.nar-anon.org)
- Suicide Prevention Lifeline 1-800-273-TALK [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- Prescription Drug Abuse Prevention <http://www.stoprxabuseinga.org/>
- GetFit <http://www.getfit.samhsa.gov>

## Top 10 Drugs Abused in Georgia

1. Nicotine

2. Alcohol
3. Marijuana/hashish (cannabinoids)
4. Vicodin (hydrocodone) (opioid) Rx Drug
5. Cough Medicine (hydrocodone, Codeine) Rx Drug
6. Adderall (stimulant for ADHA) Rx Drug
7. Tranquilizers (Ativan, Xanax) Rx Drug
8. Salvia
9. Hallucinogens (Spice, k-2, LSD)
10. OxyContin (oxycodone) (opioid) Rx Drug

## **Stress Management**

### **Adopt a Healthy Lifestyle**

You can increase your resistance to stress by strengthening your physical health.

- Exercise regularly: Physical activity plays a key role in reducing and preventing the effects of stress. According to the Centers for Disease Control and Prevention, adults need at least 2 hours and 30 minutes of moderate-intensity aerobic activity and muscle-strengthening activity each week. We know 150 minutes sounds like a lot of time but it's only about the amount of time you would spend watching a movie. The good news is that you can spread your activity out during the week so you don't have to do it all at once. It's about what works best for you, as long as you're doing physical activity at a moderate or vigorous effort at least 10 minutes at a time.
- Eat a healthy diet: Well-nourished bodies are better prepared to cope with stress; so be mindful of what you eat. Start your day right with breakfast, and keep your energy up and your mind clear with balanced, nutritious meals throughout the day. Reduce your caffeine and sugar intake. The temporary "highs" that caffeine and sugar provide often end with a crash in mood and energy. By reducing the amount of coffee, soft drinks, chocolate, and sugar snacks in your diet, you'll feel more relaxed and you'll sleep better. (Helpguide.org)
- Avoid alcohol, cigarettes, and drugs: Self-medicating with alcohol or drugs may provide an easy escape from stress, but the relief is only temporary. Prescription drugs are useful in improving many medical conditions when used exactly as directed by a physician. Prescription drugs should not be shared among family members.
- Get enough sleep: Getting enough sleep fuels your mind as well as your body. Feeling tired will increase your stress because it may cause you to think and react irrationally.

## **Universal Precaution for School Staff**

### **Centers for Disease Control and Prevention**

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/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**

Research shows that the risk of getting a significant contagious disease in a school setting is

extremely small. The primary concerns regarding blood-borne pathogens are Hepatitis B, Hepatitis C, and HIV. 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.

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 & water.

### **Give Health a Hand**

Nearly 23 million school days are lost annually due to the common cold. Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others.

- WET your hands with clean, running water (warm or cold), turn off the tap and apply soap.
- LATHER your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails.
- SCRUB your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from the beginning to end twice.
- RINSE your hands well under clean, running water.
- DRY your hands using a clean towel or air dry them.

*If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizers do not eliminate all types of germs. [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)*

### **HIV/AIDS**

More than one million people in the United States are living with HIV (an estimated 1,106,400 adults and adolescents). “It is estimated that prevention efforts have averted more than 350,000 HIV infections in the United States. There are still over 56,000 new HIV infections occurring annually in the U.S. Further, certain populations continue to be disproportionately affected by HIV; gay, bisexual, and other men who have sex with men, African Americans, Hispanics/Latinos, and injection drug users.” [www.hivtest.org](http://www.hivtest.org)

