TABLE OF CONTENTS

Foreword.......................................................................................................................... 1
Vision/Mission Statement ................................................................................................. 2
Loyalty and Ethical Behavior ........................................................................................... 2
Jefferson County Board of Education ................................................................................. 3
Jefferson County School System Central Office Staff ......................................................... 3
Major Staff Responsibilities ............................................................................................ 4
Principals and Assistant Principals ................................................................................ 5
Information Needed in the Central Office ......................................................................... 5
Absences .......................................................................................................................... 6
  Bereavement/Emergency Leave ...................................................................................... 6
  Family and Medical Leave ............................................................................................. 6
  Jury and Witness Duty .................................................................................................... 6
  Leaving Campus .............................................................................................................. 6
  Personal Leave ................................................................................................................ 6
  Professional Leave ....................................................................................................... 7
  Sick Leave ...................................................................................................................... 7
Attendance and Records .................................................................................................. 7
Bookrooms ....................................................................................................................... 8
Care of Classroom ............................................................................................................. 8
Certificate Information .................................................................................................... 8
Discipline ........................................................................................................................ 10
Extra Duty ....................................................................................................................... 10
Fund-Raising .................................................................................................................. 11
Gifted Education Program ............................................................................................... 11
Grading and Final Examinations ..................................................................................... 11
  Honor Roll ..................................................................................................................... 12
  Promotion Retention Policy .......................................................................................... 12
  Recording Grades ......................................................................................................... 12
  Special Education Grading .......................................................................................... 12
Grievances and Appeals ................................................................................................. 12
Honoring Contracts .......................................................................................................... 12
Insurance ........................................................................................................................ 13
Inventory .......................................................................................................................... 13
Length of School Day ..................................................................................................... 13
Other People’s Money ..................................................................................................... 13
Parent Relations ............................................................................................................. 14
Pay Day ............................................................................................................................ 14
Policies, Procedures, and Regulations ............................................................................. 14
  Bullying .......................................................................................................................... 14
  Code of Ethics ............................................................................................................... 16

(Continued on next page)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaint Procedures For Federal Programs</td>
<td>21</td>
</tr>
<tr>
<td>Conflict of Interest for Employees Regarding Contracts Administrative Regulation</td>
<td>24</td>
</tr>
<tr>
<td>Fraud, Waste, Abuse, and Corruption Administrative Regulation</td>
<td>24</td>
</tr>
<tr>
<td>Handling Body Fluids</td>
<td>26</td>
</tr>
<tr>
<td>Harassment</td>
<td>27</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>27</td>
</tr>
<tr>
<td>Notice Of Rights Of Students And Parents Under Section 504</td>
<td>28</td>
</tr>
<tr>
<td>Tobacco Free Schools Policy</td>
<td>32</td>
</tr>
<tr>
<td>Pre-K, Kindergarten, and First Grade</td>
<td>32</td>
</tr>
<tr>
<td>Preplanning, Postplanning and Professional Learning Days</td>
<td>32</td>
</tr>
<tr>
<td>Professional Learning</td>
<td>32</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>33</td>
</tr>
<tr>
<td>Required Immunization and Health Screening</td>
<td>33</td>
</tr>
<tr>
<td>Retirement</td>
<td>33</td>
</tr>
<tr>
<td>Social Security</td>
<td>33</td>
</tr>
<tr>
<td>Student Absences</td>
<td>33</td>
</tr>
<tr>
<td>Student Support Team</td>
<td>34</td>
</tr>
<tr>
<td>Students' Instructional Folders</td>
<td>34</td>
</tr>
<tr>
<td>Tax-Sheltered Annuity</td>
<td>35</td>
</tr>
<tr>
<td>Teacher Paraprofessionals</td>
<td>35</td>
</tr>
<tr>
<td>Teacher Reporting Requirement</td>
<td>36</td>
</tr>
<tr>
<td>Transfer of Teachers</td>
<td>36</td>
</tr>
<tr>
<td>Travel Regulations</td>
<td>36</td>
</tr>
<tr>
<td>Appendix</td>
<td>38</td>
</tr>
<tr>
<td>Form SSA-1945</td>
<td>39</td>
</tr>
<tr>
<td>Form WH-380</td>
<td>40</td>
</tr>
<tr>
<td>Jefferson County Schools FMLA</td>
<td>44</td>
</tr>
<tr>
<td>Off Campus Educational Trip Request Form</td>
<td>48</td>
</tr>
<tr>
<td>Request for Approval of Fund Raising Activity Form</td>
<td>49</td>
</tr>
<tr>
<td>School Calendar</td>
<td>50</td>
</tr>
</tbody>
</table>
FOREWORD

Jefferson County has a quality school system due to the high caliber of our teachers and support staff. Quality is the product of hard work, creative application, and unswerving concentration on long range as well as immediate goals.

