



EMPLOYEE HANDBOOK

This handbook will not answer all questions dealing with personnel issues, but it should provide employees with general information. For additional information or complete board policies, employees should refer to Jones County School System Board Policy or contact the Director of Human Resources.

The Jones County School System does not discriminate on the basis of race, color, religion, 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.

Revised: June 2020

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that it is my responsibility to access the ***Jones County School System Employee Handbook*** online. My signature below indicates that I agree to read the handbook and abide by the standards, policies and procedure defined or referenced in this document. It is also important to know that additional regulations, policies and laws are located on District's ***E-Board*** website. The ***Jones County School System Employee Handbook*** can be found located in the Employees Self Service Portal and the ***Board of Education's E-Board policies*** can be found located on the District's website:

www.jones.K12.ga.us

The information in this *Handbook* is subject to change.

- *I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.*
- *I understand that this Handbook does not constitute an employment contract or alter my status as an employee.*
- *I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any).*
- *I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc.*
- *I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.*

Printed Name

Signature

Date

(To be signed and returned to the employee's supervisor.)

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JONES COUNTY SCHOOL SYSTEM BOARD OF EDUCATION

125 Stewart Avenue
Gray, GA 31032
(478) 986-3032
www.jones.k12.ga.us



BOARD OF EDUCATION MEMBERS

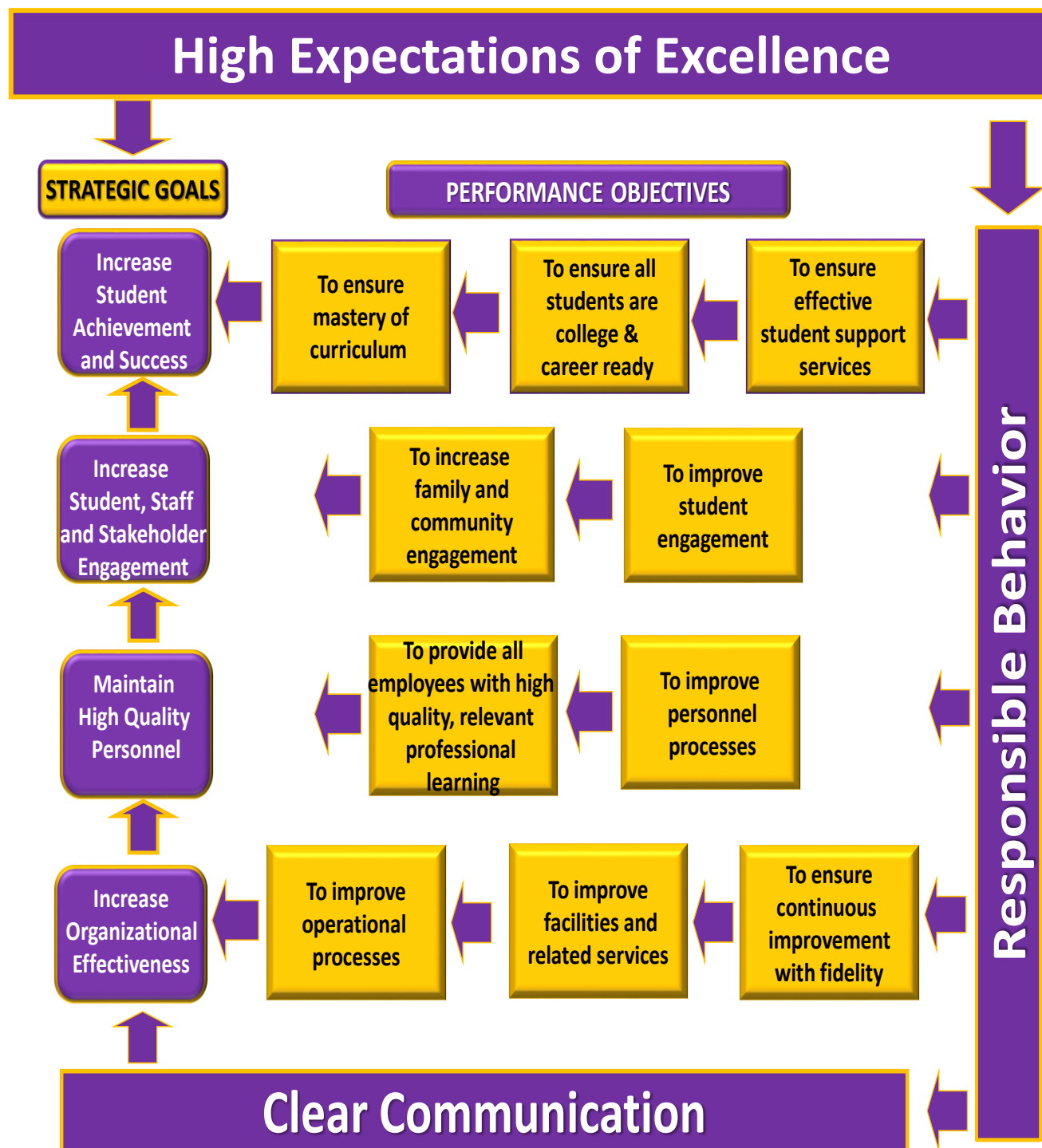
Mrs. Ginger Bailey, Chair
Dr. Nancy Nash, Vice Chair
Mr. Mike Gordon
Mr. Alfred Pitts
Mr. Kimbrell Washburn



SUPERINTENDENT

Mr. Charles Gibson

Jones County School System's Strategy Map



Jones County School's Purpose Statement

Success for All

through academic **A**chievement,
responsible **B**ehavior and,
an engaged **C**ommunity.

CENTRAL OFFICE STAFF DIRECTORY

Name	Title/Responsibility	Ext.	Email
Mr. Charles Gibson Superintendent	Superintendent	1228	cgibson@jones.k12.ga.us
Mr. Adam Barnett Technology Director	Technology Services	1253	abarnett@jones.k12.ga.us
Mrs. Geneva Braziel Assistant Superintendent	Personnel/Human Resources Policies/Certification TKES/LKES	1244	gbraziel@jones.k12.ga.us
Mr. Raymond Braziel Executive Director	School Operations/School Safety Title IX Transportation, Nutrition, Technology	1234	raymond.braziel@jones.k12.ga.us
Mr. Clinton Burston Executive Director	Student Information Services State reporting School Improvement Home School/Private School	1232	cburston@jones.k12.ga.us
Ms. Angela Collins Executive Administrative Assistant	Executive Assistant to the Superintendent Liaison to the Board	1228	acollins@jones.k12.ga.us
Mr. Joe Evans Maintenance Director	Maintenance and Operations Facilities Custodial services	1273	jevans@jones.k12.ga.us
Mrs. Charlotte Foskey Executive Director	Federal Programs Testing District WebMaster	1233	cfoskey@jones.k12.ga.us
Mrs. Roslyn Foster Nutrition Director	Nutrition Director	1265	rfoster@jones.k12.ga.us
Ms. Brenda Gibson Administrative Assistant	Elementary School Budgets Title I and Professional Learning Grants Manager Substitute Teacher Accounts Professional Learning Room - Scheduling	1241	bgibson@jones.k12.ga.us
Mrs. Kathy Godbee Benefits Coordinator	Employee Benefits Accounts Payable FMLA	9022	kgodbee@jones.k12.ga.us
Dr. Trevis Killen Executive Director	Student Social Services Homeless/Foster Care Liaison Attendance Pupil Services Support Hospital Homebound	1239	tkillen@jones.k12.ga.us
Mrs. Lou Kilian Administrative Assistant	PDEExpress Support Infinite Campus Support Tribunal/Disciplinary Review Scheduling	1259	lkilian@jones.k12.ga.us

Mrs. Amy Marlowe Literacy Specialist	Literacy Specialist	1274	amarlowe@jones.k12.ga.us
Mrs. Amanda Mercer Accounts Manager	Finance/Payroll Property Insurance Garnishments Workers Compensation Teacher Retirement Accounts Payable Local School Accounting	1223	amercer@jones.k12.ga.us
Ms. Tonya Merritt Chief Financial Officer	All Financial Operations	1224	tmerritt@jones.k12.ga.us
Mrs. Teresa McCuen Executive Director	Pre-K - 5 Curriculum	1235	tmccuen@jones.k12.ga.us
Mrs. Carol Miller Operations Manager	Support for operations/maintenance Utilities / Asbestos related concerns Purchasing / Capital Outlay	1257	carolmiller@jones.k12.ga.us
Mrs. Laura Rackley Executive Director	CTAE Coordinator	9232	laurarackley@jones.k12.ga.us
Dr. Lauren Sheffield Executive Director	Program for Exceptional Children Title III (ESOL) 504/RTI Coordinator Gifted	1245	lsheffield@jones.k12.ga.us
Mrs. Mary Stewart Executive Director	6-12 Curriculum Professional Learning Student Teacher Placement	1240	mstewart@jones.k12.ga.us
Mrs. Wendy Vaughn Transportation Director	Director of Transportation	1267	wvaughn@jones.k12.ga.us
Mrs. April Wooten Administrative Assistant	Special Education Administrative Assistant Parent Mentor	1238	awooten@jones.k12.ga.us
Mrs. Kristie Wyman Personnel and Records Coordinator	Personnel Records Management Record Retention Verification of Employment/Experience Substitute Records	1225	kwyman@jones.k12.ga.us
Computer Technicians	Ginger Jenkins - (GES, JCHS) Jason Steinmeyer - (DFES, GSMS, TWES) Scott Adams - (WES,CRMS) Mary Ann Kitchens - (Central Office, Pre-K)	1246	gjenkins@jones.k12.ga.us joliver@jones.k12.ga.us sadams@jones.k12.ga.us mkitchens@jones.k12.ga.us