## Required Public School System Reports to Outside Agencies

### Employee Acts

Act	Who Must Report	What to Report	Nature of Report	Immunity / Penalties
<p>Alleged criminal misconduct of teachers OCGA § 20-2-984.2</p>	<p>* Superintendent * Asst./Assoc. * Director of Personnel * Local BOE</p>	<p>A reasonable belief that a teacher committed one of the following:</p> <ul style="list-style-type: none"> <li>• Murder, voluntary manslaughter, aggravated assault, battery, kidnapping</li> <li>• Sexual offenses</li> <li>• Any sexual exploitation of a minor</li> <li>• Any offense involving marijuana or controlled substance</li> <li>• Any offense involving theft</li> <li>• Unlawfully operating a motor vehicle after being declared a habitual violator</li> </ul>	<p>*System administrator receiving written report (from an identified school system employee or parent/guardian of a student in the system) that a system educator has committed any of the specifically identified crimes must make immediate written report to local BOE. *If local BOE determined the matter warrants investigation, BOE (no later than 30 days from receipt of the report) must request investigation by the Professional Standards Commission (PSC) and provide a report with a description of the incident and evidence and provide the names of any and all know witnesses.</p>	<p>*Immune from civil and criminal penalties if report made in good faith. * Administrator disciplined by PSC under OCGA 20-2-984.5 for willful failure to report.</p>
<p>Alleged inappropriate behavior by school employees toward students OCGA 20-2-751.7 and implementing PSC process</p>	<p>Any student (or parent of friend of student) may report; School system must *Follow the PSC mandated reporting process; and *Include the process in student handbooks and employee handbooks or policies</p>	<p>Alleged sexual misconduct or sexual abuse by school employees toward students.</p>	<p>*Students alleging is urged to make oral report to teacher, counselor or administrator. *Employees receiving report must make oral report to principal/designee and submit written report within 24 hours. *Principal/designee must comply with OCGA 19-7-5; if report of sexual misconduct not covered by OCGA 19-7-5 or OCGA 20-2-11894, must immediately investigate. *Principal/designee who reasonably believes report to be valid must make written report to superintendent and PSC.</p>	<p>Possible action against professional certificate as specified in PSC Educator Code of Ethics.</p>

Act	Who Must Report	What to Report	Nature of Report	Immunity / Penalties
<p>Failure to make a required report</p> <p>Georgia PSC Code of Ethics</p>	<p>*Educators (teachers, school or system administrators, other education personnel who hold PSC certificate)</p> <p>*Applications for PSC certification</p> <p>*Paraprofessionals, aides, substitute teachers</p>	<p>*A breach of one or more of the standards of the PSC Code of Ethics for Educators, child abuse (OCGA 19-7-5), any other required report.</p> <p>*Unethical conduct includes the failure to make a required report.</p>	<p>*Educators should follow local policies, procedures and chain of command for reporting unethical conduct.</p> <p>*Complaints filed with the PSC must be in writing and signed by the complainant.</p>	<p>The PSC is authorized to:</p> <p>*Suspend, revoke, or deny certificates.</p> <p>*Issue a reprimand or warning.</p> <p>*Monitor the educator's conduct &amp; performance after an investigation (notice to the educator &amp; opportunity for a hearing).</p>
<p>Suspected drug use by students</p> <p>OCGA 19-7-6</p>	<p>*Any person exercising in loco parentis control over a child may report</p> <p>*School staff exercising in loco parentis control over students must report (unless learned during counseling or treatment program).</p>	<p>Reasonable belief that a child under 18 habitually and unlawfully uses marijuana or any controlled substances.</p>	<p>*Any person encouraged to report to parents and child protective services.</p> <p>*Staff member must notify principal/designee.</p> <p>*Principal/designee must orally report, ASAP, to Child Protective Services (or equivalent) &amp; provide</p>	<p>*Immune from civil &amp; criminal penalties if make report/cause a report to be made in good faith.</p> <p>*Employees who do not report may not be disciplined or penalized.</p>
<p>Acts of physical violence towards school employees.</p>	<p>Superintendent or designee must report.</p>	<p>*Any student who is believed to have committed a criminal act of physical violence against a school employee</p> <p>*Act of physical violence: making intentional contact with a teacher that is (1) insulting or provoking in nature or (2) causes physical harm (unless in self-defense).</p>	<p>Refer student to juvenile court with a request for a petition alleging delinquent behavior (following finding by disciplinary hearing officer, panel or tribunal that student committed act of physical violence).</p>	
<p>Truancy</p> <p>OCGA 19-7-5</p>	<p>*Visiting teachers</p> <p>*Attendance officers</p> <p>*Superintendents (for private * home schools)</p>	<p>Any child who violates mandatory attendance requirements.</p>	<p>*Provide parent/guardian with written notification.</p> <p>*Then report to juvenile court.</p> <p>*Use best efforts to notify by 1<sup>st</sup> class mail any child 14 or older who has 3 absences left before denying a drivers' license.</p>	

