



Employee HANDBOOK 2019-2020

Engage. Inspire. Prepare

June 24, 2019

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Foreword

Welcome to the Paulding County School District!

The employee Handbook has been prepared to assist with your induction into the Paulding County School District. Several policies have been included which are pertinent to your employment including leave, student records management, and discipline; however, the complete policy manual is on-line. The policy on-line manual clearly outlines the policies which govern the Paulding County School District. Please use this handbook as a reference during your employment with us. We also encourage you to call on your local school administration and/or the Human Resources Department, if you have questions.

Paulding County Board Members and Superintendent

Ms. Kim Cobb
District 3/Vice-Chair

Mr. Jason Anavitarte
District 6

Mr. Jeff Fuller At
Large/Chair

Ms. Theresa Lyons
District 1

Mr. John Dean
District 5

Mr. Glenn Albright
District 4

Dr. Brian Otott
Superintendent

Mr. Nick Chester
District 2

With the exception of special called meetings, all board meeting dates are approved in January each year. Look for current year's dates on our website www.paulding.k12.ga.us.

The 2019-2020 Work Calendars and Salary Schedules are located on the District's Intranet page under [Human Resources](#).

Paulding County School District

OVERVIEW OF THE BENEFITS PROVIDED TO THE FULL-TIME EMPLOYEES OF THE PAULDING COUNTY SCHOOL DISTRICT

Health Insurance: Major Medical single coverage is offered at a nominal fee through PPO, HMO's, and a Consumer Driven Health Plan.

Dental Insurance: Comprehensive dental plan is offered to each employee.

Life Insurance: Each employee is provided a \$15,000 Life Insurance Plan with accidental and dismemberment coverage. This is an employer benefit.

Dependent Coverage: Each employee may insure the spouse and dependent children under the above three plans for an additional cost.

Teacher Retirement: The Paulding County School District pays a percentage toward this benefit.

Public Retirement: Employees contribute toward this benefit to the Public Retirement System.

Social Security: The Paulding County School District pays a percentage of your gross salary toward this benefit.

Sick Leave: You earn 1 ¼ days of sick leave per month. You may use 3 of these days for personal leave each year. If you choose not to use them, they will accumulate as sick leave. You may accumulate up to 90 sick leave days with the Paulding County School District.

Flexible Benefit Program: The Paulding County School District provides a program which allows the employee to pay for the cost of health, dental, vision, and cancer insurance premiums with pre-tax dollars. In addition, employees may elect to participate in flexible spending accounts for eligible un-reimbursable medical and dependent care expenses.

Tax Shelter: Employees can contribute to voluntary retirement plans. You can choose from a pre-tax 403b, 457b or Roth 457b. Please contact the Benefits Department for more information as needed.

Disability Insurance: Short and/or Long Term disability is available if you wish to have the premium deducted from your paycheck.

GENERAL INFORMATION

“For Success Today and Tomorrow” is the motto of the Paulding County School District. The district includes 19 elementary schools, 9 middle schools, and 5 high schools, all of which are accredited by AdvancedED.

Location: Paulding County, located west of Atlanta, is one of the fastest growing counties in the nation. The county’s location provides quick access to the downtown Atlanta area, major shopping malls, and Hartsfield-Jackson International Airport. This combined with breathtaking landscape, outstanding schools, warm and friendly atmosphere, make Paulding County an attractive community in which to live and work.

Facilities: All of our school facilities are either new or have been extensively renovated. Our students and staff deserve the very best and our facilities should reflect this belief.

Enrollment: Approximately 30,000 students are enrolled in grades K-12 in Paulding County Schools.

Employees: The school district, the largest single employer in the county, has over 3,253 employees. The system’s 1,953 teachers and administrators are fully certified and of those, 69% hold advanced degrees.

Accreditation: All Paulding County Schools are fully accredited by AdvancedED (formerly SACS). State standards have been met annually by the entire system. Special Education, Title I, Early Intervention Program, and Remedial Education monitoring have been successfully completed as well.

Parent Participation: Parental involvement is a vital part of the school district. A variety of activities and opportunities are offered to allow parents to play an active role in their child’s education. Included in those programs are parent workshops, held throughout the school year, parent volunteer programs at each school, and many more programs are offered through the PTA.

Public Participation: Public input plays an important role in the school district’s progress. A variety of groups including students, staff, and the community combine their input to make the best decisions for the operation of the Paulding County School District. Groups such as Curriculum Project Committees, Sex Education Advisory Committee, Parent Teacher Association, Advisory Council, Student Advisory Council, Teacher Advisory Council and the Strategic Planning Committee provide appropriate forums for input.