The members of the Board of Education believe that our competent staff is the reason excellent performances are exacted from students. The Board of Education, the Central Office Staff and Administrators stand ready to assist you as you carry out your responsibilities. We challenge you to establish both accelerated and realistic expectations for student growth and achievement.

This handbook has been compiled as a concise reference of information for employees. It is important that you review it to become familiar with state and local policies and procedures. The handbook also explains the benefits you are entitled to receive as well as your rights, duties, and responsibilities as an employee of the Jefferson County Board of Education. It contains calendar information and should answer most of your questions or provide information on where to find the answers.

On behalf of the Board of Education, we welcome you and pledge support for your efforts to improve our school system.

Sincerely,
Dr. Molly P. Howard
Superintendent
VISION/MISSION STATEMENT

Motto:

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

Vision:

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

Mission:

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

Values:

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

- Compassion
- Empathy
- Equity
- Trust
- Personal Accountability

Address misbehavior and wrongdoing with our hearts, not a hammer …

LOYALTY AND ETHICAL BEHAVIOR

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

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

The Jefferson County Board of Education holds its regular meeting on the second Tuesday of each month at 7:00 p.m.

James E. Fleming, Jr. – Chairman
Bobby Butts – Vice Chairman
Teresa Brooks
Farlyn Hudson
Steve Norton

JEFFERSON COUNTY SCHOOL SYSTEM CENTRAL OFFICE STAFF

Located at Board of Education Office:

Superintendent of Schools .......................................................... Molly Howard
Assistant Superintendent ............................................................ Donnie Hodges
Assistant Superintendent ............................................................ Samuel Dasher
Director of Teaching and Learning .............................................. Stacy Arnold
Comptroller ............................................................................... Renee Weeks
Director of Special Education .................................................... Barbara Thomas
School Psychologist ................................................................. Susan Bargainnier
School Psychometrist ............................................................... Delores Cason
Technology Specialist .............................................................. William Kitterman
Technology Coordinator .......................................................... Lynn Hopper
Testing Coordinator ................................................................... Michael Lewis
School Social Worker ............................................................... Burine Hill
School Nutrition Manager/Supervisor ......................................... Stephanie Wynn
School Nutrition Service Bookkeeper ........................................ Natalie Stapleton
Bookkeeper (Payroll/General) ...................................................... Shonta Walker
Secretary (Purchasing/General) .................................................... Bonnie Brett
Secretary (Curriculum/Professional Learning) .............................. Bonita Brooks
Secretary (General) .................................................................... Wanda Darisaw
Secretary (Human Resources/General) ........................................ Shirlinda Logan
Secretary (Special Education/Personnel) ....................................... Laura Smith
Secretary (General) .................................................................... Felicia Terrell
Approved July 19, 2016
PRINCIPALS & ASSISTANT PRINCIPALS

Carver Elementary School ............................................................. Tiffany Pitts, Principal

Jefferson County High School ....................................................... Alan Long, Principal
Teris Lambert, Asst. Principal
Matthew Howard, Asst. Principal
Tonja Stevens, Asst. Principal

Jefferson County Middle School .................................................... Ken Hildebrant, Principal
Jacqueline Peebles, Asst. Principal

Louisville Academy ................................................................. Christina Ethridge, Principal
Stephanie Hildebrant, Asst. Principal

Wrens Elementary School ......................................................... Xavier Thomas, Principal
Jessica Howard, Asst. Principal

INFORMATION NEEDED IN CENTRAL OFFICE

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

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

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

Bereavement/Emergency Leave

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

Family and Medical Leave

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

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

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

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

Jury and Witness Duty

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

Leaving Campus

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

Personal Leave

Employees may take three (3) days of personal leave if prior approval of the absence has been given by the employee’s immediate supervisor and if the presence of the employee requesting
absence is not essential for effective school operation. A leave form must be filed and approved by the principal one (1) week prior to leave. Unless otherwise approved by the Superintendent, personal leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent, at his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstance beyond the employee's control. The Superintendent may refuse to allow an employee to take personal leave if qualified substitutes are not available.

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

**Professional Leave**

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

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

**Sick Leave**

Sick and personal leave days are allotted to teachers at the rate of 1¼ days per contract month per year. (Example: a 10 month contract would receive 12½ leave days.) Central office clerical staff, school secretaries and bookkeepers, maintenance staff, and bus shop personnel shall be entitled to sick leave days at a rate of 1¼ days per month based on their work schedule as of the first day of employment. An employee must be at work or on paid leave at least 10 days within a calendar month to earn leave for that month. Paraprofessionals, school food service employees, and custodians receive:

- 0 -3 months experience .............................................................0 days
- 3 months - 1 year experience .................................................6 days (3 personal & 3 sick)
- 2 years - 4 years experience .....................................................9 days (3 personal & 6 sick)
- 5 years and up .................................................................11 days (3 personal & 8 sick)

Unused leave may be cumulative up to, but not more than, 45 days (42 sick, 3 personal). All unused sick leave will be applied to service time upon retirement (based on formula provided by the state) for employees retiring in the Teacher Retirement System on and after July 1, 1998.