SCHOOLS AND PRINCIPALS

Dames Ferry Elementary School

545 Georgia Highway 18 West
Gray, Georgia 31032
(478) 986-2023

Principal: Mr. Wes Cavender

wcavender@jones.k12.ga.us

Assistant Principal: Mrs. Kimberly Jones

kimjones@jones.k12.ga.us

Turner Woods Elementary School

144 Willie L. Fluellen Drive
Gray, Georgia 31032
(478) 986-2222

Principal: Mr. Jeffrey Tharpe

jtharpe@jones.k12.ga.us

Assistant Principal: Dr. Stacy Carr

stacy.carr@jones.k12.ga.us

Clifton Ridge Middle School

169 Dusty Lane
Macon, Georgia 31211
(478) 743-5182

Principal: Mrs. Leslie Poythress

lpoythress@jones.k12.ga.us

Assistant Principal: Mr. Dennis Woolfolk

dwoolfolk@jones.k12.ga.us

Jones County High School

339 Railroad Street
Gray, Georgia 31032
(478) 986-5444

Principal: Mr. Lance Rackley

lrackley@jones.k12.ga.us

Assistant Principal: Dr. Jeremy Dockery

jdockery@jones.k12.ga.us

Assistant Principal: Dr. Dean Hintz

dhintz@jones.k12.ga.us

Assistant Principal: Mrs. Kristen Jones

kjones@jones.k12.ga.us

Assistant Principal: Mr. Doug Pieterick

dpieterick@jones.k12.ga.us

Assistant Principal: Dr. Tiffany Walker

twalker@jones.k12.ga.us

Gray Elementary School

365 Georgia Highway 18 East
Gray, Georgia 31032
(478) 986-6295

Principal: Mr. Charles Lundy, Jr.

clundy@jones.k12.ga.us

Assistant Principal: Dr. Dianna Hollins

dhollins@jones.k12.ga.us

Wells Elementary School

101 Mattie Wells Drive
Macon, Georgia 31217
(478) 742-5959

Principal: Mrs. Gwinnette Hudson

ghudson@jones.k12.ga.us

Assistant Principal: Mr. Neal Spence

nspence@jones.k12.ga.us

Gray Station Middle School

324 Georgia Highway 18 East
Gray, Georgia 31032
(478) 986-2090

Principal: Mrs. Leigh Ann Knowles

lknowles@jones.k12.ga.us

Assistant Principal: Mrs. Keisha Pitts

kpitts@jones.k12.ga.us

Jones County Pre-K School

273 Railroad Street
Gray, Georgia 31032
(478) 986-5384

Director: Mrs. Dena Smith

dsmith@jones.k12.ga.us

JONES COUNTY SCHOOL SYSTEM

Academic Calendar

2020-2021

(180 Student Days/190 Staff Days)

July 28 – 31	Tu – F	Professional Learning Days
August 3	M	1 st Day of School
September 7	M	Labor Day
October 9	F	Professional Learning /Student Holiday
October 12 – 16	M-F	Fall Break
November 23 – 27	M-F	Thanksgiving Holidays
December 18	F	Last Day before Christmas Break

End of 1st Semester (88 Students and 5 PL)

January 4	M	Planning Day/Student Holiday
January 5	Tu	Students Return
January 18	M	Martin Luther King Holiday
February 11	Th	Professional Learning/Student Holiday
February 12, 15	F – M	Presidents' Day
April 5 – 9	M-F	Spring Holidays
May 25	Tu	Last Day of School
May 26 – 28	W-F	Professional Learning Days

End of 2nd Semester (92 Students and 5 PL)

End of School (180 Student and 10 PL)

Approved: November 12, 2019

GENERAL INFORMATION

This handbook is intended to assist all employees of the Jones County School System. Please note, however, that some sections apply solely to certified employees and some sections apply solely to classified employees.

Employees Covered: This Handbook is provided as a reference document for the Jones County School District's (hereinafter referred to as "District") employees.

Disclaimer: The contents of this Handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The district reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language that appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract shall control.

This Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. Copies of Board Policies and Procedures are available on the Jones County School System website at www.jones.k12.ga.us. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Georgia, and the policies of the Jones County Board of Education.

This Employment Handbook is subservient to, and does not supersede the provisions set forth in District policies.

*****NON-DISCRIMINATION NOTICES*****

JONES COUNTY SCHOOLS GENDER EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Jones County Schools does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school system is Coach Barry Veal. Inquiries or complaints concerning sports equity in this school system may be submitted to the Sports Equity Coordinator at: Jones County High School, 339 Railroad Street; Gray, GA 31032, (478) 986-5444.

TITLE VI AND TITLE IX NOTIFICATION

The Jones County School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, sex, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to Mr. Raymond Braziel regarding Title IX, Geneva Braziel regarding Title VI, Laura Rackley regarding the Perkins Act or Dr. Lauren Sheffield regarding 504 and ADA at: Jones County Schools, 125 Stewart Avenue; Gray, GA 31032, (478) 986-3032.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Jones County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Our Section 504 Compliance Coordinator for the Jones County School System is Dr. Lauren Sheffield. Inquiries may be made to Dr. Lauren Sheffield regarding 504 and ADA at: Jones County Schools, 125 Stewart Avenue; Gray, GA 31032, (478) 986-3032.

GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building administrator/immediate supervisor or designee immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building administrator/supervisor within twenty-four (24) hours or the next scheduled workday, as appropriate. This policy applies to employee accidents as well as student accidents.

ATTENDANCE

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be for appropriate reasons and accounted for following district procedures. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

CERTIFICATION

Certified employees with the Jones County School System must hold proper certification from the Georgia Professional Standards Commission and must meet all state and federal requirements. It is the responsibility of the individual to keep his/her certification current. Certification forms and information are available at the Georgia Professional Standards Commission (PSC) website: www.gapsc.com. Teachers must be “highly qualified” to teach in the assigned subject area(s).

All paraprofessionals must hold a Paraprofessional Certificate issued by the Georgia PSC. Certification requirements may be found at www.gapsc.com.

Questions regarding certification should be directed to the Director of Human Resources.

CERTIFIED YEARS OF EXPERIENCE

Credit for one year’s experience shall be given for each year of verified work experience.

Certified employees are to be given credit for previous experience according to the following:

- The employee must have worked at least 120 days in a regular school year.
- The school must be accredited by the state or a regional accrediting agency.
- The employee must have held a valid professional teaching certificate from the state in which the experience was earned. The certificate must be the equivalent of a Georgia clear renewable certificate as determined by the state of origin.
- Two one-half years of experience earned in a school year may be combined and equal 120 days of consecutive service.
- No more than one year of experience may be credited for any 12-month period.
- The employee is responsible for providing verification of prior teaching experience.
- Only full-time experience will be accepted.

CREDIT WILL NOT BE GIVEN FOR EXPERIENCE EARNED WITHOUT A VALID STATE CERTIFICATE. THE SCHOOL MUST HAVE BEEN ACCREDITED DURING THE TIME THE EXPERIENCE WAS EARNED.

Please refer to [SBOE Rule 160-5-2-.05](#) Experience for Salary Purposes

CHILD ABUSE OR NEGLECT REPORTING

[Board of Education Policy: JGI – Child Abuse or Neglect](#)

In accordance with Georgia law and the protocol for handling child abuse cases for Jones County, all employees of the Jones County Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall report that 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 Jones County, Georgia. Please see Board policy JGI for additional information.

CODE OF ETHICS

All employees must adhere to the high standards and expectations determined by the Jones County Board of Education and those described in the Georgia Professional Standards Commission Code of Ethics. The Georgia Professional Standards Commission is responsible for defining and enforcing a code of ethics for all educators who hold any type of certificate, including paraprofessional and clearance certificates. As public employees are expected to uphold the public trust, employees should not use their positions or professional relationships for personal gain. Any misstatement or omission of required information may be reason for dismissal or non-employment. The Jones County Board of Education recognizes teaching as a profession that is accompanied by certain rights, responsibilities and privileges. Therefore, the Jones County Board of Education accepts and approves the Code of Ethics adopted by the Professional Standards Commission as a measure of conduct for all employees of the Jones County School System. The Code of Ethics for Educators appears in the [Appendix](#) of this document.

COMPENSATION

Salaries for certified employees are determined by three factors: (1) the number of days worked, (2) the employee's Georgia Educator's Certificate issued by the Professional Standards Commission, and (3) accepted and verified experience as defined by the Georgia Department of Education.

Salaries for non-certified employees are determined by 3 factors: (1) the number of days worked, (2) the employee's daily or monthly rate, (3) accepted and verified experience, if applicable, and (4) earned college credit, if applicable.

Pre-K employee salaries are based upon the *Bright from the Start* salary schedule.

COMPLAINTS AND GRIEVANCES

Board of Education Policy: [GAE – Complaints and Grievances](#)

It is the purpose of this policy to implement the provisions of O.C.G.A. 20-2-989.5. In accordance with the foregoing, it is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. Please see Board policy GAE for additional information.

CONTRACTS

The Jones County Board of Education issues contracts to certified personnel upon approval. The signed contract must be returned to the Human Resources Office within ten days from the issuance date on the contract.

Contracts for the ensuing school year of continuing certified employees will be offered on or before May 15th. The employee has a maximum of ten days to review the contract before signing and returning it any time within the ten-day period. All certified employees would be notified on or before May 15th if the District intends to not renew the employee's contract for the upcoming school year.

Please refer to O.C.G.A. § [20-2-211\(b\)](#).

CRIMINAL BACKGROUND CHECK

Board of Education Policy: GAK (1) – Criminal Background Check

A criminal record check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School System. Please see Board policy GAK (1) for additional information.