Suspected child abuse	<ul style="list-style-type: none"> <li>*Administrators</li> <li>*Teachers</li> <li>*School Guidance Counselors</li> <li>*School Nurses</li> <li>*All Staff members</li> <li>*Volunteers</li> </ul>	Reasonable belief a student under 18 has been abused: <ul style="list-style-type: none"> <li>*Physical injury or death caused by parent/caretaker.</li> <li>*Neglect or exploitation by parent/caretaker.</li> <li>*Sexual abuse.</li> <li>*Sexual exploitation. "caretaker" includes public &amp; private school teachers.</li> </ul>	<ul style="list-style-type: none"> <li>*Reporter must immediately notify principal/designee.</li> <li>*Principal/designee must immediately, within 24 hours of reasonable belief, make oral report to Child Protective Services (or equivalent) &amp; written report, if so requested.</li> </ul>	<ul style="list-style-type: none"> <li>*Immune from civil &amp; criminal penalties if make report/cause report to be made in good faith.</li> <li>*Misdemeanor if knowingly &amp; willfully fail to report.</li> </ul>
-----------------------	--	---	---	--

## Code of Ethics for Educators

### **Introduction**

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The 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.

### **Definitions**

- *Certificate*-refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- *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.
- *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 and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- *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.
- *Revocation*-is the invalidation of any certificate held by the educator.
- *Denial*-is the refusal to grant initial certification to an applicant for a certificate.
- *Suspension*-is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- *Reprimand*-admonishes the certificate holder for his/her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- *Warning*-warns the certificate holder that his/her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

- *Monitoring*-is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his/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.
- *No Probable Cause*-is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action needs to be taken or no cause exists to recommend disciplinary action.

## **Standards**

### ***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

### ***Standard 2: Conduct with Students-An educator shall always maintain a professional relationship with all students, both in and outside of 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)

### ***Standard 3: Alcohol or Drugs-An educator should 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).

***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, parents, colleagues, 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 materials, 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.

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

***Standard 9: Professional Conduct-An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching 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.

***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.

## **Reporting**

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 requires reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, Superintendent, etc.) The Commission notifies local and state officials of all disciplinary

actions. In addition, suspension and revocations are reported to national officials, including the NASDTEC Clearinghouse.

### **Disciplinary Action**

The 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:

- Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10;
- Disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators;
- Order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;
- Notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan.
- Suspension or revocation of any professional license or certificate;
- Violation of any other laws and rules applicable to the profession; and
- Any other good and sufficient cause that renders an educator unfit for employment as an educator.

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/her revocation, suspension or denial for a violation of The Code of Ethics.

The Superintendent and the Superintendent's designee for certification 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.

A safe learning environment for all students is a top priority for everyone in Georgia. A critical factor in establishing and maintaining that safe environment is appropriate and professional educator conduct.

Visit the Georgia Professional Standards Commission to check out your knowledge of the Georgia Code of Ethics for Education.

<http://www.gapsc.com/Ethics/EthicsQuestionnaire/frmEthicsQuestionnaire.aspx>

### **Student Assessment in Georgia Schools**

Standardized testing has become a basic component of accountability for students, teachers, administrators, schools, and school systems in Georgia and other states. Communities rely on their schools' standardized test scores to determine the success of their schools and to compare them to other communities. New industries use test scores as a major factor in selecting locations for new facilities. As a result of national and state accountability ratings, standardized testing has become important to all states. When tests are properly administered, scored, and interpreted with a high degree of professionalism, all of the aforementioned stakeholders can be guided to make reliable and appropriate decisions. A good testing program provides the following benefits:

- Students, based on their individual test scores, will know the skills and knowledge they have mastered and how they compare to other students.
- Parents can evaluate whether their children are obtaining the skills and knowledge they need to be successful during and after their school experiences.
- Teachers can determine if students have mastered the skills and knowledge needed to advance to the next level and if not, what skills and knowledge are weak and should be improved.
- Community members have a measuring stick to compare year to year improvement to compare local student performance with performances of students in other locations.

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 the 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 materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.
- Test Preparation-The test should reflect the curriculum being taught and should be developmentally appropriate for the age and level of the test taker. Teachers should be trained on proper administration procedures and testing practices.
- Test Administration-Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed.
- Test Data-Test scoring should be reliable and valid. Test data interpretation shall be appropriately given to stakeholders. Curriculum improvement should be guided by adequate data analyses.