A doctor’s statement is usually not required for any 5 sick leave days during the school year *BUT is required for ALL others* and may be required for ALL sick leave days at the discretion of the school principal or the superintendent. Appropriate forms must be submitted to the school office in a timely manner.

Long-term sick leave is defined as absence for 90 days.

**ATTENDANCE AND RECORDS**

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

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

It is required that the teacher prepare daily teaching plans. The teacher's grade book is to have enough recordings for each grading period for the teacher to make a valid and easily justifiable determination of the student’s report card grade. Under no circumstances are students or paraprofessionals to make recordings in the teacher's grade book or cumulative record.

BOOKROOMS

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

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

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

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

CARE OF THE CLASSROOM

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

CERTIFICATE INFORMATION

The Georgia Professional Standards Commission (GaPSC) voted to adopt new Certification Rules on April 10, 2014. After careful consideration of public comment, revised versions of several rules were adopted. All of the former Certification Rules were replaced; however, many have simply been updated to ensure consistency and accuracy. Other rules changed in ways that will have a substantive impact on educator certification. Several new rules have been created, and a few previously implemented rules have been eliminated.
Tiered Certification

The most significant change is the creation of a 4-tiered certification structure, which is detailed in rules 505-2-.03 through 505-2-.07. Benefits of this new structure include:

- Transformation of a flat profession into one that offers increased opportunities for professional growth to teachers who remain in the classroom
- New certification requirements that ensure that new teachers enter the profession better prepared
- Identification of excellent teachers and recognition of their accomplishments

It is important to note that tiered certification is not tied to compensation. The GaDOE will continue to use certificate levels to determine placement on the salary schedule. The four tiers are as follows:

1. **Pre-Service**: This tier is intended for educator candidates completing field experiences or student teaching in Georgia schools. It will require enrollment in an initial certification preparation program, successful federal and state background checks, and completion of the new Georgia Educator Ethics Exam.

2. **Induction**: This tier is intended for teachers with fewer than 3 years of experience within the last 5 years. It is also issued in some service certificate fields, such as Media Specialist and School Counseling. There are multiple pathways to Induction certification, and each has specific qualifications. The pathways are designed to address the needs of those completing a traditional educator preparation program in Georgia, those completing an educator preparation program in another state, early career educators who are certified in another state, and those who have begun teaching before completing an educator preparation program. The Induction certificate replaces the formerly used Non-Renewable Non-Professional and GaTAPP certificates. It is also issued to many people who would have qualified for an initial Clear Renewable or Technical Specialist certificate under the former system.

3. **Professional**: The new Professional certificates are either Performance-Based or Standard. Both types of Professional certificate require at least 3 years of experience within the last 5 years and a Professional level passing score on the GACE content exam. Performance-Based Professional certificates are for those teachers who have been evaluated for at least two years on the statewide Teacher Keys Effectiveness System (TKES) and for leaders who have completed a Georgia performance-based certification program. Standard Professional certificates are issued in all service fields, as well as to leaders who have not completed a performance-based program (those who hold field 704) and to teachers who do not have the TKES evaluations required for the Performance-Based Professional certificate. For example, teachers working in private schools or in positions outside of the classroom are not evaluated on TKES and therefore will be issued a Standard Professional certificate.

4. **Advanced/Lead Professional**: The fourth tier includes two different certificates: Advanced Professional and Lead Professional. Both of these certificates are designed for classroom teachers, and both require a minimum of 5 years of experience, with 3 years on the TKES system. The Advanced Professional certificate is for teachers who demonstrate expert classroom practice, evidenced by Exemplary performance ratings and advanced education or NBPTS certification. The Lead Professional certificate is for teachers who are leaders of their peers. It will also require Exemplary performance ratings; other qualifications include holding certification in Teacher Leadership or an endorsement in Teacher Leader, Coaching, or Teacher Support Specialist and a passing score on the GACE Teacher Leadership content assessment. These certificates will not be issued until July 1, 2015, or later.
Districts can still request Non-Renewable Professional certificates, waivers and permits which may be issued by GaPSC.

