



CARROLLTON CITY SCHOOLS

THE GOLD STANDARD

EMPLOYEE HANDBOOK

2017 - 2018

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System Leadership & Support

Central Office

106 Trojan Drive, Carrollton, Georgia 30117

(770) 832-9633

Dr. Mark Albertus, Superintendent
Craig George, Assistant Superintendent / Operations
Anna Clifton, Assistant Superintendent / Teaching & Learning
Kelli Cook, Coordinator / Nutrition Program
Dawn Criswell, Human Resource Specialist
Dr. Linette Dodson, Director / School Food & Nutrition
Laurie Fleck, Director / Community Engagement
Julianne Foster, Director / Communications
Jenny Ingram, Director / Finance
Taylor Sarratt, Engagement Specialist
Cindy Weber, Payroll & Benefits Specialist
Vicki West, Accounts Payable Specialist
Karen Wild, Director / School Improvement

Support Services

288 Tom Reeve Drive, Carrollton, Georgia 30117

(770) 834-7707

Tracy Awbrey, School Psychologist
Karece Brand, School Psychologist
Jim Doster, Social Worker
Ginger Harper, Director / Federal Programs
Perdita Denney, Coordinator / Student Services
Krystal Kendall, Coordinator / Homeless & Social Worker
Kim Pouncy, Student Information Specialist
Jared Price, Director / Technology
Mary Raburn, Director / Student Services
Amy Sewell, Coordinator / Special Education
Dr. Terie Smith, Coordinator / Student Services
Missy Sullivan, Special Education Parent Mentor

Transportation Annex

930 Hayes Mill Road, Carrollton, Georgia 30117

(770) 834-2581

Alan Alford, Director / Transportation
Carmen Whiteside, Assistant Director / Transportation

Maintenance & Records Annex

290 Tom Reeve Drive, Carrollton, Georgia 30117

(770) 214-2316 / Maintenance (770) 830-0870 / Records

Beverly Adams, Records Manager
Ron Eidson, Director / Maintenance

School Directory

Carrollton Elementary School

401 Ben Scott Boulevard, Carrollton, GA 30117
(770) 832-2120

Amanda Carden, Principal
Kylie Carroll, Assistant Principal
Montrell McClendon, Assistant Principal
Ryan McKinnon, Assistant Principal
Caroline Norton, Assistant Principal
Tabitha Walker, Assistant Principal

Carrollton Middle School

151 Tom Reeve Drive, Carrollton, GA 30117
(770) 830-0997

Stacy Lawler, Principal
Samantha Green, Assistant Principal
Stephanie Holloway, Assistant Principal
Eric Simmons, Assistant Principal

Carrollton Junior High School

510 Ben Scott Boulevard, Carrollton, GA 30117
(770) 832-6535

Travis Thomaston, Principal
Katie Holley, Assistant Principal
Luke Young, Assistant Principal

Carrollton High School

101 Ben Scott Blvd., Carrollton, GA 30117
(770) 834-7726

David Brooks, Principal
Paul Fitz-Simons, Assistant Principal
Susan Gordy, Assistant Principal
Aprill Jones-Byrd, Assistant Principal
Ian Lyle, Assistant Principal
Laura Malmquist, Assistant Principal

Vision Statement

The Carrollton City Schools and community nurture and empower individuals to be lifelong learners who take personal responsibility for improving our world.

Mission Statement

The Carrollton City Schools will meet or exceed the expectations of the people we serve by providing:

1. a safe, healthy environment for students, teachers and staff.
2. the highest quality instructional resources and tools.
3. the best prepared teachers, administrators and staff.
4. a challenging curriculum and learning opportunities.
5. a plan of continuous improvement.

Guiding Principles

- Focus on success for all students and eradicate the reasons some children fail.
- Promote a climate of high expectations, respect and dignity.
- Provide a curriculum that will have relevance to the life of students.
- Provide an environment that emphasizes democratic classroom processes in which students learn independently and through group work while learning to value diversity.
- Recruit, employ and nurture dedicated, well-qualified and highly professional employees who adhere to professionally recognized standards and board policies.
- Support system and school improvement plans and contribute to their implementation.
- Promote continuous improvement through cooperation between and among students, parents, educators and the larger community.

Purpose of Employee Handbook

This guide is designed to answer frequently asked questions concerning policies, procedures, benefits, services, work rules and other areas of concern to employees. While it is intended to be as comprehensive as possible, it cannot cover every situation. For further information, please consult the Carrollton City Schools Board of Education Policies. These can be accessed from the Carrollton City website <http://www.carrolltoncityschools.net>.

The information in this guide does not create or amend any contract of employment. The Board has the right to adopt new policies and procedures and to modify, amend or eliminate any of its existing policies or procedures. Any such changes will take priority over the information stated in this guide even if the changes have not been reprinted or substituted into this guidebook.

Carrollton City Schools – A Brief History

Established in 1886, the award-winning Carrollton City School System consistently produces high-level educational opportunities through a process of continuous improvement, creating a quality educational community that meets the intellectual, physical, social and emotional needs of all students.

The school system not only serves the children of Carrollton, but others who may enroll as non-resident, tuition-paying students. In fact, roughly a third of the system's enrollment is made up of these students who have opted to become part of the tradition of excellence the school system has enjoyed for more than a century.

Among the school system's amenities is a centralized 130-acre campus that houses four schools serving about 5,000 students: Carrollton High School (9-12), Carrollton Junior High (7-8), Carrollton Middle School (4-6) and Carrollton Elementary (PreK-3). The system employs approximately 600 people.

Carrollton City Schools also enjoy a seamless connection to the community. Business partnerships and parental involvement are at an all-time high, while local support of a school sales tax has allowed the system to build some of the best public school facilities in the state.

Carrollton High School, a three-time Georgia School of Excellence award winner, is recognized across the state and in many national arenas as an innovative, "break the mold" learning environment. Students experience hands-on educational opportunities that make what they learn relevant to their world. State-of-the-art vocational labs allow them to experience work in industries such as broadcasting, printing, engineering, research and development. Collaborations with nearby University of West Georgia and West Georgia Technical College allow students the opportunity to attend college and technical school before they graduate through dual enrollment opportunities.