Procedure:

New Employees

Upon approval for hire by the Jones County Board of Education, all new employees are required to complete the requirements for Criminal Background Checks per Jones County School System's Criminal Background Policy (GAK(1)). New employees are required to complete the (GCIC) Background Consent form on the first day of employment. New employees are also required to complete the (NCIC) Fingerprinting process via the Jones County Sheriff Department immediately upon employment. There is no charge to the employee for the GCIC Criminal Background Check. The fingerprinting process costs \$42.50 and is the responsibility of the employee.

Current Employees

All employees of Jones County School System must have a GCIC Criminal Background Check performed at least once every five years. The NCIC Fingerprinting is only required upon hire and is not required again unless the employee has a break in employment service or unless requested by the Superintendent. There is no charge to the employee for the GCIC Criminal Background Check.

School Volunteers, Chaperones, Mentors, and Community Coaches

The Jones County Board of Education welcomes and encourages the use of school volunteers in our schools. School volunteer programs must provide adequate screening and reasonable supervision of volunteers based upon the amount of student contact and adequate training of volunteers. Before a volunteer is assigned to a task in a school, he or she will be screened.

Purpose of Screening

1. The objective of screening is to ensure, so far as is reasonably possible, that students are safe in school environments. Screening of volunteers is crucial because of the vulnerability of the school-aged population.
2. Screening will be used to identify volunteers who may pose an unacceptable risk to students or to the school system. The screening process is a means to assess the potential of an individual volunteer to physically or emotionally harm others, to steal or damage property, or to violate Jones County School System's confidentiality procedures.

Volunteers are bound by the standards of conduct applicable to school employees. The principal/designee may terminate the services of a volunteer if the principal/designee deems it to be appropriate. Volunteers whose prior history including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in the volunteer program.

All individuals who volunteer with the Jones County School System are required to complete the requirements of the Jones County School System's Criminal Background Policy (GAK (1)). First time volunteers are required to complete the GCIC Background Consent process prior to providing volunteer services. This process

must be completed every five years. The school principal or designated administrator will be notified by the Human Resources Office after all results have been reviewed and approved. Any prior criminal history and/or discrepancies will be reviewed by the Superintendent prior to approval.

False or misleading statements:

Any false information contained in either form or application may be grounds for the immediate rejection of the applicant, or immediate dismissal of current employee.

Only authorized personnel and the Superintendent may access criminal background information. Criminal background information may not be disseminated or disclosed to third parties. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The results of the background check will be maintained in a secure file with access limited to authorized personnel and/or the Superintendent. The results will be maintained separate from the personnel file.

DISASTER PREPAREDNESS

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

DRESS CODE FOR FACULTY AND STAFF

Teachers, faculty, staff members and all personnel should be good role models and adhere to a standard dress that projects professionalism. Teachers, faculty, staff members, and all personnel should be clean, well groomed, and present a good personal presentation. In addition, teachers and all personnel need to dress in a manner that is appropriate for the important work that they do. Teachers' and staff members' actions, presences and appearances form lasting impressions on our youth.

Appropriate dress for teachers, faculty and staff members is expected at all times. All personnel shall dress professionally and appropriately relative to their specific job duties and responsibilities. Any attire for male or female must be in compliance with the Jones County School's employee handbook.

1. The dress code is business casual, except for maintenance, transportation, and school nutrition.
2. Employees shall meet or exceed the parameters for student dress as outlined in the Code of Conduct.
3. Undergarments shall not be visible.
4. Clothing shall be clean and neatly pressed.

5. PE teachers may wear appropriate length dress shorts during instruction.
6. The dress code for pre/post planning and professional learning days is casual, unless professional responsibilities dictate otherwise, such as open house, meetings that include parents, community members, invited guests, or specified times as determined by the administrator. Casual dress does not include clothing that may be worn to the gym or to work in the yard.
7. Spirit Day attire is at the discretion of the principal and is never appropriate for parent conferences or professional meetings outside the system.
8. Dress on field trips should be appropriate for the location. Dress type shorts are allowed if the location permits them.

Female Employees:

1. Capris may be worn if they are mid-calf or longer.
2. Sleeveless tops are only acceptable if the top meets the edge of the shoulder and no undergarments are showing.
3. Skirts and dresses should be knee length or longer.
4. Any dress pant, including khakis and corduroys.
5. Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts during instruction. All other staff may not wear shorts.

Male Employees:

1. Men's shirts must have sleeves and be tucked in unless designed to be untucked (i.e. sweaters, shirts with banded bottoms).
2. Any dress pant, including khakis and corduroys.
3. Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts during instruction. All other staff may not wear shorts.

The following apparel that is not considered acceptable for Jones County School System Employees includes, but is not limited to:

- Warm up suits, jogging suits, wind suits, velour suits, yoga pants
- Blue denim jeans
- Tight fitting/form fitting clothing (i.e. leggings, jeggings, stretch pants, etc.)
- Shorts
- See-through clothing
- Overalls
- Scrubs (permitted for nurses, therapist, and early education teachers (Pre-K and K))
- Tops and dresses that show any cleavage or the midriff
- Sleeveless tops that do not meet the guidelines
- Clothing and jewelry that has any type of drawing or words that would be vulgar, profane, suggestive or affiliated with drugs, alcohol, violence or gangs.
- Flip-flops
- Beach type crocs

Exceptions to the dress code may be made on a case by case basis by the employee's supervisor. Principals may designate days when jeans may be worn.

DRUG-FREE WORKPLACE

Board of Education Policy: [GAMA – Drug-Free Workplace](#)

Drug-Free Workplace rules cover all employee classifications; however, certain classifications will be subject to drug testing on different occasions due to their job responsibilities. The Board expressly commits to comply with the Drug-Free Schools and Communities Act, the Federal Drug-Free Workplace Act, and any other applicable state or federal laws and regulations. The Board will conduct testing or take any other actions required by federal, state, or local regulations in addition to any testing and rules required by the Board. Please see Board policy GAMA for additional information.

National Contacts

Al-Anon	800-356-9996
Alcoholics Anonymous	212-686-1100
Cocaine Hotline	800-COCAINE (262-2463)
American Council on Alcoholism Helpline	800-527-5344
National Institute of Drug Abuse (NIDA)	800-662-HELP or 800-843-4971
National Parents Resource Institute for Drug Education	800-241-7946

DRUG SCREENING FOR BUS DRIVERS

Board of Education Policy: [GCRA\(1\) – Drug Screenings for Bus Drivers](#)

The Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing, of employees in safety-sensitive functions. The goal of this Board is to provide our employees and students with an environment that promotes health and safety.

Operating a school bus or other commercial vehicle requires a Commercial Driver's License (CDL) and is considered a safety-sensitive function. Individuals who are employed by the Board of Education to operate safety-sensitive vehicles include, but are not limited to: mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators.

In order to meet this goal, we hereby endorse the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies and regulations. This Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees.

Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose tests results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education's discretion, be terminated.

Drivers must inform their immediate supervisor of any therapeutic drug use, whether by prescription or "over the counter", and must provide a statement from their treating physician that the substance does not adversely affect the driver's ability to operate the bus.

EMERGENCY CLOSINGS

Board of Education Policy: [AFC – Emergency Closings](#)

The Board authorizes the Superintendent or designee to close any or all schools in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or the school property. The Superintendent or designee is also authorized to delay the opening hour of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist. Please see Board policy AFC for additional information.

EMPLOYEE EVALUATION

All employees will be evaluated on their performance each year and given a summary each year. When necessary, plans of improvement are given. A copy of the evaluation form will be submitted to the Human Resources Office to be retained in the employee's permanent personnel file. All certified employees will be evaluated according to a state evaluation instrument each school year. All classified employees will be evaluated through a locally developed instrument each school year. Performance evaluation records are a part of the personnel evaluation file and are confidential.

EMPLOYEE TOBACCO USE

Board of Education Policy: [GAN – Employee Tobacco Use](#)

In accordance with the "Georgia Smoke Free Air Act of 2005", tobacco use in any form, including e-cigarettes, shall be prohibited at any time in any school building or property owned or leased by the Jones School District Board of Education, or at any time in any district-owned vehicle, including any school buses, or at any school sponsored activity on campus or off campus. Please see Board policy GBN for additional information.

EQUAL OPPORTUNITY EMPLOYMENT

Board of Education Policy: [GAAA – Equal Opportunity Employment](#)

The School District does not discriminate on the basis of race, color, religion, 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.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with Board policy. Please see Board policy GAAA for additional information.

FALSE REPORTS

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

FAMILY MEDICAL LEAVE

Board of Education Policy: [GBRIG – Federal Family and Medical Leave Act](#)

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("Act" or "FMLA"). This Board does not intend by this policy to create any additional rights to leave not provided by the Act. The Board

does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations. Please see Board Policy GBRIG for additional information.

HARASSMENT

Board of Education Policy: GAEB – Harassment

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

HONESTY

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as leave requests, job applications, pupil records, etc.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The E-Verify program is used for employment eligibility verification by Jones County School System.

INFECTIOUS DISEASES

Board of Education Policy: GANA – Infectious Diseases

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the superintendent it is necessary to consult a private physician. Please see Board policy GANA for additional information.

INVESTIGATIONS

Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired about. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination. The

District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

LEAVE TYPES

Board of Education Policy: GARH – Employee Leaves and Absences

This policy shall apply to all employees of the Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the board of education. Unless otherwise provided by the Board of Education, principals and other supervisors are not authorized to rearrange the work calendars of employees. Please see Board policy GARH for additional information.

LETTER OF REPRIMAND

The Superintendent may write a letter of reprimand to a teacher or other school employee for any valid reason. A copy of said letter of reprimand is to remain in the teacher's or employee's permanent personnel file. A teacher receiving such a letter of reprimand shall have the right to appeal the decision of the Superintendent to the Local Board. Said hearing is to be conducted according to the provisions of the Fair Dismissal Act. The Board shall have the right to either affirm the decision of the Superintendent or to reverse it. If the decision of the Board is to reverse it, said letter of reprimand shall be removed from said teacher's permanent personnel file.