**DISCIPLINE**

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

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

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

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

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

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

**EXTRA-DUTY**

The Jefferson County Board of Education recognizes teaching as a profession and establishes the expectation that all teachers will participate in system and school-sponsored activities designed to support comprehensive student development and community service. The teaching profession encompasses certain responsibilities which include, but are not limited to, the following assignments: supervision of student in hallways, restrooms, lunchrooms, playgrounds, parking lots, and bus loading areas; attendance at parent organization meetings, professional learning sessions or meetings, and faculty and staff meetings; participation in open house activities, parent orientations and parent conferences, system or school committees, and curriculum development activities; assistance for students before or after school, and educational planning meetings for individual or groups of students; and sponsorship of student clubs and community service projects. Reasonable attendance at
public performances of students is expected. Principals and administrators shall strive to equalize these extra-curricular responsibilities and duties among the faculty. In addition, principals and administrators shall strive to alleviate or minimize extra duties required of teachers whenever curtailing such activities does not infringe on student safety, community services, or school operations.

**FUND-RAISING**

The sale of foods and beverages in competition with the school food program is prohibited in Standards for Georgia Public Schools. The Southern Association of Colleges and Schools restricts vigorously the participation of school personnel (pupils, teachers, principals, and non-professional school workers) in school fund-raising activities.

**GIFTED EDUCATION PROGRAM**

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

**GRADING AND FINAL EXAMINATIONS**

**Grading**

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

  Where numerical grades are used:

  A = 90-100  
  B = 80-89  
  C = 70-79  
  D = Below 70  
  S = Satisfactory  
  U = Unsatisfactory - Below 70

  WP = Withdrew Passing
  WF = Withdrew Failing

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

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

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

HONOR ROLL

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

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

PROMOTION RETENTION POLICY

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

RECORDING GRADES

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

SPECIAL EDUCATION GRADING

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

GRIEVANCES AND APPEALS

The purpose of the grievance procedure is to provide a way for the Board of Education and its employees to reach solutions to problems, disputes or controversies that may occur between them. The term "grievance" shall not apply to any matter for which (1) the method of review is prescribed by law, or (2) the Board of Education is without authority to act.

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

HONORING CONTRACTS

Teachers must be notified of employment by the Board of Education by May 15. Teachers are issued legal contracts by the Board of Education which includes a liquidation damages clause.
Teachers, as professionals, are expected to honor this contract. Teachers requesting to be released from their contract will pay the Board $1500 if the Board chooses to release them. The Board will consider waiving damages in extenuating circumstances. These requests will be considered on a case by case basis. Any teacher who breaks a contract after June 1 may be prohibited from teaching in Georgia Public Schools for one year.

INSURANCE

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

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

INVENTORY

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

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

LENGTH OF SCHOOL DAY

Starting and ending times of school will be as follows:

- Elementary Schools.............................................................. 7:50 a.m. to 3:00 p.m.
- Jefferson County Middle School .............................................. 8:30 a.m. to 3:30 p.m.
- Jefferson County High School................................................ 8:30 a.m. to 3:30 p.m.

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

OTHER PEOPLE’S MONEY

Every teacher, from time to time, will have in his/her possession funds belonging to the children or school. These funds may be for the lunchroom, field trips, or consumable supplies. Teachers should not leave such money in a desk drawer or in any place where theft or loss may occur. THESE FUNDS ARE THE TEACHER’S RESPONSIBILITY. It is important that receipts be given for all money collected for the teacher’s protection, as well as good business practice. Monies should be turned in to the school bookkeeper on a daily basis or as soon as is reasonably possible.

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

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

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

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

PAY DAY

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

Checks will be delivered at the schools by principals or direct deposit is available upon request. A direct deposit form can be found at www.jefferson.k12.ga.us under “Departments, Business, Payroll Forms”. Teachers will receive pay for ten months service, but their annual salary will be divided into twelve equal payments. Automatic deductions will be made for the following purposes:

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

POLICIES, PROCEDURES, AND REGULATIONS

BULLYING

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

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data, software, or social media that is accessed through a computer, computer system, computer network, or other electronic technology, whether at school or at home, that is:
1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

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

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
   a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
   b. Has the effect of substantially interfering with a student's education;
   c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
   d. Has the effect of substantially disrupting the orderly operation of the school.

4. The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication
   1. is directed specifically at students or school personnel,
   2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
   3. creates a reasonable fear of harm to the students’ or school personnel's person or property or has a high likelihood of succeeding in that purpose.

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

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, to either anonymously or in the person’s name, at the person’s option, report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.
Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative educational program.

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

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

THE CODE OF ETHICS FOR EDUCATORS  

January 1, 2018

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.

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Standards

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

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

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

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

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

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

5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or

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

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

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

2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc). 505-6-.01 Page 3

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

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

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

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

4. reasons for absences or leaves;

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

6. information submitted in the course of professional practice.

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

1. misusing public or school-related funds;

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

3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and

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

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

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and

4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

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

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

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

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

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

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

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

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

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

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

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

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.). 505-6-.01 Page 5

(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.