Carrollton Junior High School, named a Georgia School of Excellence in 1994 and 2001 and a National School of Excellence in 2001, serves seventh and eighth graders. Emphasis is placed on merging the technologically advanced facility with innovative teaching techniques to meet the needs of each student. The result is a rigorous academic program, validated by high standardized test scores, plus a wide offering of classroom experiences that enhance the overall curriculum.

Carrollton Middle School opened its doors for the first time in the 2005-2006 school year and serves grades fourth and fifth, and sixth. CMS already has earned a stellar academic reputation, exceeding Adequate Yearly Progress goals each year since its opening and was named a Governor's Gold Award School in 2007.

Opened in 1992, Carrollton Elementary School provides teachers with instructional tools that bring learning to life. Though one of the largest elementary schools in the state, administrative support at each grade level creates a smaller-school atmosphere that is more conducive to learning.

Media support is exceptional in Carrollton City Schools; the CES media center was named Exemplary Elementary Media Program by the state Department of Education in 2004 and Carrollton Junior High received the same honor in 2005 for middle schools.

The Carrollton City Schools' reputation as a technologically advanced system with its own fiber-optic network is one of the key reasons the Carrollton City Schools Education Foundation, through a collaboration with the Carrollton Housing Authority and the City of Carrollton, spearheaded the school-to-home computer network project EmpowerLink, the only one of its kind in the nation. EmpowerLink connects the homes of school-age children in the city's public housing complexes directly to the school system's fiber-optic network.

All Carrollton City Schools encourage students to participate in extracurricular programs to round out their educational experience. Championship athletic teams, nationally acclaimed band programs, chorus, drama and debate teams and student organizations offer a niche for everyone. In fact, the school system encourages students to be committed to excel in all "three A's" - academics, arts and athletics.

Teachers, administrators and staff members participate in rigorous training programs that go beyond state requirements. Teacher Institute, an innovative program designed to help new teachers succeed, is an induction program that exceeds the standards set by most school systems nationwide.

The school system provides transportation for students who reside in the city limits. Other system wide programs include those for children with special needs, learning disabilities, behavior, vision or speech problems, gifted/talented and hospital/homebound.

Community volunteerism is strong, with booster organizations supporting academic, band, and athletic programs. Carrollton Elementary's volunteer program produces about 500 hours of volunteer support each week from parents, grandparents and community members. Strong volunteer programs have been established at CMS, CJHS and CHS as well.

Recognizing the school system's caliber, SchoolMatch, an independent nationwide consulting service, listed Carrollton City Schools among only 15 percent of school districts nationwide to receive the What Parents Want Award for offering the amenities and requirements parents look for in educational options.

Board of Education

Duties of the Board of Education

The Carrollton City School System is governed by a six member Board. The Board shall provide for a school system and establish general policies for its operation in keeping with the Georgia Board of Education rules and regulations and the requirements of the law. In carrying out this function the Board recognizes three general duties:

1. Formulating and interpreting educational policies.
2. Delegating administrative duties.
3. Making a continuous appraisal of progress.

In fulfilling these general duties, the Board also recognizes the following additional responsibilities:

1. To select a Superintendent and to support the Superintendent in the discharge of duties.
2. To elect, upon approval, school personnel nominated and recommended by the Superintendent.
3. To set salaries in compliance with state requirements and standards of the Georgia Department of Education.
4. To consider and act on policies for the school program. Any policy change initiated by the Board staff or by the general public shall be submitted to the Superintendent for consideration and recommendation prior to Board action.
5. To require and evaluate reports from the Superintendent and staff on the educational program and the financial status of the schools.
6. To consider, revise and adopt an annual school budget recommended by the Superintendent.
7. To seek and utilize qualified professional recommendations when considering and deciding upon expansion of school services, school buildings and school facilities.
8. To assist in presenting to the public the needs and progress of the educational system.
9. To provide, by the exercise of its legal powers, the funds it deems necessary to finance the operation of the schools.
10. To recognize that authority rests only with the Board in official meetings and that the individual member has no legal status to bind the Board outside of such meetings.
11. To perform the specific duties imposed upon the Board by the statutes of the state.

Reference: Carrollton City Schools Policy Section B

Superintendent

Duties of the Superintendent

The Superintendent of schools shall serve as executive officer of the Board of Education in all matters pertaining to the operation of the schools. The Superintendent shall attend meetings of the Board, except when his/her own employment or salary is being considered; shall be free to participate in discussion in Board meetings but shall not have the right to vote; shall be directly responsible for the execution of board policies and for the faithful and effective observance of rules and regulations by all school employees; shall serve as educational leader in the community, interpreting policies and procedures of the school system, reporting directly to the public on progress and needs of the schools; and, together with Board members and other school employees, shall strive to create a community climate favorable to the best possible educational program for the youth of the community.

Standard Employment Practices

Equal Opportunity and Non-Discrimination

The conditions of employment in the Carrollton City School System including the wages, hours, terms, and benefits, shall be applied without regard to race, creed, religion, color, national origin, sex, marital status, disability, or age. If you wish to make a complaint of discrimination, harassment, or retaliation, or if you wish to request accommodation or modification regarding any program, activity, or service, contact:

Ginger Harper
Director of Federal Programs
Carrollton City Schools
288 Tom Reeve Drive
Carrollton, GA 30117
Phone (770) 834-7077

Reference: Carrollton City Schools Policy GAAA

Harassment

It is the policy of this School District to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, 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 shall result in prompt and appropriate discipline, including the possible termination of employment.

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. There may be other speech or conduct which employees 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 employee, or applicant for employment who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

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

Standards of Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Code of Ethics

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code protects the health, safety and general welfare of students and educators, ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction. A complete copy of the Code of Ethics for Educators is located in the Appendix. **Reference: Georgia Code Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5**

Misuse of Federal Funds

Employees of the Carrollton City School System are required to report to the Assistant Superintendent / Teaching & Learning violations regarding the expenditure of federal funds.

Fingerprinting and Criminal Records 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 District.