NONRENEWAL

When the Superintendent or local Board of Education proposes not to renew the contract of any teacher or other professional employee, certificated by the Georgia Professional Standards Commission, written notification of such intention shall be given to the teacher or other certified professional employee no later than May 15th, prior to the ensuing school year. When such notice is not given, the employment of such teacher or employee shall be continued for the ensuing school year.

NONRENEWAL OR DEMOTION AFTER THREE YEARS OF SERVICE

In order to demote or fail to renew the contract of a teacher who accepts a school year contract for the fourth or subsequent consecutive school year from the local board of education, the teacher must be given written notice of the intention to demote or not renew his/her contract. Such notice shall be given by certified mail as provided in subsection (c) of Code Section 20-2-940, et seq. Such notice shall contain a conspicuous statement in substantially the following form:

You have the right to certain procedural safeguards before you can be demoted or dismissed. These safeguards include the right to a hearing. If you desire these rights, you must send to the superintendent of schools, by certified mail, a statement that you wish to have a hearing, and such statement must be mailed to the superintendent of schools within 20 days after this notice was mailed to you. Your rights are governed by Code Sections 20-2-940 through 20-2-947.

A copy of Code Sections 20-2-940 through 20-2-947 shall be enclosed with the notice. A teacher who is so notified that he or she is to be demoted or that his or her contract will not be renewed has the right to the procedures set forth in subsections (b through g) of Code Section 20-2-940 before the intended action is taken. A certified employee who has the right to these procedures must serve written notice to the superintendent of the local board employing the teacher within 20 days of the day the notice of the

intended action is served that he or she requests a hearing. In order to be effective, such written notice that the teacher requests implementation of such procedures must be served by certified mail as provided in subsection (c) of Code Section 20-2-940. Within 14 days of service of the request to implement the procedures, the local board must furnish the teacher a notice that complies with the requirements of subsection (b) of Code Section 20-2-940.

OVERTIME PAY

Board of Education Policy: GCRD – Classified Personnel Overtime Pay

The Board of Education authorizes overtime in accordance with administrative regulations set forth by the Superintendent. Overtime is defined as time worked beyond the 40 hour work week (Sunday through Saturday) including emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave and annual leave. Please see Board policy GCRD for additional information.

PAYCHECKS

All monthly paid employees will be paid on the last calendar workday of the month not falling on Saturday or Sunday. Bi-weekly paid employees will be paid on the 15th of the month and the last calendar workday of the month not falling on Saturday or Sunday. Direct deposit is an option for all full-time employees.

The annual salary is paid over a period of twelve months. Twelve-month employees are paid based on a July – June annual pay period. All other employees are paid based on a September – August annual pay period. New employees hired in August may elect to be paid over a 13-month period (August – August).

PERSONNEL RECORDS

It is the responsibility of employees to inform the Payroll Office of any change in home address and/or phone number so that the employee file may be updated accordingly.

Information contained in an employee's personnel file is kept strictly confidential except as may be required by law, requested by the employee, or requested by authorized school officials on a need-to-know basis. Other requests are referred to the Human Resources Director.

There are specific document types that are protected from disclosure, as stated in the Georgia Open Records Act. These documents include medical records, home address information, Social Security numbers, insurance information, and confidential evaluations.

An employee may request to review his/her personnel records by appointment with the Human Resources Director.

PROFESSIONAL LEARNING

Board of Education Policy: GAD – Professional Learning Opportunities

The Board of Education recognizes the importance of establishing, coordinating, and maintaining professional learning programs that address the assessed needs of all students and school and system personnel. Funds budgeted for professional learning shall be used for activities that enhance the skills and knowledge of all School System personnel, school

board members and school council members, which directly relate to improving student achievement. Please see Board policy GAD for additional information.

REASONABLE ACCOMMODATIONS

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Requests for accommodations under the Americans with Disabilities Act from current employees must be made in writing in accordance with District policy.

REASSIGNMENT AND TRANSFERS

The Superintendent is authorized by the Board to reassign at his/her discretion any employee to a location other than the one previously assigned. The right to reassign and transfer personnel to other positions should be for the betterment of the school system and is not limited to the following examples:

- Increases or decreases of enrollment in various grades
- Opening of new buildings or closing of old ones
- Changes in organization of the school system
- Addition or elimination of an educational service
- Vacancies created by promotions, leaves of absences, death, retirement, resignation and the like
- Personnel adjustments
- Compliance with federal court orders and new state or federal requirements

RECRUITMENT

Board of Education Policy: [GBC – Professional Personnel Recruitment](#)

A high quality educational program is dependent upon the employment and retention of the best qualified professional personnel. The Board and Administration shall assist the process of recruitment of competent personnel by providing competitive salaries, facilities, supplies and working conditions as revenues for school finance will allow. The Board shall encourage capable people to enter the education profession and pursue their career in our system as opportunities occur. Teachers and other professional personnel are encouraged to assist the recruiting process by actively encouraging professionals to enter the field of education, and by setting a personal example which makes an education career attractive. Please see Board policy GBC for additional information.

REDUCTION IN FORCE

Board of Education Policy: [GAKA – Reduction in Force](#)

Any reduction in force will be effectuated by complying with policies formulated and approved by the Jones County Board of Education. Please see Board policy GAKA for additional information.

REPORTING SUSPICION OF FRAUDULENT ACTIVITIES

Board of Education Policy: [DJEa – Purchasing Authority](#)

It shall be the policy of the Jones County Board of Education to expect all persons who are engaged in the award and administration of contracts to adhere to the following code of conduct:

No employee, officer, or agent of the Jones County Board of Education shall participate in the selection or in the award or administration of a contract with the Jones County Board of Education if a conflict of interest, real or apparent, would be involved.

Please see Board policy DJEA for additional information.

RESIGNATIONS

All employees should provide a signed written notice of their intended resignation to their supervisor as early as possible. The written notice should be forwarded immediately to the Human Resources Office.

Certified employees may request to be released from their contract during the school year due to unforeseen circumstances. The Board **may** grant a release from contract providing a suitable replacement is found. The employee must remain in the present assignment until the release has been officially approved by the Board. Principals do not have the authority to grant a release from contract.

In this regard, certified employees should be aware of the requirements of the Code of Ethics for Georgia Educators found at www.gapsc.com.

SAFETY

All employees:

- Shall accept their share of responsibility to maintain a safe working environment within the Jones County School System by following safe practices, to use personal protective equipment (PPE) as required, to provide all possible aid to safe operations, and to immediately report all unsafe conditions to their supervisor. Supervisors should then correct the situation or report the deficiency to the proper department for corrective action.
- Shall immediately report ALL on-the-job accidents to their supervisor and follow the established Worker's Compensation procedures if medical treatment is necessary.
- Shall not engage in any acts that can influence the safety of themselves or other employees, i.e., reporting to work under the influence of drugs or alcohol, engaging in horseplay, or substituting other items for required tools such as hammers and ladders.
- Shall not use chairs, tables, and other like items, in place of ladders when conducting activities above shoulder level, i.e., hanging items on wall, reaching in/retrieving from shelves. Assistance should be requested.
- Shall follow proper lifting practices such as lift with the legs; carry the load straight in front, without twisting; and get help with heavy or bulky loads.
- Shall not operate tools, equipment, and machinery unless trained and authorized.
- Shall not remove or disable any safety device keeping guards in place at all times on operating machinery and immediately report all machinery deficiencies
- Shall wear proper clothing and footwear, minimal jewelry, and keep long hair confined when working around machinery or in other situations that could promote injury. Example: non-skid shoes on newly waxed floors, kitchen areas, tiled areas and raised level areas.
- Shall handle chemicals and chemical storage according to OSHA standards and learn where the site's Material Safety Data Sheets (MSDS) are located. Extreme caution should be used in mixing chemicals due to dangerous gases that can be harmful or even fatal. Always follow the manufacturer's directions.
- Shall maintain and follow good housekeeping procedures at all times.

SCHOOL WORK DAY

Board of Education Policy: GBRC – Professional Personnel Work Loads

The minimum workday for which basic State pay is earned is eight hours and the minimum workweek is forty hours. A schedule designating the beginning and end of each workday for teachers will be set by the Superintendent or the Principal of each school. Circumstances may sometimes necessitate a longer workday on campus. Please see Board policy GBRC for additional information.

SCHOOL YEAR

The school year includes 180 actual teaching days with 10 additional working days devoted to planning, professional learning, and other activities designated by the Superintendent or building administrator.

SELF-REPORT OF CRIMINAL ARREST

All employees of the Jones County Board of Education are required to notify their immediate supervisor or the Superintendent and/or the Director of Human Resources within 48 hours if they are arrested or given a Notice to Appear for any criminal offense. The term ARREST shall include physical arrest by law enforcement and/or any criminal charges filed against the employee not resulting in a physical arrest. Minor traffic violations (such as speeding and parking tickets) are exempt from this reporting requirement. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

Administrators and supervisors who become aware of subordinates who have been arrested, charged or given a Notice to Appear for such offenses will immediately notify the Superintendent and/or the Director of Human Resources. This responsibility includes arrests during school holidays or summer break.

SICK LEAVE BANK

Board of Education Policy: GBRIB (1) – Professional Personnel Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide employees who suffer a major, catastrophic illness or injury with additional sick leave days upon the exhaustion of all accrued leave.

In order for the bank to become operational, it must be approved by the Jones County Board of Education. Membership of employees will be strictly voluntary. Members may resign membership by completing the resignation form and submitting to the committee. No days contributed may be refunded upon resignation.