Disciplinary Action

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

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

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

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

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

5. suspension or revocation of any professional license or certificate

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

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

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent’s designee must hold GaPSC certification. Should the superintendent’s certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Complaint Procedures For Federal Programs
July 2019

A. Grounds for a Complaint

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

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Education Agencies (LEA)
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
9. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
10. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
11. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
12. Title X, Part C - McKinney-Vento Homeless Assistance Act
13. School Improvement 1003(a) and 1003(g) (SIG)
14. Individuals with Disabilities Act (IDEA)

C. Complaints Originating at the Local Level

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

D. Filing a Complaint

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

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

The complaint must be addressed to:

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

E. Investigation of Complaint

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

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

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

Appropriate LEA staff will review the information and determine whether:

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

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

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

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

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

F. Rights of Appeal

If an individual, organization or agency is aggrieved by the final decision of the LEA, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C §7883, complaint process for participation of private school children), a complainant may appeal the LEA’s decision to the Georgia
Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA’s decision and include a complete statement of the reasons supporting the appeal.

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

**Conflict of Interest for Employees Regarding Contracts**

**Administrative Regulation**

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

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

**Fraud, Waste, Abuse, and Corruption Administrative Regulation**

**Reporting Suspicion of Fraudulent Activities**

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

**A. Grounds for a Complaint**

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

**Definitions**

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Jefferson County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

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

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

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

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

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

Statement of Administrative Regulation:

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

Confidentiality

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

B. Programs for Which Complaints Can Be Filed

A complaint may be filed regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the School System, including, but not limited to, all programs operated or supported by Federal or State funds: Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.

Procedures and Responsibilities:
1. Anyone suspecting fraud, waste, abuse, and/or corruption concerning federal programs should report their concerns to the Jefferson County Board of Education at 1001 Peachtree St., Louisville, GA 30434.

2. Any employee with the Jefferson County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact the Superintendent of Schools or his/her designee at 1001 Peachtree St., Louisville, GA 30434. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.

3. The Jefferson County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.

4. If necessary you will be contacted for additional information.

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

**HANDLING BODY FLUIDS**

**Procedure for Handling Body fluids**
Each school system is required to develop a Bloodborne Pathogens Exposure Plan which includes:

- b. Analyzation of potential job hazards.
- c. Reduction in the risk of exposure to bloodbourne pathogens on the job.

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

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

1. Wear disposable gloves before attending any injury.

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

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

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

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

6. Teach students and co-workers never to touch another person’s blood or bodily fluids without a protection barrier between them and that person’s bodily fluid.
7. Do not place biohazardous bags in regular trash receptacles. Return to the school clinic for proper disposal.

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

**HARASSMENT**

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

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

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

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

**NON-DISCRIMINATION POLICY**

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

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

a. Coordinate efforts of the Department to comply with this policy;
b. Develop and ensure the maintenance of a filing system to keep records required under this
c. Investigate any complaints of violations of this policy;

d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Jefferson County School System, or community members who reside in Jefferson County.

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

Perkins Act
Dr. Donnie Hodges
Assistant Superintendent
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Title VI of the Civil Rights Act of 1964 (Amended 1974)
Dr. Samuel Dasher
Assistant Superintendent
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Title IX of the Education Amendments of 1972
Dr. Samuel Dasher
Assistant Superintendent
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Section 504 and ADA
Dr. Samuel Dasher
Assistant Superintendent
Jefferson County Board of Education
1001 Peachtree Street
Louisville, GA 30434

Sports Equity
Mr. David Land
Athletic Director
Jefferson County High School
1157 Warrior Trail
Louisville, GA 30434

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 Coordinator at the following address:
Dr. Samuel Dasher
The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

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

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

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

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

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

4. Hearing Procedures:
   a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
   b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
   c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
   d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at
the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must
inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the
hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal
counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When
warranted by circumstances or law, the impartial hearing officer may require the recipient to
defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student
in the regular educational environment operated by the recipient unless it is demonstrated by
the recipient that the education of the person in the regular environment with the use of
supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or
more representatives of the school system, who may be an attorney, will attend the hearing to
present the evidence and witnesses, respond to the grievant testimony and answer questions
posed by the review official.

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

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

h. The hearing shall be closed to the public.

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

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

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

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

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

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

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue
any right of review, appeal, cause of action or claim available to them under the law or existing state
or federal rules or regulations.
100% TOBACCO FREE SCHOOLS POLICY

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

Increasing the number of 100% Tobacco Free schools is a top priority with DHR's Tobacco Use Prevention efforts. The Jefferson County Board of Education worked with the East Central Georgia Health District and the Jefferson County Health Department in the development of the 100% Tobacco Free Schools Policy. The policy has been shown to be one of the most effective ways of reducing the start of tobacco use among the nation's youth. Also, according to the Centers for Disease Control and Prevention (CDC), implementation of the policy is a best practice for tobacco control.