For initial hiring purposes, the employee either shall be fingerprinted and shall provide a signed and notarized 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 will 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.

The cost of such record checks for all personnel shall be paid by the Board.

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 is authorized to establish such procedures, fees and regulations needed to administer this policy. **Reference: Carrollton City Schools Policy GAK**

Reporting Suspected Child Abuse

All employees of the Carrollton City 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 notify the principal or the school system's designee, who 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 Carroll 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.

Reference: Carrollton City Schools Policy JGI

Steps to follow:

If child abuse, neglect or deprivation is suspected, it must be reported to the principal/administrator.

1. Principals/administrators who receive a report of suspected child abuse, neglect or deprivation shall make an oral report to the Georgia Department of Family and Children Services immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, neglected or deprived, by telephone or otherwise and followed by a report in writing, if requested. Under no circumstances shall any principal or other administrator to whom such report has been made exercise any control, restraint, modification, or make any other change to the information provided by the reporter, although the principals and administrators may be consulted prior to the making of the report and may provide any additional, relevant, and necessary information when making his or her report to the Georgia Department of Family and Children Services.
2. The report shall be sent to the Director of Student Services and, if the report is not made by the Principal, to the Principal at the school.
3. Reporting child abuse is mandated, and all information should be kept confidential between the reporter and the investigating personnel.

A staff member who makes a report to the person designated pursuant to this policy shall be deemed to have complied with the Georgia Code. Georgia Code 19-7-5 states that a person making child abuse reports in good faith is entitled to immunity thereafter.

Section 504 and Americans with Disabilities Act (ADA) Compliance

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

Any employee, applicant for employment, or other person who believes he 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 District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him 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. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his 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 School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his 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 School District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the School District.

9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

10. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.

11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration. **Reference: Carrollton City Schools Policy GAAA**

The ADA and 504 coordinator for Carrollton City Schools is:

Mary Raburn
Director of Student Services
288 Tom Reeve Drive
Carrollton, GA 30117
(770) 834-7077

It shall be the policy of the Carrollton Board of Education ("Board") to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports, Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

It shall be the policy of the Board to conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The superintendent, at his or her discretion, may also

designate school-level coordinators to assist the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all its students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination sports based on gender.

The Sports Equity Coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equity in sports, as adopted by the Board. **Reference: Carrollton City Schools Policy IDFA**

The sports equity coordinator for this system is:

Ginger Harper
Director of Federal Programs
288 Tom Reeve Drive
Carrollton, GA 30117
(770) 834-7077

General Personnel Policies and Procedures

Employment Requirements

Carrollton City School System personnel are employed and assigned by the Carrollton Board of Education upon the recommendation of the Superintendent.

Teachers, principals, and other certified staff members are eligible for regular employment provided they meet the educational and professional standards set by the State of Georgia and the Carrollton Board of Education. Other employees are eligible for regular employment upon evidence of completion of required training and ability to do the work for which they are applying, satisfactory recommendations and an acceptable criminal background check.

All employees must complete I-9 forms as required under federal law and must provide proof of eligibility for employment.

Certification

All Georgia Educators must hold a valid state certificate issued by the Georgia Professional Standards Commission.

Certified Personnel

Professional employees of the Carrollton City School System must hold the proper in-field certification from the Georgia Professional Standards Commission and meet all state and federal requirements. It is the responsibility of the individual to keep his/her certification current.

Certification Renewal

Effective July 1, 2017, the Georgia Professional Standards Commission (GaPSC) will implement revised GaPSC Rule 505-2-.36 RENEWAL REQUIREMENTS which will have a substantive impact on educator certificate renewal beginning with certificates expiring in 2018. The previous rule with the same title and name was rescinded by the GaPSC effective July 1, 2014.

All educators must have a written Professional Learning Plan (PLP) or Professional Learning Goals (PLGs) to be collaboratively developed by the educator, colleagues, and supervisor. The following educators will have formal PLPs: all Induction Level teachers, educators placed in a position for which they are not fully certified at the Professional Level, educators who are absent from the profession for one year or more and return, educators who are in a new position or from out of state, and educators with a Needs Development, Ineffective, or Unsatisfactory rating will have a Remediation Plan with an embedded PLP. The professional learning to support these goals will be collaboratively developed by the educator, colleagues, and supervisor.

Certificate renewal requirements are determined by the type of certificate and, in some cases, the year in which the certificate expires. All educators must have written Professional Learning Goals (PLGs) or develop a written Professional Learning Plan (PLP) and *make acceptable progress toward accomplishing these goals* or completing the PLP. All educators must engage in professional learning on a continuing basis by fully participating in professional learning communities collaboratively developed by the educator, colleagues, and supervisor. In addition of assurance through attestation that professional learning is occurring and is a continuous improvement process, the following additional measures will be also utilized: Title II-A monitoring and TKES/LKES educator and student performance data.

An educator who has received any combination of two (2) Unsatisfactory, Ineffective or Needs Development annual performance evaluations during the previous five (5)-year validity cycle that have not been satisfactorily remediated by the employing Georgia LUA shall not be entitled to any certificate.

Paraprofessional Personnel

Paraprofessionals, i.e., teaching assistants, may be provided for the purpose of improving the educational opportunities of students. The paraprofessionals must work in the programs for which their employment is authorized. It is the responsibility of the individual to keep his/her certification current.

Paraprofessional License

While the federal hiring requirements apply only to designated paraprofessional positions, all Georgia Paraprofessionals must hold a valid state license issued by the Georgia Professional Standards Commission. The applicant must meet one of the following requirements: 1. Hold an associate's degree or higher in any subject from a GaPSC-accepted accredited institution; or 2. Have completed two (2) years of college coursework (sixty [60] semester hours) at a GaPSC-accepted accredited institution; or 3. Have passed the GACE Paraprofessional Assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent.

Certificate Renewal

Effective July 1, 2017, the Georgia Professional Standards Commission (GaPSC) will implement

revised GaPSC Rule 505-2-.36 RENEWAL REQUIREMENTS which will have a substantive impact on educator certificate renewal beginning with certificates expiring in 2018. The previous rule with the same title and name was rescinded by the GaPSC effective July 1, 2014.