Sick leave days shall be contributed to the SLB by employees from their accumulated sick leave and no days are refundable. Only employees who are members of the SLB may withdraw leave days from the bank within the guidelines established by the SLB Committee and in accordance with the administrative procedures established for the SLB. Please see Board policy GBRIB (1) for additional information.

SOLICITATIONS OF STAFF

Board of Education Policy: KDC – Solicitations

No employee shall feel it necessary to respond to solicitation from businesses, charities, civic organizations or others in the community who may request the employee to make donations, purchase materials or hire their services. Please see Board policy KDC for additional information.

STUDENT INFORMATION

Board of Education Policy: JR – Student Records

Pupil information obtained by employees as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth by the Jones County Board of Education policy JR. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator. Please see Board policy JR for additional information.

TERMINATION, SUSPENSION, DEMOTION, AND REPRIMAND

The Jones County Board of Education follows the provisions of the Georgia Fair Dismissal Act, as amended, as it relates to termination, demotion, non-renewal or letters of reprimand for a teacher, principal, or other employee having a contract for a definite term. (See Sections 20-2-940 through 20-2-946, Official Code of Georgia). A teacher who accepts a fourth consecutive school year contract may be non-renewed only for those reasons set forth in the Fair Dismissal Act. A teacher is deemed to have accepted a fourth consecutive school year contract, if, while the teacher is serving under the third consecutive school year contract, the local board does not serve notice to the teacher by May 15th that it intends not to renew the teacher's contract for the ensuing school year, and the teacher does accept the following consecutive school year contract. School year means a period of at least 190 school days, less reduction days, beginning in or about August and ending in or about June.

A "school year contract" means a contract of full-time employment between a teacher and the Jones County Board of Education.

The following are grounds for termination, suspension, or demotion:

- Incompetency;
- Insubordination;
- Willful neglect of duties;
- Immorality;
- Inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, policy or rule of the Local Board of Education;
- Reduction in staff due to loss of students or cancellation of programs;
- Failure to secure and maintain necessary; educational training; or
- Any other good and sufficient cause

Before termination or suspension of a teacher, principal, or employee having a contract of employment for a definite term, written notice of the charges shall be given at least ten days before the date set for the hearing. Any teacher, principal, or other person against whom such charges have been brought, shall be entitled to be represented by counsel, and upon request, shall be entitled to have subpoenas or other compulsory process issued for attendance of witnesses and the production of documents and other evidence. The Superintendent may temporarily relieve from duty any teacher or any other school employee pending hearing by the Board in those cases where charges are of such seriousness or other circumstances exist which indicate that such teacher or employee could not be permitted to continue to perform his duties pending hearing without danger of disruption or other serious harm to the school, its mission, pupils or personnel. (For more information, please see Official Code of Georgia, Section 20-2-940)

USE OF ELECTRONIC MEDIA – SOCIAL MEDIA

Board of Education Policy: [IFBG – Internet Acceptable Use](#), [IFBGA – Electronic Communications](#), and [IFBGE – Internet Safety](#)

Electronic media, including the internet, provide access to a wide variety of instructional resources. Use of electronic resources must be in support of, and consistent with the vision, mission, and goals established by the Jones County Board of Education for the purpose of school instructional support or administrative functions. All use of electronic media and computer or related equipment is governed by the Jones County Board of Education Policies [IFBG – Internet Acceptable Use](#), [IFBGA – Electronic Communications](#), and [IFBGE – Internet Safety](#). Please see Board policies IFBG, IFBGA and IFBGE for additional information.

Educators who use social media, including Facebook, Twitter or similar services are responsible for their conduct and must recognize the likelihood that any posting will be viewed by students, parents, other staff members and the community. Thus, any posting that contains content that reflects unprofessional or unethical conduct may be evidence that would support disciplinary or remedial action. Similarly, the educator is responsible if the content of any posting results in a loss of effectiveness in performing the duties of the job. Sexually provocative postings, postings related to alcohol or drug use or that otherwise suggest conduct inconsistent with the Educator Code of Ethics or norms of the profession should be avoided. Students should not be invited to be “friends” or access educator’s private social media sites.

Educators must maintain a professional relationship with all students at all times. Thus, educators should not “text” or call students or allow students to make personal calls to them, not directly related to school work and the teacher/student relationship.

WORKERS’ COMPENSATION

Under workers’ compensation laws, employees who are injured on the job will have the incurred medical expenses paid in accordance with workers’ compensation statutes.

Time lost from work, after the first seven (7) days of disability, will be compensated for as provided by state law. Employees may not receive Workers’ Compensation and be paid their salary for the same days. A list of authorized physicians will be posted in each school.

An employee injured on the job who sees a physician other than a physician listed on the official panel without the approval of the employer or Workers’ Compensation Board, will be required to pay his/her own medical expenses. Employees needing emergency treatment should go to the emergency room of any local hospital. The Official Code of Georgia, Section [34-9-201](#), provides that if, due to an emergency or similarly justifiable reason, an inability to make a selection results, the selection requirements of this subsection shall not apply as long as such inability persists.

If an employee receives workers’ compensation in lieu of his/her normal payroll, the employee enters a leave - without pay status. Therefore, no payroll deductions can be made because no paycheck is issued. At such time, if coverage is to continue, the employee is responsible for making his/her insurance payments directly to the Benefits Office located in the Jones County School System Central Office, 125 Stewart Avenue, Gray, GA 31032.

Any employee returning to work following an on-the-job accident must notify the Director of Human Resources prior to returning to work.

BE SURE TO REPORT ALL ACCIDENTS TO SUPERVISOR IMMEDIATELY REGARDLESS OF HOW MINOR.

Employee Guidelines for Workers' Compensation Accidents

- Report the accident immediately to your supervisor no matter how insignificant it may seem.
- Complete a Supervisor's Report of Injury Report as soon as possible but definitely within three (3) business days of the accident and forward to the Human Resources department. Delay in notification could result in denial of payment for any medical services rendered.
- If the injury necessitates medical attention, the employee selects a doctor from the "Panel of Physicians". The "Panel of Physicians" and "Bill of Rights for Injured Employees" are posted at each facility of the Jones County School System.
- In case of an emergency, you may seek medical treatment from any doctor/emergency facility until the immediate emergency is over. However, any additional medical treatment you receive must be provided by a doctor on the "Panel of Physicians".

APPENDIX

Policy
Child Abuse or Neglect

Descriptor Code: JGI

All employees of the Jones County Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall report that 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 Jones 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 change 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 when making the report.

Jones County Schools

Date Adopted: 10/10/2006
Last Revised: 1/10/2017

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

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

(2) Definitions

- (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.
- (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.
- (f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- (g) “Revocation” is the invalidation of any certificate held by the educator.
- (h) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- (i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

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

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

(3) Standards

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

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

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

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

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

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

(i) For the purposes of this standard, an educator shall be considered “under the influence” if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

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

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

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

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

4. reasons for absences or leaves;

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

6. information submitted in the course of professional practice.

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

1. misusing public or school-related funds;

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

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

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

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

(f) Standard 6: **Remunerative Conduct** - An educator shall maintain integrity with

students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

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

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

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

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

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of

an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

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

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

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct.

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

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

(5) Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of

Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);

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

5. suspension or revocation of any professional license or certificate

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

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

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

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

SECTION 1. PURPOSE; INFORMAL RESOLUTION PREFERRED

It is the purpose of this policy to implement the provisions of O.C.G.A. §20-2-989.5, et seq. In accordance with the foregoing, it is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. This policy and procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure.

SECTION 2. DEFINITIONS

- a. "Level One Administrator" means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" shall be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or in the absence thereof, by the Superintendent.
- b. "Central Office Administrator" means the local school system Superintendent.
- c. "Complaint" means any claim or grievance by a certificated employee of this school district which is filed pursuant to this policy and which comes within the scope of the policy.
- d. "Notification" means delivery in person by a person designated by the Superintendent to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested or statutory overnight delivery, to the last known address of the party notified.

SECTION 3. SCOPE OF COMPLAINT; EXCLUSIONS

- a. Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.
- b. Exclusions. This procedure shall not apply to:
 - 1. Performance ratings contained in personnel evaluation and professional development plans pursuant to Code Section 20-2-210;
 - 2. Job performance;
 - 3. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;
 - 4. The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5.

- c. A certified employee who chooses to appeal under Code Section 20-2-1160, shall be barred from pursuing the same complaint under this policy.

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

- a. Hearing; evidence. The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level, and in the case of the local board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals de novo.
- b. Representation. The Complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney to assist in the presentation of the complaint and the response thereto, at the Central Office Administrator and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.
- c. Hearing Officer. The local Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.
- d. Overall Hearing Time Schedules. The overall time frame from the initiation of the complaint until rendition of the decision by the local board and notification thereof to the Complainant shall not exceed sixty (60) days.
- e. Automatic Referral to Next Level. Any complaint not processed by the administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.
- f. Records. Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.
- g. Decisions. Each decision shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.
- h. Notice. The decision at each level shall be delivered to the Complainant by a person designated by the Superintendent, either (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested or statutory overnight delivery). Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested or by statutory

overnight delivery to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

SECTION 5. FIRST LEVEL; PRESENTATION; TIME; CONTENTS

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

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

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

SECTION 6. FIRST LEVEL HEARING AND DECISION

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

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

A Complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the Complainant is notified of the Level One decision. The Central Office Administrator shall record the date of the filing of the appeal and shall notify the Complainant in writing of the time and place of the hearing in the same manner as provided in Section 6 above. The Central Office Administrator shall obtain copies of all minutes, transcripts, documents and other records relating to the complaint and shall conduct a hearing and render a decision within ten (10) calendar days of the date of the filing of the appeal, or the hearing may be conducted by any designated representative of the Central Office Administrator who shall promptly submit his or her recommendations and findings to the Central Office Administrator for final decision. The decision shall be rendered and served on the Complainant and his attorney in accordance with Section 4(h).