Student Awards and Achievements: Paulding County students excel in both curricular and extra-curricular activities. Some recent achievements include State Social Science Fair, State Science Fair winners and our ROTC program has received national recognition. Many scholarships are awarded annually in the areas of academics and athletics.

Programs

Elementary School Level: The elementary schools in Paulding County provide a variety of programs including music, physical education, art, the Early Intervention Program (EIP), Title I, Extended Year Program, Gifted (Venture), and special education services. Each school offers an After School Program (ASP) through an independent contractor, Learning Bridge. All schools are involved with site-based management, school-based budgeting, and help determine the professional learning opportunities offered at their site.

Middle School Level: Computer labs are available at each site. A variety of instructional programs are in place providing support for students in addition to a number of academic and extra-curricular clubs and teams. All schools are involved in site-based decision making as well as school-based budgeting and staff development.

High School Level: Many quality programs including the Youth Apprenticeship Program and the Agri-Science Lab are available to students at the high school level. A quality Fine Arts program is in place as well. Several programs have achieved industry certification through membership in groups such as the Georgia Vocational Consortium. The schools are involved with Professional Teacher Education Center Partnerships through Kennesaw State University. Site-based decision making, school-based budgeting and school-based staff development are practiced at both schools. All schools offer a full variety of extracurricular activities as well.

Parent Participation: Parental involvement is a vital component of the school system. A variety of activities and opportunities are offered through which parents play an active role in the educational process. Included in those programs are parent workshops held throughout the school year, parent volunteer programs at each school, and many other opportunities for involvement are offered through PTA and PTSA. Parents are encouraged by the district and individual schools to become actively involved in their child's education.

Technology: Technology is an integral component of the instructional program. It is used as a tool to enhance student learning, remediate student needs, and to explore curriculum objectives. Teachers serve as models for technology use as they utilize such to perform their duties, to instruct their classes, and to plan for instruction. Software in the schools includes comprehensive instructional and tutorial programs as well as a variety of multimedia and educational tools. There are basic software applications in all schools. All Paulding County teachers have multimedia stations with internet access for instruction and planning purposes.

High schools have updated computer labs with Math, English, Language Arts, and Writing Programs. The labs have internet access along with word processing, spreadsheet, and presentation applications. High school media centers have on-line resources, expanding the research capability of all students. Middle schools are equipped with technology labs for students with a wide variety of software applications. Elementary schools have computer labs with a variety of curriculum software available.

Other technological services available include the Student Information System, Infinite Campus, and Outlook (E-mail).

Teacher Awards and Achievements: Paulding educators are frequently honored with state awards. Some of these have included Georgia Outstanding Social Studies Teacher of the Year, Alternative Education State Teacher of the Year, and Georgia Home Economics Teacher of the Year. Teachers also conduct state and national presentations in critical areas.

School Grant Opportunities: Various grant monies are applied for and received each year to further enhance achievement for our students. Examples include grants in the areas of technology, outdoor education, innovation, and school improvement. Numerous Technology/Career Education grants facilitate student academic and skill growth. District Math and Science Specialist receive a MSP grant for the district. Our Schools are supported by the Chamber of Commerce as well as the Paulding Education Foundation. We are fortunate to have many Partners in Education who support individual schools and the District's mission and vision.

**Paulding County School District
“For Success Today and Tomorrow”**

Mission Statement

Engage. Inspire. Prepare

Vision Statement

The Vision of Paulding County School District
is to prepare ALL students for success.

Employee Handbook Disclaimer

This Handbook is not a Contract.

This Employee Handbook is intended for orientation and instructional purposes only. It does not create a contract of employment, nor does it guarantee employment for any length of time or under any particular conditions. The Paulding County School District reserves the right to amend, replace or abolish this handbook at any time, with or without prior notice.

Classified Employees of PCSD are employed at will and the District may end their employment at any time, with or without cause, and with or without prior notice of warning.

Certified employees are contracted for a specific period of time. Georgia Fair Dismissal laws will be adhered to in all cases involving contracted employees.

No representative of the PCSD, other than the Board of Education, has any authority to enter into any agreement for employment for any specified period of time, or to offer any job security beyond at-will employment, and any employment agreement entered into by the Board of Education must be in writing and signed by both parties.