Certificate renewal requirements are determined by the type of certificate and, in some cases, the year in which the certificate expires. All paraprofessionals must have written Professional Learning Goals (PLGs) and *make acceptable progress toward accomplishing these goals*. All paraprofessionals must engage in professional learning on a continuing basis by fully participating in professional learning communities collaboratively developed by the educator, colleagues, and supervisor. Assurance that professional learning is occurring and is a continuous improvement process by signed attestation.

An educator who has received any combination of two (2) Unsatisfactory, Ineffective or Needs Development annual performance evaluations during the previous five (5)-year validity cycle that have not been satisfactorily remediated by the employing Georgia LUA shall not be entitled to any certificate except for a Waiver in any field

Professional Learning

The Carrollton City School System's mission statement pledges that we will "provide the best prepared teachers, administrators, and staff; a challenging curriculum and learning opportunities; the highest quality instructional resources and tools; and have a plan of continuous improvement." In order to meet the challenges set forth in our mission and guiding principles, we consider the Carrollton City System to be a community of learners.

The System Improvement Plan is the overriding strategic plan which guides all programs and activities within the system and creates the tool for alignment for individual school plans. Professional development is provided at both the system and school levels. All professional learning opportunities are designed to support the System Improvement Plan as well as the individual School Improvement Plans. Seminars and Research based learning opportunities are offered to enhance knowledge and skills of all staff which are necessary to achieve our system goals. School level courses and workshops are intended to prepare the staff to accomplish the school initiatives set forth in the school improvement plan.

Professional growth opportunities include system and school courses, university courses, RESA courses, workshops, conferences, and seminars. Professional learning ranges from individualized plans to faculty seminars and whole-system functions with nationally recognized experts. Efforts and funds are targeted for the growth of teachers, administrators, and staff in the areas of curriculum, instruction and assessment strategies, and technology applications to promote the success of all students. The Wellness Program is also a part of the professional development program. Exercise classes are offered free of charge to our employees along with annual heart-healthy activities, which include cholesterol checks, CPR/AED, and First Aid training.

Dress Code

School system personnel are professionals. The dress, grooming, and mannerisms of school system staff members have an impact upon the way students and parents respond to our leadership. Staff members are expected to dress in a professional manner. Each principal or supervisor is responsible for maintaining an acceptable standard for employees under his/her supervision.

Drug Free Workplace

The Carrollton Board of Education is concerned with the well-being of all employees. The Board recognizes that a drug free workplace encourages employee productivity and promotes the accomplishment of the missions and goals. In accordance with the Drug Free Workplace Act of 1988, the Carrollton Board of Education hereby declares that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace for all Carrollton Board of Education employees. **Reference: Carrollton City Schools Policy GAMA**

Drug and Alcohol Testing/Bus Drivers

It is the policy of the Board of Education that all employees who, as a condition of employment and job assignment, must have a commercial drivers license and be tested for misuse of alcohol and/or other controlled substance. Such tests shall include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post accident testing and follow-up testing. In addition to testing for alcohol abuse, tests shall be conducted to detect the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamine) and other controlled substances that may impede normal driver functions.

All drivers and driver applicants shall be notified that they are so covered and that tests for alcohol abuse and use of controlled substances will be administered from time to time as provided by this policy. Drivers cannot refuse to submit to such tests while employed by the Board of Education.

No driver shall report for duty or remain on duty if there is any indication of alcohol use. Any driver having an alcohol concentration of .04 or greater must be referred to a qualified substance abuse professional. No driver shall report to duty or remain on duty when using any controlled substance except when the use is pursuant to the instructions of a physician who has advised the driver in writing that the substance does not adversely affect the driver's ability to perform safety sensitive functions and safely operate a commercial motor vehicle. Drivers shall be required to inform their supervisor(s) of any therapeutic drug use.

Use of Tobacco

The Carrollton Board of Education prohibits the use of all tobacco products while on property owned by the Board, including athletic facilities (except in designated areas), while in vehicles owned by the Board, and while attending school sponsored events at sites not owned by the Board. **Reference: Carrollton City Schools Policy KG**

Internet/Email Use

The Carrollton City School System provides computers, networks, Internet and phone services to support the educational mission of the school system and to enhance the curriculum and learning opportunities for students and school system staff.

Employees are to utilize school system technology for school system-related purposes and performance of job duties. Incidental personal use of school system technology is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal

communications. Employees are reminded that such personal use must comply with the employee code of ethics and all other applicable policies, procedures, and rules. Employees should make every effort to limit personal e-mails. No e-mail messages should be created or sent which may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability.

Carrollton City Schools seeks to support the district's mission by improving communication and building relationships within the community. The objective of all communication strategies is to advance the system's Strategic Plan. Proper communication amongst school system employees and the public is outlined in the system's Communication Plan that can be referenced at <https://goo.gl/2AMsQk>.

The Carrollton City Board of Education's policy against sexual or other harassment applies fully to the electronic mail system, and any violation of that policy is grounds for discipline up to and including discharge. The school system retains control, custody, and supervision of all technology owned or leased by the school system. The school system reserves the right to monitor all activity performed on school system technology by employees and other system users. Employees have no expectation of privacy in their use of school system technology, including e-mail messages and stored files.

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

Social media are communication tools that can impact Carrollton City Schools' professional reputation. Social media can blur the line between personal and institutional opinions. Policies and procedures have been developed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we can conduct ourselves in a constructive, positive and official capacity. The complete policies and procedures for appropriate social media use amongst system employees are outlined in the system Social Media Policy that can be referenced at <https://goo.gl/FK2fPe>.

Use of School Property/Time

The Board recognizes that school facilities are public property which it holds in trust for the purpose of providing public education. However, as such, facilities may be used under certain conditions by legitimate civic groups and organizations in a school community for purposes related to or directly connected with community welfare. The Board cannot legally subsidize civic groups and organizations by donating use of school facilities. The Superintendent is delegated the responsibility of developing the procedure by which civic groups and organizations may utilize school facilities. Such procedure shall include, but not necessarily be limited to, the following:

1. School functions shall take precedence over any non-school function. Any request for a non-school function to take place in the month of May shall not be granted prior to 30 days before the particular date in May requested. This is to safeguard as late as possible the use of facilities by the school in cases of unforeseen circumstances which necessitate changes in dates for school functions.
2. Any group renting a school facility shall pay the Board an appropriate amount to defray the cost of the use of that facility.
3. Any group renting a school facility shall provide proper security and supervision and agree to pay the Board for any damage arising from their use of the facility.