SECTION 8. THIRD LEVEL; APPEAL TO BOARD OF EDUCATION

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

SECTION 9. APPEALS TO STATE BOARD

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

SECTION 10. REPRISALS PROHIBITED

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

SECTION 11. COLLECTIVE BARGAINING DISCLAIMER

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

SECTION 12. REPEALER

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

Jones County Schools

Date Adopted: 10/10/2006

Policy
Criminal Background Check

Descriptor Code: GAK(1)

A criminal record check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks shall be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this School District shall have subsequent criminal record checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or designee.

Any cost of such record checks for all personnel shall be paid by the applicant or Jones County Board of Education.

Criminal record check information shall be used by the school district and its officials and employees only for the purpose of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such manner as may be required by federal and state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.

Jones County Schools

Date Adopted: 10/10/2006

Last Revised: 12/13/2011

DRUG-FREE WORK FORCE

The Jones County Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force 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 in the employee's work-place.

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

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

As a condition of employment, each employee must abide by the terms of this policy and must notify the 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 certificated 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, 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 system shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and terms of this policy.

Jones County Schools

Date Adopted: 10/10/2006

CONTROLLED SUBSTANCE AND ALCOHOL TESTING

The Jones County Board of Education places a high priority on ensuring safe transportation for its students transported on school buses. The Board of Education recognizes that unimpaired judgment on the part of its drivers is essential to providing safe transportation and that alcohol misuse and controlled substance use may impair the judgment of drivers.

In order to help prevent accidents and injuries resulting from alcohol misuse and controlled substance use, the Board of Education will implement the United States Department of Transportation, Federal Highway Administration, Controlled Substances and Alcohol Use and Testing regulations (“Regulations”), as well as applicable state law and the regulations promulgated thereunder. All individuals who drive or may drive a bus for the Board of Education at any time, including, but not limited to full-time drivers, part-time drivers, substitute drivers, coaches, mechanics and others, must participate in the controlled substance and alcohol testing program as more fully described in federal and state regulations.

Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose test results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education’s discretion, be terminated.

Drivers must inform their immediate supervisor of any therapeutic drug use, whether by prescription or “over-the-counter”, and must provide a statement from their treating physician that the substance does not adversely affect the driver’s ability to operate the bus.

Jones County Schools

Date Adopted: 10/10/2006

Policy
Emergency Closings

Descriptor Code: AFC

The decision to close school because of inclement weather will be made by the Superintendent on the basis of conditions that exist within the district.

Should it become necessary to close any or all of the schools by reason of weather or other emergency, the Superintendent may order the closing of any or all schools so affected. Notification will be given to staff, employees, and the public of such closings under a plan of notification developed by the Superintendent.

The Superintendent also will have the authority to delay the opening of any or all schools or to dismiss them early, because of weather conditions and other emergencies.

The Superintendent also may dismiss schools, or a single school, in event of other types of extreme emergencies.

Jones County Schools

Date Adopted: 11/14/2006

Last Revised: 1/10/2017

Policy
Employee Tobacco Use

Descriptor Code: GAN

In accordance with the “Georgia Smoke Free Air Act of 2005”, all personnel and visitors are prohibited from smoking and using tobacco in any form, including e-cigarettes, on Jones County School System (JCSS) grounds or in JCSS facilities, in JCSS owned vehicles or at any on or off campus JCSS sponsored event, at all times. JCSS grounds includes all JCSS campuses, athletic fields and facilities, all JCSS central office facilities and JCSS school buses.” In addition, this prohibition includes the use of other tobacco products by employees at all times while on duty, including when such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-related products on their person or in their belongings in such a manner that such products are visible to students.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination.

Jones County Schools

Date Adopted: 11/14/2006
Last Revised: 1/12/2016

Policy
Equal Opportunity Employment

Descriptor Code: GAAA

The School District does not discriminate on the basis of race, color, religion, 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.

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

COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent 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 or 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 or 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.
3. The coordinator or his or 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 or 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 or her approval of the

action recommended by the coordinator or designee or the action to be taken by the system 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 or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or 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 system 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 system.
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 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 or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful 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, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

FAMILY AND MEDICAL LEAVE

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act (“the Act” or “FMLA”) and its implementing regulations. The Board of Education (“Board”) does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board’s employees should look to the Act itself and its regulation.

(a) ELIGIBLE EMPLOYEES

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take unpaid leave under FMLA.

B. DEFINITIONS

“Active duty or call to active duty status” means a call or an order to active duty in support of a contingency operation pursuant to various sections of Title 10 of the United States Code as defined in 29 C.F.R. 827.800.

“Contingency Operation” means a military operation designed by the Secretary of Defense as one in which Armed Forces members are or may be involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force, or a military operation that results in the call or order to, or retention on, active duty as defined in FMLA Regulation 825.800.

“Covered military member,” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.

“Covered Service member” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

“Instructional employee” means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

“Next of Kin” of a covered servicemember means the nearest blood relative other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

“Outpatient Status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient, or a unit

established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Parent” means a biological, adoptive, step, or foster mother or father or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in law.”

“Parent of covered servicemember” means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered servicemember. The term does not include parents “in law.”

“Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care requiring an overnight stay at a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider, all as further defined in FMLA regulations.

“Serious Injury or Illness” means, an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.

“Son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care due to a mental or physical disability at the time FMLA leave is to begin.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember acted in the place of a parent, and who is of any age.

“Spouse” means a husband or wife as defined or recognized under Georgia law.

C. AMOUNT AND TYPE OF LEAVE TAKEN

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

1. Birth of a son or daughter and to care for the newborn child;
2. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;
3. To care for the employee’s spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions;
5. Any qualifying exigency arising from the fact that the employee’s family member (covered military member) is on active duty or has been notified of an impending deployment in support of a contingency operation. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (Up to five days per instance); post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and

6. Military caregiver leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember.

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

Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A 'rolling year' shall be used to determine the twelve-month period during which the leave entitlement may occur, that is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. 825.200(b)(4)

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

Any eligible employee is eligible to take up to 26 weeks of military caregiver leave during a "single 12 month period." The "single 12 month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 12 month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for all or part of the otherwise unpaid FMLA leave under the terms and conditions of the District's normal leave policies. Because leave pursuant to an employee's substitution of accrued paid leave is not applicable in such cases.

D. INTERMITTENT OR REDUCED LEAVE

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The district will require a certification, in the form designated by the District, to document the necessity of such intermittent leave or reduced schedule leave.

E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the building level principal and also the Personnel Office. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days notice of foreseeable leave, he or she must explain why such notice was not practicable if so requested by the District. When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District's usual and customary leave requirements. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the

approval of the health care provider, so that any corresponding leave will not disrupt unduly the operation of the District.

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

F. Benefits and Return to Work

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered servicemember or other circumstances beyond the employee's control. The district may require certification from the health care provider that a serious health condition of the employee or family member, or the covered servicemember's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits, and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the district.

G. REQUIRED CERTIFICATION AND REPORTING

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered servicemember be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. The certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the health care provider and the type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the District and the employee.

Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

The District may require that a first request for leave because of a qualifying exigency arising from active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting the required information to support a request for exigency leave will be provided by the District upon request.

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal serious health condition or to care for a covered servicemember that would constitute at least 20% of the total number of working days during which the leave would extend, the District may require the employee to elect to take the leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if

(b) the leave will last at least three weeks; and

(c) the employee would return to work during the three-week period before the end of the term

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if

(d) the leave will last more than two weeks; and

(e) the employee would return to work during the two week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

**Policy
Harassment**

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

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA/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 staff development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Jones County Schools

Date Adopted: 11/14/2006

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the Jones County Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the Superintendent it is necessary to consult a private physician.

The Jones County Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk, i.e. how the disease is transmitted;
2. The duration of the risk, i.e. how long the carrier is infectious;
3. The severity of the risk, i.e. the degree of potential harm to third parties; and
4. The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the Superintendent shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board of Education at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Board of Education programs or to be employed by the Board of Education.

In order that the Board of Education may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Superintendent is authorized to remove the infected student or employee from Board of Education programs or employment for a period not to exceed ten days during which time the Board of Education shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

Neither the Board of Education nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

The Board of Education authorizes the Superintendent to issue any directives necessary in his or her discretion to address infestations of head lice.

Definitions:

- a. Communicable disease--a disease that can be directly or indirectly transmitted from one person to another.
- b. HIV infection--an infection in which the human immuno-deficiency virus is present.

Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

Jones County Schools

Date Adopted: 10/10/2006

LEAVE FOR PERSONNEL

This policy shall apply to all benefits-eligible employees of the Jones County Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the Board of Education. Unless otherwise provided by the Board of Education, principals and other supervisors are not authorized to rearrange the work calendar of employees.

SICK LEAVE: It shall be the policy of the Jones County Board of Education to provide sick leave for its personnel in accordance with state law. Each benefits-eligible employee shall be allowed to earn sick leave with full pay computed on the basis of one and one-fourth (1.25) working days for each completed school month of service, cumulative up to 60 days.

Sick leave may be taken for absences due to personal illness, injury, or other temporary disability (including disability related to maternity) or necessitated by exposure to contagious disease in which the health of others would be endangered by his/her attendance, or for 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 spouse, father, mother, son, daughter, brother, sister, grandparents, aunts, uncles, nieces, nephews, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relative living in the home of the employee.

For absences in excess of sick leave, personal and professional leave, deductions shall be made for 1/190 of the yearly salary for each day.