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

PRE-K, KINDERGARTEN, AND FIRST GRADE

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

PREPLANNING AND POSTPLANNING WEEKS AND PROFESSIONAL LEARNING DAYS

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

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

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

PROFESSIONAL LEARNING

Implementation

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

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

PROFESSIONAL ORGANIZATIONS

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

REQUIRED IMMUNIZATION AND HEALTH SCREENING

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

RETIREMENT

All employees are required by Georgia Law to be a member of a Retirement System. Instructional staff and secretaries will have 6% deducted from their monthly gross salary and any summer employment for the employees’ contribution to the Teacher Retirement System (TRS). The Jefferson County School System contributes 21.14% toward retirement. Classified Personnel (except secretaries and parapros) hired after July 1, 2012 will pay $10 per month and employees hired before July 1, 2012 will continue to pay $4.00 per month to the Public School Employees Retirement System for 9 months (September-May). New employees must set up an online account and designate beneficiary(ies).

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

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

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

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

SOCIAL SECURITY

The Jefferson County School System does not participate in the social security program for teachers and secretaries. Employees who wish to participate in the program will view this as an individual responsibility. Teachers and secretaries hired after March 1, 1986, pay 1.45% for Medicare benefits. Retired teachers who are teaching part-time must pay 1.45% for Medicare benefits.

*SSA-1945 Form required

STUDENT ABSENCES

In grades K-8, students must be present 164 days and miss no more than 16 days.*
In grades 9-12, teachers shall keep accurate attendance records for each class period and each such class period shall be treated independently. For each semester block, the student must be present 82 days and miss no more than eight days.*

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

**STUDENT SUPPORT TEAM**

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

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

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

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

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

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

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

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

**STUDENTS' INSTRUCTIONAL FOLDERS**

The following folders should be maintained at each school:

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

- GKIDS - weed
- Kindergarten math test - weed
- Dial 3 - weed
- Work samples – weed
- PR sheets from current year
- Grade 3/5/8 State Writing
- Exams (optional) – weed
- Copies of birth certificate, immunization, health screenings (all optional) - weed

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

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

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

**Permanent folders (buff)** – keep in office

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

**TAX-SHELTERED ANNUITY**

Tax-sheltered annuity programs offered by Lincoln National Life Insurance Company, Reliastar Insurance Company, and Variable Life Insurance Company are available through payroll deduction. An employee can enroll or make changes only one time a year. For further information see the building administrators.

**TEACHER PARAPROFESSIONALS**

Jefferson County employs paraprofessionals in the following areas:

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

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

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

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

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

a. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.

b. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.

c. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance.

d. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of School for approval.

e. Upon securing the Superintendent’s approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who initiated the complaint.

f. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Jefferson County Board of Education.

g. Should the Jefferson County Board of Education fail to agree, the complainant may appeal to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

TRANSFER OF TEACHERS

Teachers wishing to transfer to other schools within the county should make it known to the appropriate principals and in writing to the superintendent. Requests should be made during the contract period for the next school year.

TRAVEL REGULATIONS

The State Auditor and the Office of Planning and Budget set the statewide travel regulations. These regulations determine if meals may be reimbursed. The Jefferson County Board of Education requires a request to travel form (Professional Leave/RTT) to be submitted and approved by
Principal, Coordinator, and Superintendent before travel will be reimbursed. This is needed in order to reserve funds for payment. Travel should be turned in the day after returning to insure timely payment. The JCBOE’s travel reimbursement form has a tab that details these regulations. The reimbursement for mileage is based on the current state reimbursement rate. When overnight stays are necessary, individuals are encouraged to look for and request the most economical rates available. Local hotel/motel excise tax will not be reimbursed. Personnel may obtain a tax-exempt form from the school or county. **Lodging receipts with a detailed listing of charges must be attached to receive reimbursement. Credit card receipts for the total amount of the bill are not acceptable.** If sharing a room, each person must request a bill at check-in. Lodging will not be prepaid by the system. The form on our website should be used for reimbursement. This will make all necessary calculations for you, if you enter all data correctly.

The travel form must be checked by the designated school personnel and signed by the principal. The completed travel form should be turned in to your school office the day after the trip takes place.

An agenda of the conference must be attached to the travel form in order to receive travel funds.

**NEW:** Travel reimbursement requests are due in the county office no later than the 10th day of the month following travel. Expenses submitted in excess of 60 calendar days may not be reimbursed.
Statement Concerning Your Employment in a Job
Not Covered By Social Security

Employee Name ___________________________________ Employee ID # ________________________

Employer Name   Jefferson County Schools        Employer ID #   58-6000269

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision
Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, “Windfall Elimination Provision.”