4. Any group renting a school facility shall hold the Board harmless from any claim for property damage or personal injury (including death) resulting from the use of their facility.
5. Any group renting a school facility must secure the approval of the principal in charge of the facility.
6. After the above conditions are met, the Superintendent will consider an application for the rental of a school facility.
7. The lending of materials and equipment to civic or other organizations or individuals is discouraged and can be approved only after agreement is reached by the principal and the Superintendent.
Note: At no time, however, will cafeteria equipment or utensils be loaned to the public to be carried outside the school.

Expense Reimbursement

The Georgia State Accounting Office submits annual regulations regarding allowable reimbursements for work related travel. This is distributed to school administrators and is used by the local accounting department in the regulation of travel expenses. In order to receive reimbursement, employees must submit a request for Professional Leave which includes an estimate of expenses to be incurred and receive approval from the Principal and Superintendent.

Meal Reimbursements for Non-Overnight Travel

Employees who travel more than 50 miles from their residence and primary work station and are away for more than 12 hours, may receive the total eligible per diem allowance for the day, even when there is no overnight lodging. The per diem allowance must, however, be adjusted for any meals provided to the employee.

Reimbursements for Overnight Travel

Employees traveling overnight are generally eligible for per diem amounts to cover the cost of three meals per day for all days of travel other than the day of departure and the day of return.

Employees are eligible for 75% of the total per diem rate on the first and last day of travel. For example, for a per diem of \$28 per day, \$21 would be allowable on a travel departure or return day ($\$28 \times .75 = \21). Time of departure and time of return do not matter for overnight travel.

Reimbursement for Lodging Expenses

Employees must travel more than 50 miles in order to be reimbursed for lodging expenses. Employee retreats are the only exception. Employees must take Local Hotel/Motel Excise Tax form when staying overnight in Georgia. Employees will not be reimbursed for the excise (occupancy) tax. Employees will be reimbursed for sales and use tax. This does not apply to an out-of-state hotel/motel. Employees must attached lodging receipt to employee expense statement.

Reimbursement for Mileage

The allowable rate for mileage reimbursement is currently set at .535 per mile. This rate may be adjusted by the state without prior notice to employees. Employees will be reimbursed for mileage incurred from point of departure to the travel destination; however, the employee must deduct normal one-way commuting mileage from home to headquarters. This does not apply if the employee leaves on a weekend or holiday. Employees may be reimbursed for miles traveled to pick up additional passengers, to pick up meals for which the employee is eligible and for miles traveled to multiple worksites.

Employees will not be reimbursed for travel between their place of residence and their official headquarters or for personal mileage incurred while on travel status. Employees must record the actual odometer readings on the expense statement.

Employees may be reimbursed for parking fees and tolls. Employees are expected to obtain receipts for these expenses.

Mileage Rate

Mileage rates are changed only upon notification from SAO/OPB via revisions to this policy; new rates should not be applied based solely on GSA updates.

Collection of Monies

Monies collected by school system employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach procedures to students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should remain. All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in the school overnight.

Individual school funds which are internally generated via receipts from picture sales, refreshment sales and other projects which generate school funds, shall be limited as far as disbursements are concerned to those expenses which directly aid participants in the school. Expenses for civic club membership and the like cannot be made from this fund. **Reference: Carrollton City Schools Policy DL**

Performance Appraisal

All personnel employed by the Carrollton Board of Education shall have their performance evaluated annually by appropriately trained evaluators. All such performance evaluation records shall be part of the personnel evaluation file and shall be confidential.

Certificated professional personnel who have deficiencies and other needs shall have professional development or enhancement plans designed to mitigate such deficiencies and needs or enhance job performance as may have been identified during the evaluation process. Progress related to completing the professional development or enhancement plan shall be assessed during the annual evaluation process.

The Superintendent will approve all instruments used for evaluation purposes. **Reference: Carrollton City Schools Policy GBI**

Retirement

Teachers are members of the Teacher Retirement System of Georgia. An employee may retire after 30 years of service regardless of age, at age 60 after 10 years of vested service, or after completion of 25 years of service at age 55 with restrictions. Teachers contribute 6% of their monthly gross salary with the Board

of Education contributing 16.81% to the retirement plan. Employees may use accumulated sick leave to count toward earned service at the time of retirement.

Public School Employee Retirement (School Food, Maintenance, Transportation, and Custodial)
PO Box 101102
Atlanta, GA 30392
(800)805-4609

Teacher Retirement System of GA (Teachers, Administrators, Clerical, Paraprofessionals, Nurses)
Two Northside 75
Atlanta, GA 30318
(404)352-6500

Compensation

Teachers are paid for 190 working days and receive 12 monthly checks, the first in September and the last in August for the corresponding school year. First-year teachers and transfers from other states may opt to get paid in 13 payments, August to August. Annual pay would be divided into 13 payments instead of 12. Salary is based on the state base for years of creditable service. The Carrollton City School System offers local supplements in addition to the state teacher salary.

Grievance Procedure

It is the purpose of this policy to implement the provisions of the Act of the General Assembly of 1992, 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 policy.

This procedure shall not apply to:

1. Performance ratings contained in personnel evaluation and professional development plans pursuant to O.G.C.A. §20-2-210;
2. Job performance;
3. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in O.G.C.A. §20-2-940;
4. The revocation, suspension, or denial of certificates of any employee, as set forth in O.G.C.A. §20-2-790; **Reference: Carrollton City Schools Policy GAE(2)**

Reference: Carrollton City Schools Policy GAAA

Grievance Procedures - Federal Programs, complaints, comments, and suggestions contact Ginger Harper, Director of Federal Programs, at (770) 834-7077 or the Georgia Department of Education.