For any absence in which sick leave is used, the Superintendent or designee shall have the right to request a certificate from a physician acceptable to the Board of Education relative to the employee's illness, the anticipated duration and the advisability of resuming their duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or designee shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member.

A sick leave database which records the days of sick leave earned, the accumulation from year to year, the sick leave used, and the current balance of sick leave credited to each employee shall be maintained in the office of the Superintendent.

An employee of the Board will be allowed to donate from his/her accumulated sick leave up to ten (10) sick leave days to his/her spouse if the spouse is also an employee of the Board for purposes of maternity leave, illness, or illness or death of a family member.

Any full-time employee with no absences during a full school year is eligible for an additional cash payment as determined by the Board for perfect attendance.

A full school year is defined as total work days expected for a particular position (i.e. teachers = 190 days).

PERSONAL LEAVE: During any school year, an employee may utilize up to a maximum of three (3) days of accumulated sick leave for the purpose of absenting himself/herself from his/her duties for

personal reasons, if prior approval is given by the Superintendent or his authorized representative. This request must be made in writing three (3) days in advance. The Superintendent or his authorized representative may deny requests for personal leave on school days which the employee's presence is essential for effective school operation.

Personal leave may be requested for recognized religious holidays of the employees' faith.

PROFESSIONAL LEAVE: Professional leave may be extended to an employee who has been chosen to represent the system at a regional, state or other educational conference, seminar or workshop. Attendance at said conference, seminar or workshop shall be initiated by the system or school. Requests for professional leave shall be submitted on the designated form to the Superintendent or his authorized representative by the school principal or supervisor.

JURY DUTY: If an employee is summoned to serve on local, state, or federal jury, he/she shall be paid as if he/she were working at their regular job. The employee will be required to endorse over to the Board of Education their payment for jury duty service.

Jury duty leave must be requested in writing three (3) days in advance and must be accompanied by the subpoena.

MILITARY LEAVE: All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the Superintendent of designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

EMERGENCY LEAVE: Personal days may be requested for use as emergency and/or legal leave. Approval shall be made by the Superintendent or his/her designee.

FAMILY AND MEDICAL LEAVE ACT: To the extent that any provision in this policy conflicts with or is superseded by the Family Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.

Jones County Schools

Date Adopted: 6/9/2008
Last Revised: 5/9/2017

Policy
Classified Personnel Overtime Pay

Descriptor Code: GCRD

The Board of Education authorizes overtime in accordance with administrative regulations set forth by the Superintendent. Overtime is defined as time worked beyond the 40-hour work week (Sunday through Saturday) including emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave and annual leave.

Employees are not to perform overtime work or direct that overtime work be performed without the determination of the supervisor of the employee that there is no other viable alternative. Cases involving approval for overtime compensation shall be the result of emergency situations, limited timelines or when additional responsibilities are assigned individuals on a temporary basis. The supervisor who makes such a determination shall certify such determination in writing, in advance, and shall certify the amount of overtime approved for such classified employee, in advance, and shall obtain the signature of the employee, in advance, as to the amount of overtime authorized so that the employee, before working said overtime, shall know the maximum amount of overtime that has been authorized for that calendar week. No supervisor shall authorize any overtime for any classified employee unless the specific amount to be authorized first approved by the Superintendent or his/her designee. Compensation will be reimbursed at one and one-half the employee's regular rate of pay or compensatory leave at the same rate. Violation of this policy concerning prior approval for overtime work may result in disciplinary action against the employee, up to and including termination.

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

An organization renting school facilities shall be informed that they will be obligated to pay any personnel costs incurred by the District pursuant to the renting of school facilities, including payment of hourly personnel costs and overtime compensation.

Employees shall be informed of the requirements of this policy on an annual basis. The Superintendent is authorized to develop and implement regulations to carry out this policy.

Jones County Schools

Date Adopted: 11/14/2006
Last Revised: 5/9/2017

PROFESSIONAL LEARNING

The Jones County Board of Education acknowledges the importance of continuous learning experiences and staff training as an essential factor in the successful operation and progress of the school system. The purpose of professional learning activities is to enhance the professional capabilities of staff members and to provide educational services to the students of Jones County.

Certified and non-certified personnel are provided professional learning activities based on needs identified during the annual personnel evaluation process, need for growth, and in School Improvement Plans. In addition, other professional learning activities will be offered in accordance with the approved comprehensive professional learning plan.

The Jones County School District will comply with State Board of Education Rule 160-3-3-.04 Professional Learning.

Jones County Schools

Date Adopted: 10/10/2006
Last Revised: 5/9/2017

Policy
Professional Personnel Recruitment

Descriptor Code: GBC

The goal of the Jones County Board of Education is to secure highly qualified employees needed to operate an effective and efficient school system. Because the Board seeks to employ or appoint the best persons available, the Board intends for the school system to implement effective recruitment and selection procedures that will best serve the mission of the school system.

The recruitment and selection of personnel shall be conducted in such a manner as to assure nondiscrimination on the basis of sex, race, religion, national origin, age, or disability.

Available certificated positions shall be announced in writing within the school system and submitted to a state-wide online job data base maintained by the state.

In operating the most effective and efficient school system possible, the Superintendent may recommend to the Board the transfer or reassignment of personnel into positions that best meet the needs of the school system. Positions that are filled through transfers or lateral reassignments shall not be considered vacant within the meaning of this policy and shall not be subject to the announcement, advertisement, or any other provision of this policy.

The Jones County Board of Education office will accept applications for employment continuously for all positions, both certificated and non-certificated, and for transfers within the system. Applications on file are considered current for a period of one year and will be considered as vacancies occur. Applicants must submit applications to the Jones County Board of Education office using the on-line application process.

Jones County Schools

Date Adopted: 10/10/2006
Last Revised: 5/9/2017

RESPONSIBILITIES AND PREROGATIVES OF BOARD OF EDUCATION

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 Jones County Schools. Consequently, it shall be the prerogative of the Jones 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 work force 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:

7. A decrease in student enrollment in Jones County Schools which would necessitate a decrease in personnel or a discontinuation of programs;
8. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of programs or services provided by Jones County Schools;
9. 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;
10. A lack of funding for programs, personnel, or services provided by Jones County Schools;
11. Any reasonable reorganization plan to achieve a more efficient school district.

APPLICABILITY OF POLICY

This RIF policy shall apply to all personnel employed by the Board of Education, but 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 expectation of re-employment or due process rights greater than are available under the Fair Dismissal Law of Georgia. This policy is not to be construed to mandate the promotion, transfer, or reassignment of an employee to any other position with Jones County Schools, even though the employee who is to be terminated 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 or 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). Factors to be considered by the Superintendent in devising a RIF plan may include,

but shall not be limited to, the professional expertise, effectiveness, overall job performance, tenure status, level of certification, and length of continuous service of individual employees with the Board.

NOTICE AND HEARING PROCEDURES

If the Board accepts the recommendation 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's Fair Dismissal Act and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

Jones County Schools

Date Adopted: 12/8/2009

Policy
Purchasing Authority

Descriptor Code: DJEA

It is the policy of the Jones County Board of Education to make purchases on behalf of the school system in such a way as to provide the best quality and service in the most economical manner. All purchases must comply with state law and applicable policies of the State Board of Education and State Department of Education. To the extent any purchase is governed by appropriate state laws or regulations those laws and regulations shall take precedence over the terms of this policy.

The Superintendent or Superintendent's designee shall have the authority to make any purchase on behalf of the Board of Education that does not exceed \$10,000 for any non budget item based upon the Superintendent's determination of the best value available. The Superintendent will notify the Board Chairperson and one other Board Member prior to such purchase.

Jones County Schools

Date Adopted: 7/9/2013

Policy
Professional Personnel Work Loads

Descriptor Code: GBRC

Employee Workload

The minimum work schedule for all full-time employees shall be eight hours per day and forty hours per week on a schedule to be set by the principal. The workday includes such duties as teaching, teacher preparation, staff meeting, and conferences with students and parents, planning and other school related duties.

Jones County Schools

Date Adopted: 10/10/2006

PERSONNEL SICK LEAVE BANK

The purpose of the Sick Leave Bank (SLB) is to provide employees who suffer a major, catastrophic illness or injury with additional sick leave days upon the exhaustion of all accrued leave.

In order for the bank to become operational, it must be approved by the Jones County Board of Education. Membership of employees will be strictly voluntary. Members may resign membership by completing the resignation form and submitting to the committee. No days contributed may be refunded upon resignation.

Sick leave days shall be contributed to the SLB by employees from their accumulated sick leave and no days are refundable. Only employees who are members of the SLB may withdraw leave days from the bank within the guidelines established by the SLB Committee and in accordance with the administrative procedures established for the SLB.

The bank is designed to help employees avoid unnecessary financial hardship. The employees who elect to become members are required to contribute two days of their accumulated sick leave to the bank initially. One additional day from each SLB member with a maximum of three days per year may be added to the account as deemed necessary by the committee.

The Superintendent of Jones County Schools shall appoint a Sick Leave Bank Committee as established by the administrative procedures for administration of the Sick Leave Bank. This committee shall have the power to approve or deny the use of the sick days donated to the Sick Leave Bank. All decisions of the committee are final and are excluded from appeal under existing grievance procedures.

If for any reason the SLB should be abolished, all remaining days in the Bank shall be divided equally among current members.

Jones County Schools

Date Adopted: 11/14/2006

PROFESSIONAL, PRIVATE AND GOVERNMENT AGENCIES

Professional, private and/or governmental agencies are not to call on any teacher, other employees or students during school hours without permission of the Superintendent and clearance through the principal's office.