Government Pension Offset Provision
Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension. For example, if you get a monthly pension of $600 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $500 widow(er) benefit, you will receive $100 per month from Social Security ($500 - $400=$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, “Government Pension Offset.”

For More Information
Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee ___________________________ Date ____________________________

Form SSA-1945 (12-2004)
SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee’s health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: ______________________________________________________________

Employee’s job title: ______________________________ Regular work schedule: __________________

Employee’s essential job functions: ____________________________________________________________

_________________________________________________________________________________________

Check if job description is attached: ___________

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your Name: ____________________________________________________________

First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee’s family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider’s name and business address: __________________________________________________________

Type or practice / Medical specialty: __________________________________________________________

Telephone: (______)________________________ Fax: (______)________________________
PART A: MEDICAL FACTS

1. Approximate date condition commenced: ____________________________________________

   Probable duration of condition: ___________________________________________________

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility? 
___No ___Yes. If so, dates of admission:

________________________________________________________________________________

Date(s) you treated the patient for condition:

________________________________________________________________________________

Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? 
___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

________________________________________________________________________________

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: ____________

3. Use the information provided by the employer in Section I to answer this question. If the employer 
   fails to provide a list of the employee’s essential functions or a job description, answer these 
   questions based upon the employee’s own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ___ No ___ Yes.

   If so, identify the job functions the employee is unable to perform:

   ______________________________________________________________________

   4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks 
      leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment 
      such as the use of specialized equipment):

      ______________________________________________________________________

      ______________________________________________________________________

      ______________________________________________________________________

      ______________________________________________________________________

      ______________________________________________________________________

      ______________________________________________________________________
PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____________________

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee’s medical condition? ___No ___Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

___________________________________________________________________________

Estimate the part-time or reduced work schedule the employee needs, if any:

________ hour(s) per day; ________ days per week from ________ through ________

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups? ____ No ____ Yes. If so, explain:

___________________________________________________________________________

Based upon the patient’s medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.
Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT
If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.
Jefferson County Schools
Family and Medical Leave Act (FMLA)

Please read carefully

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

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

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

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

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

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

**Qualifying Family Member:**

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

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

Excessive absences (consecutive and/or cumulative) not covered by FMLA can result in an attendance/performance issue and possible employment action.

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

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

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

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

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

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

WHAT IF MY DISABILITY LASTS BEYOND THE 60 FMLA DAY MAXIMUM? If you are not able to return to work prior to or on the first scheduled day immediately following the 60th approved FMLA day and the reason is due to your (the employee’s) serious health condition, you may qualify for Approved Extended Leave (AEL). With the appropriate medical documentation, AEL will enable you to continue your benefits. Contact the Benefit Office (478.625.7626) for more details. Note: Failure to remit timely premiums will result in immediate loss of coverage and possible termination of leave.

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

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

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

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

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

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

If you have any questions regarding FMLA, please contact the Human Resources -Payroll Office at 478.625.7626.
OFF CAMPUS EDUCATIONAL TRIP REQUEST FORM

Teacher___________________________ School__________________________ Grade(s)________________________

Destination________________________ Today’s Date________________ Date of Trip________________________

Time of Departure____________ Time of Return____________ School bus needed? Yes______ No______

ITINERARY__________________________________________________________

____________________________________________________________________

________________________________________________________________________________________

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

NUMBER OF STUDENTS ____________ (One adult for each eight students to assist with supervision is 
recommended.) Please list Chaperones:

1.____________________________ 2.___________________________ 3.__________________________
4.____________________________ 5.___________________________ 6.__________________________
7.____________________________ 8.___________________________ 9.__________________________

PURPOSE OF TRIP ____________________________________________________________

________________________________________________________________________________________

APPROVAL OF RELEVANCE by Curriculum Director or Special Education Coordinator ______________

Teacher’s signature__________________________ Date________________

Principal’s signature__________________________ Date________________

Director of Support Services’ signature__________________________ Date________________

Superintendent’s signature__________________________ Date________________

Bus Shop Foreman’s signature__________________________ Date________________

Date approved by Board of Education (if necessary) __________________________
REQUEST FOR APPROVAL OF FUND RAISING ACTIVITY
(Revised 11-30-82)