Grievance Contact - Personnel

Anna Clifton, Assistant Superintendent / Teaching & Learning
Board of Education

(770) 832-9633

Federal Programs

Title I	Improving Academic Achievement of Disadvantaged Children
Title II, Part A	Professional Development for Teachers, Principals and Others
Title III	Language Instruction for Limited English Proficient
Title IV, Part B	Title IV Part B, 21st Century Community Learning Center
Title VI	Individual with Disabilities Act
Title IX	Equal Opportunity in Education Act
Title X, Part C	Education for Homeless Children and Youth
Section 504/ADA	American with Disabilities Act

Leave Policies

General Leave Policies

Employees are expected to maintain regular attendance. School principals and department heads are expected to monitor their employees' attendance and take action when attendance problems occur.

Job Protection upon Returning from Leave

Employees returning from FMLA leave or from non-FMLA leave of 45 consecutive workdays or less, who have been employed for at least 12 months and worked at least 1250 hours during the 12-month period immediately prior to take leave, will be returned to the same or substantially equivalent position. Employees returning from non-FMLA leave or leave of more than 45 consecutive workdays will be returned to the same or substantially equivalent position, provided there is a vacancy for which the employee is qualified. Return to the same location is not guaranteed. **Reference: Policy/Procedure GBRI; FMLA, 29 U.S.C. Section 2601 et seq.**

Unapproved Leave

Taking unapproved leave, failing to respond to written communication from the School District regarding leave status, or failing to return at the specified time following an approved leave of absence will be considered job abandonment. The employee will be deemed to have resigned and will be removed from the payroll. Under no circumstances may an employee remain on leave for more than three years. After three years, the employee will be deemed to have resigned and will be removed from the payroll.

Misrepresentation of Facts

An employee on approved leave who misrepresents facts in order to obtain paid or unpaid leave will be determined in violation of the Georgia Code of Ethics and may be subject to disciplinary action including denial of reinstatement, or termination.

Employment during Leave

Carrollton City employees on approved sick leave may not accept employment or work for other employers during the period of approved leave. Violation of this requirement is grounds for disciplinary action including termination of employment.

Return from Leave

Employees are expected to return to work from leave at the end of the approved time period. Requests for extension of leave must be submitted in writing by April 1 for the next contract or assignment year. Requests for extensions of less than one year duration must be submitted at least 60 days in advance of the approved return date. In cases of extenuating circumstances, requests for exception to the time requirement may be submitted in writing to the Director of Personnel and may be resolved based on the needs of the school system.

Sick Leave

Teachers earn 12 1/2 days of sick leave per contract year. Teachers may use three of these days for personal reasons each year. As a benefit to teachers, the school system advances sick leave for the current year. Unused sick leave accumulates and rolls over to the next year. Every twenty days of accumulated sick leave equals one month of service toward retirement.

An employee may use sick leave with full pay due to:

1. The employee's personal illness, injury, or physical disability (including maternity.)
2. Serious illness of employee's husband, wife, child, sister, brother, mother, father, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, or employee's relative living in home of employee.
3. Death of any of the people listed above, plus sister-in-law or brother-in-law.
4. A maximum of three days may be used as personal leave upon prior approval by the principal or supervisor. Such requests and approvals must be in writing. Certain personal leave requests must be approved by the supervisor and the Superintendent. (See Administrative Procedures GBRIB-R(2), GCRGB-R)

Effective July 1, 1980, any sick leave accumulated by a professional employee only since July 1, 1978, and pursuant to this section shall be credited to such employee and shall be transferred with such when he or she changes employment from one local Board of Education to another local Board of Education, provided said employee's new position is covered under this section. However, such leave will be forfeited if said employee withdraws from service for a period of twelve or more consecutive months. **Reference: Carrollton City Schools Policy GBRIB**

Approval of Sick Leave

In the case of an anticipated or foreseeable absence (for example, scheduled surgery, childbirth, etc.), requests must be given at least 30 days in advance. In the case of a sudden or unexpected need for sick leave, requests must be given as far in advance as possible but no later than one hour prior to the employee's normal starting time. **Reference: Policy/Procedure GBRI**

Holding Leave in Escrow

Sick leave may be held in escrow for employees who are on temporary leave within the school year. Sick leave accumulation will be held for twelve months for employees who are on leave of absence approved by the Board. Upon resignation of the employee, sick leave will be forfeited if said employee withdraws from service for twelve or more consecutive months.

Exclusions

Sick leave shall not be paid to any employee for any day or portion of day's salary which is paid by Workers' Compensation, regardless of whether the days are available in the employee's sick leave account.

If, in the opinion of the administrator or the supervisor of the employee, any employee covered by this policy is deemed to be abusing the rights of this policy, he or she may be required to present reasonable proof of such claimed illness and provide any additional documentation deemed appropriate. State regulations provide that a maximum of forty-five (45) days accumulated sick leave may be transferred from one Georgia school system to another. State regulators also allow accumulated sick leave to be credited toward retirement. (State Law - (HB 203S), Teacher Retirement System - Implementation Act 859) **Reference: Policy/Procedure GBRIB**

Vacation Leave

Classified employees who work 240 days or more will earn 10 vacation days annually. Vacation leave may not be accumulated, and a request must be made in writing by the employee and approved by the employee's supervisor.

Arrangement of vacation or personal leave requested in order to extend holidays should be avoided unless circumstances warrant. Such cases will be approved by the Superintendent.

Vacations should be planned to avoid being away during pre-planning and post-planning weeks. **Reference: Carrollton City Schools Policy GBRK /GCRH**

Personal Leave

Employees may utilize, during any school year, up to three days of their sick leave for the purpose of absenting themselves from their duties for personal reasons - if prior approval of their absence is obtained from the principal or supervisor. These days are deducted from sick leave available for the year. If prior approval of an absence is not obtained accordingly, the pro rata part of the annual salary shall be deducted for each day missed. Also, any amount over three days that is taken for personal leave, even though prior approval has been obtained, will be deducted at the same rate. Personal leave, as such, is not accumulative from year to year.