Jones County Schools

Date Adopted: 11/14/2006

It is the policy of the Jones County Board of Education that the school district shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Pupil Protection Rights Amendment (PPRA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents and eligible students, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the Family Educational Rights and Privacy Act, the Pupil Protection Rights Amendment and the Student Data Privacy, Accessibility, and Transparency Act of Georgia, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student’s education records upon reasonable notice and payment of reasonable copying costs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions) and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an educational record without prior written consent of the parent or eligible student, except where authorized by the regulations governing the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Jones County Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name, address and telephone number;
- b. Student's participation in official school activities and sports;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the Jones County School District;
- e. Honors and awards received during the time enrolled in the district's schools;
- f. Photograph; and
- g. Grade level.

Student records will be forwarded, without further notice to parents/guardians or eligible students, to any school within or outside the Jones County School system upon request of the school where a student is enrolling.

Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid.

Procedures For Obtaining Access to Student Records

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with FERPA regulations.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. § 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

Jones County Schools

Date Adopted: 10/10/2006
Last Revised: 1/10/2017

INTERNET ACCESS POLICY

Recognizing that Internet services provide access to electronic mail, college/universities, and other libraries, information, and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and that Internet access is coordinated through a complex association of government agencies, private industry, and regional and state networks with no one agency "in charge", the Jones County Board of Education adopts the following policy to regulate Internet services provided to students and teachers in the Jones County Schools.

The purpose of the use of the Internet shall be to support research and education to enhance the academic programs of the Jones County Schools. Users shall be expected to abide by the generally accepted rules of network etiquette.

With so many computers and users participating, it is inevitable that some of the material on the Internet will not be of educational value in the school setting. We do not condone or permit the use of this material. We request the cooperation of students, staff and parents to insure that the valuable information and interaction of the world-wide network are not outweighed by the possibility of access to inappropriate materials.

The school system shall have in operation procedures or guidelines concerning online activities of students to be developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

All users and their parents/guardians will be required to review the Cyber-Safety Use Agreement prior to use. Those that do not agree with the procedures and/or guidelines and choose not to allow their child/ren to use Jones County School System technology will sign and return the Non-Use Agreement form. Unacceptable uses shall result in the suspension or revoking of privileges and disciplinary action taken which may result in suspension from school. Instruction on proper use shall be given to users.

Jones County Schools

Date Adopted: 10/10/2006
Last Revised: 3/8/2011

SOFTWARE COPYRIGHT

The Jones County Board of Education recognizes the serious implications of software piracy. Unauthorized software duplication encourages commercial vendors to reconsider software development, reduce time and investment in such products or to price them so as to compensate for loss.

The lack of adequate, high quality software to meet educational objectives minimizes the effectiveness of technology to the broad education spectrum.

The Board instructs the Superintendent of Schools to ensure that the system is in compliance with Federal copyright law, P.L. 96-517, 2980.

The following guidelines are to be in effect:

1. Administrators, teachers, paraprofessionals, and students should be informed of P.L. 96-519 requirements.
2. Back-up copies may be made in accordance with legal provisions that the copy is necessary in order to run program or an archival copy is needed.
3. Each facility administrator should offer assurance that both equipment and software are protected from unsolicited piracy.
4. Networking, a viable means of extending student reach, must be conducted with: (a) courseware purchased for the network and so advertised or (b) a purchase agreement consenting to software modification.
5. The Superintendent or his designee is authorized to sign license agreements for software for district schools.
6. Illegal copies of software are not to be used with school equipment.
7. The principal is responsible for establishing practices which will enforce the system policy.

The content of this policy is to be made available to all system personnel. Copies are to be included in the System Handbook which are located in each administrative office and media center.

Jones County Schools

Date Adopted: 11/14/2006

Introduction

It is the policy of the **Jones County Schools** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the **Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]**.

Definitions

Key terms are as defined in the **Children's Internet Protection Act**.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Jones County Schools'** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the **Jones County Schools'** staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the **Technology Director** or designated representatives.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;

2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Jones County Schools

Date Adopted: 10/10/2006

CYBERSAFETY AT JONES COUNTY SCHOOLS

CYBERSAFETY USE POLICY FOR JCSS STAFF



This document is comprised of this cover page and two sections:

Section A: Important Cybersafety Initiatives and Rules

Section B: Some Important Employee Obligations Regarding Student Cybersafety

Important terms used in this document:

- (a) ***‘Cybersafety’*** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) ***‘School Technology’*** refers to the school system’s computer network, Internet access facilities, computers, and other school system technology equipment/devices as outlined in (d) below
- (c) The term ***‘Technology equipment/devices’*** used in this document, includes but is not limited to; computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (d) ***‘Objectionable’*** in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school system environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

SECTION A

IMPORTANT JCSS CYBERSAFETY INITIATIVES AND RULES

The measures to ensure the cybersafety of JCSS outlined in this document are based on our core values.

The school system's computer network, Internet access facilities, computers and other school system technology equipment/devices bring great benefits to the teaching and learning programs at JCSS, and to the effective operation of the school system.

The overall goal of the school system in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school system, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school system environment.

Students are provided instruction in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. School staff members receive Georgia Cybersafety Initiative (GaCSI) School Staff Training. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students. Records are maintained to verify participation of student and staff trainings.

1. Cybersafety Use Rules

- 1.1 All employees, students and volunteers, *whether or not* they make use of the school system's computer network, Internet access facilities, computers and other technology equipment/devices in the school system environment, will obey the cybersafety agreement.
- 1.2 The school system's computer network, Internet access facilities, computers and other school system technology equipment/devices are for educational purposes appropriate to the school system environment. Employees may also use school system technology for professional development and personal use which is both reasonable and appropriate to the school system environment. This applies whether the technology equipment is owned or leased either partially or wholly by the school system, and used on *or* off the school site.
- 1.3 Any employee who allows another person to use the school technology, is responsible for that use.
2. The use of any privately-owned/leased technology equipment/devices in the school system, or at any school system-related activity must be appropriate to the school system environment. This includes any images or material present/stored on privately-owned/leased technology equipment/devices brought onto the site, or to any school system-related activity. This also includes the use of mobile phones.
3. When using school system technology, or privately-owned technology on the school system site or at any school system-related activity, users must not:
 - Initiate access to inappropriate or illegal material
 - Save or distribute such material by copying, storing, printing or showing to other people.
4. Users must not use any electronic communication (e.g., email, text) in a way that could cause offense to others or harass, bully, or harm them, put anyone at potential risk, or in any other way be inappropriate to the school system environment.

5. Employees are reminded to be aware of professional and ethical obligations when communicating via technology with students outside school hours.
6. Users must not attempt to download, install or connect any software or hardware onto school system technology equipment, or utilize such software/hardware, unless authorized by the Technology Department.
7. All material submitted for publication on the school system website/intranet(s) should be appropriate to the school system environment. Such material can be posted only by those given the authority to do so by their administrator.
8. All school system technology equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the Technology Department.
9. All users are expected to practice sensible use to limit waste of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.
10. The users of school system technology equipment and devices must comply with the Copyright laws and any licensing agreements relating to original work.
11. Passwords must be strong, kept confidential and not shared with anyone else.
12. Users should not allow any other person access to any equipment/device logged in under their own user account.
13. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about employees, or students and their families, stored on the school network or any technology device.
14. Dealing with incidents

- 14.1 Any incidents involving the unintentional or deliberate accessing of inappropriate material by employees or students must be recorded in handwriting with the date, time and other relevant details.

In the event of access of such material, users should:

1. Not show others
2. Close or minimize the window, and
3. Report the incident as soon as possible to the Technology Department.

- 14.2 If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to their administrator IMMEDIATELY.
- 14.3 Any incidents involving the harassment, bullying, or harm to another individual must be recorded in handwriting with the date, time and other relevant details and be reported to their administrator IMMEDIATELY.
15. Any electronic data or files created or modified on behalf of JCSS on any technology, regardless of who owns the technology, are the property of JCSS.
16. Monitoring by the school system
 - 16.1 The school system may monitor traffic and material sent and received using the school system's technology infrastructures.
 - 16.2 The school system reserves the right to deploy filtering and/or monitoring software where appropriate to restrict technology access to certain sites and data, including email.
 - 16.3 Users must not attempt to circumvent filtering or monitoring.

17. Breaches of the agreement

17.1 A breach of this use agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school system technology in a manner that could be harmful to the safety of the school system or call into question the user's suitability to be in a school environment.

17.2 If there is a suspected breach of the use agreement involving privately-owned technology on a school system site or at a school system-related activity, the matter may be investigated by the school system. The school system may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.

18. The school system reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school system technology equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by the school system or provided by the Department of Education.

Please note that conducting an audit does not give any representative of JCSS the right to enter the home of school system personnel, nor the right to seize or search any technology equipment/devices belonging to that person, except to the extent permitted by law.

19. Questions or concerns

19.1 Employees should take any questions or concerns regarding technical matters to the Technology Department.

19.2 Questions or concerns regarding other cybersafety issues should be taken to the Technology Department or your administrator.

19.3 In the event of a serious incident which occurs when the Technology Department or your administrator are not available, another member of your administration should be informed immediately.

SECTION B

SOME IMPORTANT EMPLOYEE REQUIREMENTS REGARDING STUDENT CYBERSAFETY

1. Employees have the professional responsibility to ensure the safety and welfare of children using the school system's computer network, Internet access facilities, computers and other school system technology equipment/devices on the school system site or at any school system-related activity.
2. If employees are aware of any students who have not received a copy of the cybersafety agreement, their names should be reported to the principal.
3. Employees should guide students in effective strategies for searching and using the Internet.
4. While students are accessing the Internet in a classroom situation, the supervising employee should be an active presence.
6. Employees should support students in following the Student Cybersafety Use Agreement. This includes:
 - a. Verifying that all students in their care understand the requirements of the student agreement
 - b. Regularly reminding students of the contents of the use agreement, and encouraging them to make positive use of technology.