1. School ____________________ 2. Date Submitted _______________________

3. Sponsoring Group ________________________________

4. How many members are in the sponsoring group? _______________________

*5. What product or service is to be sold? ________________________________

6. Is a copy of the proposed contract with the vendor attached to this application? ______

7. When will the sales begin? _______________ End? _______________________

8. Where (each place) will sales be conducted? __________________________

9. What is the selling price per item or ticket? ___________________________

10. What is the cost/item to be paid by the sponsoring group? ______________

11. Number 9 minus Number 10 = profit per item _________________________

12. For what specific purpose are these funds to be used? __________________

13. What is the total amount of money required for the purpose named in #12? ______

14. How much money is expected to be raised from this project? ____________

15. SIGNATURES: Staff members requesting prior approval of this project:

______________________________

16. Action of Principal: Recommended _______ Not Recommended _____________

17. Action of Board: Approved ____________ Not Approved ________________

(Superintendent sign one)

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

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

a. TOTAL SALES: ____________________________

b. TOTAL EXPENSES: ______________________ a - b = c

c. NET (CLEAR) PROFIT: __________________

Date of final report: ______________________

Signature of person responsible for final report: ____________________________
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Aug 01, 2019 - Tue, Aug 06, 2019</td>
<td>Pre-Planning for Teachers</td>
</tr>
<tr>
<td>Wed, Aug 07, 2019</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Mon, Sep 02, 2019</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Tue, Sep 10, 2019</td>
<td>Progress Reports Sent Home</td>
</tr>
<tr>
<td>Tue, Oct 15, 2019</td>
<td>Report Cards Sent Home</td>
</tr>
<tr>
<td>Fri, Oct 25, 2019</td>
<td>Student and Teacher Holiday</td>
</tr>
<tr>
<td>Mon, Oct 28, 2019</td>
<td>Staff Development Teachers, Student Holiday</td>
</tr>
<tr>
<td>Thu, Nov 14, 2019</td>
<td>Progress Reports Sent Home</td>
</tr>
<tr>
<td>Fri, Nov 22, 2019</td>
<td>Students released at 1:00</td>
</tr>
<tr>
<td>Mon, Nov 25, 2019 - Fri, Nov 29, 2019</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>Wed, Dec 18, 2019 - Fri, Dec 20, 2019</td>
<td>Semester Exams</td>
</tr>
<tr>
<td>Fri, Dec 20, 2019</td>
<td>Students released at 1:00</td>
</tr>
<tr>
<td>Mon, Dec 23, 2019 - Fri, Jan 03, 2020</td>
<td>Staff Development Teachers, Student Holiday</td>
</tr>
<tr>
<td>Mon, Jan 06, 2020</td>
<td>First Day of School After Christmas,</td>
</tr>
<tr>
<td>Tue, Jan 07, 2020</td>
<td>First Day of Second Semester</td>
</tr>
<tr>
<td>Thu, Jan 09, 2020</td>
<td>Report Cards Sent Home</td>
</tr>
<tr>
<td>Mon, Jan 20, 2020</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>Mon, Feb 10, 2020</td>
<td>Progress Reports Sent Home</td>
</tr>
<tr>
<td>Fri, Feb 14, 2020</td>
<td>Staff Development Teachers, Student Holiday</td>
</tr>
<tr>
<td>Mon, Feb 17, 2020</td>
<td>Presidents' Day Holiday</td>
</tr>
<tr>
<td>Tue, Mar 10, 2020 - Thu, Mar 12, 2020</td>
<td>Nine Weeks Exams</td>
</tr>
<tr>
<td>Fri, Mar 13, 2020</td>
<td>Winter Break, Student and Teacher Holiday</td>
</tr>
<tr>
<td>Mon, Mar 23, 2020</td>
<td>Report Cards Sent Home</td>
</tr>
<tr>
<td>Fri, Apr 03, 2020</td>
<td>Students released at 1:00</td>
</tr>
<tr>
<td>Mon, Apr 06, 2020 - Fri, Apr 10, 2020</td>
<td>Spring Holidays</td>
</tr>
<tr>
<td>Wed, Apr 22, 2020</td>
<td>Progress Reports Sent Home</td>
</tr>
<tr>
<td>Wed, May 20, 2020 - Fri, May 22, 2020</td>
<td>Nine Weeks and Semester Exams</td>
</tr>
<tr>
<td>Fri, May 22, 2020</td>
<td>Last Day of School, Students released at 1:00</td>
</tr>
<tr>
<td>Sat, May 23, 2020</td>
<td>Graduation - Jefferson County High School</td>
</tr>
<tr>
<td>Mon, May 25, 2020</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Tue, May 26, 2020 - Thu, May 28, 2020</td>
<td>Post-Planning for Teachers</td>
</tr>
</tbody>
</table>
July 2019

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

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

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

Perkins Act - Donnie Hodges, Assistant Superintendent
Title VI – Samuel Dasher, Assistant Superintendent
Title IX – Samuel Dasher, Assistant Superintendent
Section 504 and ADA – Samuel Dasher, Assistant Superintendent
Sports Equity – David Land, Athletic Director, Jefferson County High School

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

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