The principal or supervisor where the employee serves shall withhold approval of personal leave where the same would jeopardize the effectiveness of the school program. (See Administrative Procedures GBRIB-R and GBRIB-R(2)/GCRGB-R) **Reference: Policy/Procedure GBRI**

Family and Medical Leave

The FMLA entitles eligible employees are entitled to take job protected unpaid leave for a periods of up to 12 workweeks in any 12-month period for certain family and medical reasons which are defined in the Family and Medical Leave Act of 1993. Additionally, the National Defense Authorization Act of 2008 entitles employees to take unpaid leave for a period of up to 26 workweeks in any 12-month period for care of a service member who becomes seriously ill or is seriously injured while on active duty. The service member must be a spouse, son, daughter, or next of kin. The FMLA does not require employers to provide paid FMLA leave, but does allow employers to charge FMLA absences simultaneously against any available paid leave as well as the FMLA. The FMLA allows eligible employees to take leave for the following reasons:

1. To care for the employee's child during the first year following the birth, adoption or foster care placement of the child; Advance Notice: When the need for FMLA leave is anticipated or

foreseeable, notice is required 30 days in advance. All requests for leave must be made in writing on district form, stating the reason for the leave and the expected duration of the leave. Medical certification (Form WH-380) may be required.

2. To care for the employee's spouse, child or parent who has a serious health condition; or
3. Because of the employee's own serious health condition (including pregnancy, childbirth and related medical conditions) that makes the employee unable to perform his/her job; or
4. To care for a service member who becomes seriously ill or is seriously injured while on active duty.

Reference: Carrollton City Schools Policy GBRIG, GCRGG

Leave taken without approval, as required under this policy, will be treated as unauthorized leave and may result in disciplinary action up to and including termination. When an employee requests leave for any purpose covered under the FMLA (whether the employee identifies the leave as such or not), the leave will be treated as FMLA leave and be charged against any paid leave available. **Reference: Policy/Procedure GBRIG; FMLA, 29 U.S.C. Section 2601 et seq.**

Unpaid Medical Leave

An employee who does not have sufficient accumulated paid sick leave or vacation leave to cover medical absences may request unpaid medical leave. **Reference: Policy/Procedure GBRI**

Maternity Leave

The Carrollton Board of Education shall grant maternity leave from job duties. The employee may work as long as she and her physician determine that she is able to effectively perform her duties. All or part of the employee's accumulated available sick leave days may be used for the approved six week period of time.

The employee may return to her present position or an equal position after the child is born and as soon as she and her physician determine that she is able to resume her duties effectively, but within a reasonable time limit set by the administration. **Reference: Carrollton City Schools Policy GBRIC**

Adoption Leave

An adoption leave of absence in cases of children under six (6) years of age shall be granted to employees in accordance with the following guidelines:

- a) As soon as an employee has placed a request to an agency for the adoption of a child, the employee shall notify the principal, director or immediate supervisor. When the employee is notified that a child is available, the employee will immediately notify the principal, director or immediate supervisor.
- b) If the employee does not desire to return to work following the adoption, the employee shall submit a letter of resignation to be effective the date the child is requested. Adoption leave may either be up to 10 weeks (60 days) of unpaid leave as provided in the Family and Medical Leave Act or six weeks (30 days) of accumulated sick leave. The employee should request the type leave desired in writing to the Superintendent. **Reference: Carrollton City Schools Policy GBRIC**

Professional and Duty Leave

An employee may be granted paid or unpaid professional leave to engage in activities associated with professional organizations related to the employee's position in the school system (e.g., annual conferences, state meetings, etc.). Professional or duty leave requires approval in advance by the employee's immediate supervisor and must be made on the form prescribed by the School District and must be submitted to the employee's immediate supervisor 30 days prior to the requested leave date. **Reference: Policy/Procedure GBRI**

Jury Duty Leave

An employee may be absent without loss of pay and without charge to any other category of leave when attending court as a juror or when subpoenaed to testify in a case arising out of duties as an employee of the school system. **Reference: O.C.G.A. § 34-1-3**

Military Leave

Persons employed in any capacity in the Carrollton City Schools (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty, as defined in Georgia Code Section 38-2-279, with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from his or her duties while performing ordered military duty.

An employee shall be paid a salary or other compensation for a period or periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in one calendar year and not exceeding 18 days in any one continuous period of such absence.

In the event the governor declares a state of emergency and orders an employee to state active duty as a member of the National Guard, such employee shall be paid a salary or other compensation while performing such duty for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such state active duty service. **Reference: Carrollton City Schools Policy GBRID**

Bereavement

Employees are allowed up to three days of leave (five days if out-of-town travel in excess of 150 miles is required) in the event of the death of a member of their immediate family. Two days of the allowed bereavement leave may be used for the death of any family member not included in the definition of immediate family. The employee may be required to submit written substantiation of the need to be absent for this reason. **Reference: Policy/Procedure GBRI**

Leave for Graduate Study

A teacher with three or more years of acceptable service with the Carrollton Public Schools may be granted a leave of absence without pay for one year for full-time graduate study. A replacement will be hired with the understanding that the teacher on leave will return to the position. If no acceptable replacement can be found, the leave of absence will not be granted. **Reference: Carrollton City Schools Policy GBRH**

Leave to Campaign for Public Office

An employee employed continuously for at least three years since the last date of hire may be granted an unpaid leave of not less than one semester and no longer than one contract year or assignment period to campaign for public office.

Employee Benefits

Benefits

Benefits are a large part of the total compensation package and are designed to meet the needs of employees. The following benefits are available to full time (20 hours or greater per week) Board appointed employees of Carrollton City Schools:

Health Insurance

Employees of Carrollton City Schools have the options of Health Maintenance Organization (HMO) Health Reimbursement Account (HRA) and High Deductible Health Plan (HDHP) with participating doctors and hospitals. In network and out of network charges will vary depending upon plan options and physicians.

Life Insurance

The Board of Education provides a paid life insurance policy and the option of purchasing additional life insurance at competitive rates for the employee and family members.