### **Georgia Student Assessment Program Responsibilities**

Standardized tests results are the basis for many reports and accountability measures. Because of the priority it plays in national and state expectations, the administration of tests shall be held to the Code of Ethics. An essential component is that all personnel perform their assigned responsibilities to maintain test integrity and for the process to be appropriately implemented.

### **Superintendent Responsibility**

The Superintendent has ultimate responsibility and accountability for all testing activities within the local school system.

- Develops local policies and procedures based on Georgia Department of Education guidelines and test publisher's directions to maintain test security.
- Supervises and monitors principals to ensure that they fulfill their specific roles and responsibilities for the administration of tests.
- Ensures that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given.
- Informs the local Board of Education, state test coordinator, and Professional Standards Committee of any breach of security by employees of the system.

### **Principal Responsibility**

The Principal has ultimate responsibility and accountability for all testing activities within the

local school.

- Ensures test security within the school building.
- Ensures distribution of test materials occurs immediately prior to test administration.
- Supervises all testing activities.
- Ensure that all school personnel have been appropriately trained on test administration, procedures, and policies including accommodations for each assessment given.
- Ensures that accommodations have been given to only those students who appropriately need accommodations and have documentation of such need.
- Implements system’s testing policies and procedures and establishes needed local school policies and procedures to ensure all students are tested fairly and appropriately.
- Reports immediately any breach of security to the Superintendent.

### **Code of Ethics Guidelines for Student Assessment**

The chart below provides guidance for sanctions of Ethics violations by educators. The sanctions (1, 2, 3, 4, & 5) listed below are intended to be progressive. Repeated violations have escalating consequences, which shall include additional sanctions at the local system level. Proposed sanctions are as follows:

1.System Reprimand 2.PSC Reprimand 3. PSC Suspension w/out pay 4. PSC Revocation 5. PSC Sanction based on situation

<b>Before the Test Session – It is inappropriate and unethical to:</b>	<b>Sanctions</b>
1. Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.	3 - 4
2. Use of test items and prompts prior to administration for instructional purposes.	3
3. Discourage students from putting forth optimal effort based on purpose of the test.	1 - 2 - 3
4. Review or provide answers to test questions.	3 - 4
5. Possess unauthorized copy(ies) of state tests.	3 - 4
6. Reclassify students solely for the purpose of avoiding state testing.	3 - 4
<b>During the Test Session – It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
7. Vary from the directions outlined in the administration manual (i.e. time, reading verbatim, etc.)	1 - 2 - 3 - 4
8. Read any parts of the test to students except where indicated in the directions (unless indicated by an IEP, IAP, or TPC).	1 - 2 - 3 - 4
9. Fail to provide state approved accommodations as prescribed in a student’s IEP, IAP, or TPC plan <b>OR</b> provide accommodations that are not included in the IEP, IAP, or TPC plan.	1 - 2 - 3 - 4
<b>During the Test Session – It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
10. Interpret, explain, or paraphrase the test items.	1 - 2 - 3 - 4
11. Define or pronounce words used in the test.	1 - 2 - 3 - 4
12. Coach (comments or gestures of any kind) students during the test, including remarks about quality or quantity of student work.	2 - 3 - 4
3. Provide answers to test questions.	3 - 4

14.	Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.	3 - 4
15.	Use test items and prompts prior to administration for instructional purposes.	3
16.	Fail to provide an appropriate testing environment (e.g. instructional materials removed/covered).	1 - 2
<b>After the Test Session– It is Inappropriate and Unethical to:</b>		<b>Sanctions</b>
17.	Make inaccurate reports, unsubstantiated claims, inappropriate interpretations, or otherwise false and misleading statements about assessment.	5
18.	Discuss test items or answers.	1 - 2 - 3
19.	Erase or change student answers.	3 - 4
<b>At Any Time During Test Administration, It is Inappropriate and Unethical to:</b>		<b>Sanctions</b>
20.	Not account for all secure test materials as provided by the school test coordinator at any time during test administration.	3 - 4
21.	Compromise the integrity of the assessment.	5
22.	Fail to report possible ethical violations by any professional.	5

**Please print and sign this page as acknowledgement of receipt/agreement to  
comply with policies and procedures identified within this Personnel  
Handbook.**

**This signed copy should be submitted to your school secretary by  
Friday, August 10, 2018.**

**Name (print):** \_\_\_\_\_

**School:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_