Disability Insurance

Long term disability covers employees at 60% of employee's pre-disability earnings after a 180 day disability period. Short term disability may be purchased by employees and it begins coverage after a 30 day disability. Both policies are provided by Mutual of Omaha

Dental Coverage

Dental insurance is provided at no cost to the employee. Family coverage is available to be purchased by employees. Metlife Policy # 5939127 1.800.438.6388

Social Security and Medicare

Benefits payable at age 62 (reduced) or age 65. Employer contribution 7.65% of employee's monthly salary and employee contribution is 7.65%.

Voluntary Benefits

Employees may elect to participate in a Cafeteria Plan that shelters insurance premiums from taxes, and FSA accounts for medical and dependent care. Other voluntary payroll deductions may include credit union and professional organization dues.

Supplemental Insurance

The Board of Education provides the option of purchasing additional life insurance at competitive rates for the employee and family members. Permanent life insurance, short term disability, cancer, supplemental health care hospital, critical illness and accidental policies are available.

Vision Insurance

Vision insurance is available at minimal cost to the employee.

Metlife Policy # 5939127 1.855.MET-EYE1

Website: www.metlife.com/mybenefits

Tax Deferred Annuities

Voluntary supplemental retirement plans, 403B, are available which allow employees to save money through payroll deduction on a before-tax basis.

Tax Sheltered Annuities

Garrett Financial Group, Representative: Joe Garrett (770)834-7211

Valic, Local Representative: Cliff England (770)395-4706

Primemercia, Local Representative: Larry Lyle (770)832-1615

Direct Deposit

Direct deposit of payroll checks is available. (Maximum of 2 accounts)

Sportsplex Membership Discount

Employees of Carrollton City Schools are offered an employee discount for an annual membership to SportsPlex Health and Athletic Club. SportsPlex fitness programs have forty classes a week for all ages and ability levels. In addition, SportsPlex has the finest state of the art Life Fitness and Hammer Strength equipment available for strength, cardiovascular training, and fitness. 770-832-1491

Credit Union

Southern Federal Credit Union
430 East Lanier Avenue
Fayetteville, GA 30214
770.719.1111 (phone)

COBRA

For information on COBRA insurance, contact with the State Health Benefit Plan is required.

Other Benefits

Tuition for Dependents

Employees that live outside of the system district may apply for nonresident status for their child or children. If the child meets the criteria outlined in the nonresident acceptance policy, tuition is waived.

Admission to Athletic Events

Employees are provided with an annual pass which allows the employee to attend all regular season athletic events at no cost. Employees are subject to entry fees related to post regular season events which are governed by the GHSA regulations.

Separation Policies

Resignation

Employees who for any reason intend to discontinue their service in the system after the end of their existing contract are encouraged to indicate their plans to the principal or designated supervisor as soon as possible.

Resignations after a contract is signed to teach the ensuing school year or to become effective during the existing school year require a release by the Board and must be considered on an individual basis. Resignations are to be submitted to the principal and to the Superintendent with an explanation for requesting release from the contract. The Board will then decide whether the release is to be granted.

Procedures for the dismissal of certificated employees are governed by law, and all actions of the Board, as well as the rights and privileges of employees, are clearly identified in the Fair Dismissal Act.

Normally, two weeks' notice is expected in cases of resignations. This may be waived by the immediate supervisor if the circumstances warrant. **Reference: Carrollton City Schools Policy GBN/GCO**

Suspension/Termination – Certified Employees

The employment contract of any teacher, principal or other professional employee having a contract for a definite term may be terminated or suspended for any of the following reasons: incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging or counseling students to violate any valid state law, municipal ordinance or policy rule to the Board of Education; reduction of staff due to loss of students or cancellation of programs; failure to secure and maintain necessary educational training; any other good and sufficient cause. **Reference: Georgia Code Section 20-2-940**

Suspension/Termination – Classified Employees

Classified employees have no guarantee of continued employment and no property interests or rights requiring procedural safeguards. Classified employees may be suspended, demoted or terminated upon compliance with the state and/or federal procedures.

APPENDIX

Code of Ethics for Educators

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THE CODE OF ETHICS FOR EDUCATORS

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

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

(c) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia 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.

(d) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(e) "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 Georgia 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.

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

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

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

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

(j) "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.

(k) "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia 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.

(l) "No Probable Cause" is a determination by the Georgia 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 who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

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

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

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

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

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

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

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

4. reasons for absences or leaves;

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

6. information submitted in the course of professional practice.

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

1. misusing public or school-related funds;

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

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

1. soliciting students or parents of students, or school and/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: Abandonment of Contract** - An educator shall fulfill all of the terms and

obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

(i) Standard 9: **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.

(j) Standard 10: **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 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.

(k) Standard 11: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

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

(4) Reporting

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

district employee, etc.).

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

(5) Disciplinary Action

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

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

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

Moral Turpitude

It has been stated that the term “moral turpitude” is so clear that there is no duty on the trial judge to define it in the absence of a request. The term has been defined in Georgia as follows:

Turpitude in its ordinary sense involves the idea of inherent baseness or vileness, shameful wickedness, depravity.... In its legal sense it includes everything contrary to justice, honesty, modesty or good morals.... The word ‘moral,’ which so often precedes the word turpitude, does not seem to add anything to the meaning of the term, other than that emphasis which often results from a tautological expression. All crimes embraced within the Roman’s conception of the *crimen falsi* involve turpitude; but it is not safe to declare that such crimes are the only ones involving turpitude.” In *Ramsey v. State*, the court said that a crime involving moral turpitude is one which is *malum in se* rather than *malum prohibitum*. In Georgia, the test for whether a felony is one involving moral turpitude is “does the [crime], disregarding its felony punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man’s duty to man?”

It has been held that the following offenses are crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

The following have been held to be offenses which are not crimes involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Fighting
- Simple Battery
- Simple Assault
- Misdemeanor criminal trespass
- Child abandonment
- Misdemeanor offense of escape
- Misdemeanor offense of obstructing a law enforcement officer
- The federal misdemeanor offense of Conspiracy in Restraint of Interstate Trade and Commerce
- Possession of less than one ounce of marijuana

Reference: Handbook of Criminal Evidence by Davis, 2000 edition.