This Handbook does not contain all Board of Education Policies pertaining to personnel. You will find all Board of Education Policies and Regulations at the Paulding County School District web site: www.paulding.k12.ga.us

Paulding County School District Board Policies

Georgia Code of Ethics for Educators

**Board Policy
Private Vehicles**

Descriptor Code: EDAE

Because of insurance regulations and the laws of legal liability, students may not be transported by school system employees in privately-owned vehicles, except in cases of extreme emergency.

Any such case of emergency transportation of students in privately-owned vehicles should be reported in writing to the Superintendent, with a full explanation of the circumstances. At least two school employees should be in the privately-owned vehicle any time a student is being transported.

In order to provide an adequate program of after school activities, vocational instructors may follow these procedures. These procedures extend only to those activities involving project supervision, work site supervision/placement, and vocational club activities that occur beyond the regular school day. When as a part of their program of work it becomes necessary for a vocational instructor to transport students in a private vehicle, they must

1. Be transporting students within PAULDING COUNTY ONLY, unless otherwise granted express permission by the Board.
2. Secure a permission form from the student's parent/guardian.
3. Use this procedure on a minimal level when absolutely necessary.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Equal Opportunity Employment**

Description Code: GAAA

The Board fully subscribes to the principles of the dignity of all people and their labors. Therefore, it shall be the policy of the school system that race, creed, sex, marital status, handicap, disability, national origin, age, or color shall not be a factor in the hiring, assignment, reassignment, promotion, demotion, or dismissal of the personnel of the school system.

The Board shall designate a staff member to oversee all of the civil rights compliance matters involving the school system. Staff members may be reached at the Paulding County School District's Board of Education Office at 770 443-8000.

Title VI Coordinator	Executive Director of Human Resources		
Title IX Coordinator	Executive Director of Safety and Athletics		
Section 504 Coordinator	Executive Director of Student Services		
Americans with Disabilities Act Coordinator:	Executive Director of Student Services		
Title II (Carl Perkins Act) Coordinator	Director of C.T.A.E.		

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 7/11/2017

Complaints made to the Paulding County School District regarding alleged discrimination on the basis of race, color or national origin in violation of Title VI of the *Civil Right Act of 1964*, on the basis of sex in violation of Title IX of the Educational Amendments of 1972, or on the basis of handicap in violation of the *Rehabilitation Act of 1973* (also known as Section 504), or the *Americans with Disabilities Act*, or an alleged discrimination violation of Title II of the *Carl D. Perkins Vocational Education Act of 1984* will be processed in accordance with the following procedure:

1. Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have fifteen (15) days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
3. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five (5) days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have fifteen (15) days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen (15) days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons the complainant disagrees with the response of the Superintendent and the action requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
6. Within thirty (30) days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the

original complaint, the response of the coordinator, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

8. This policy is not intended to deprive any employee of any right she/he may have to file a grievance pursuant to any other policy of the local Board of Education, specifically including policy GAE (2) – COMPLAINTS AND GRIEVANCES, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Board of Education rules, specifically including, but not limited to, hearings to be conducted pursuant to the *Fair Dismissal Act* (O.C.G.A. § 20-2-940 through 947). The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the Federal statutes described above.

9. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students and employees through appropriate procedures.

Title VI Coordinator: Executive Director of Human Resources

Title IX Coordinator: Executive Director of Safety & Athletics

Section 504 Coordinator: Executive Director of Student Services

Americans with Disabilities: Executive Director of Student Services

Title II (Carl Perkins Act) Coordinator: Director of C.T.A.E.

10. All complaints involving an employee should be reported to the Executive Director of Human Resources.

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 7/11/2017

Board Policy
Complaints and Grievances, Certified Employees

Descriptor Code: GAE (2)

Section 1. Purpose: Informal Resolution Preferred

It is the purpose of this policy to implement the provisions of the *Act of the General Assembly of 1992*, O.C.G.A. § 20-2-989.5 et seq. In accordance with the foregoing, it is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. This policy and

procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure.

Section 2. Definitions

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

Section 3. Scope of Complaint: Exclusions

- a. Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional, contracted employee certified by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements or this school district, or with which the district is required to comply.
- b. Exclusions. This procedure shall not apply to
 - 1) Performance rating contained in personnel evaluation and professional development plans pursuant to O.C.G.A. 20-2-210;
 - 2) Job performance;
 - 3) Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in O.C.G.A. 20-2-940;
 - 4) The revocation, suspension, or denial of certificates of any employee, as set forth in O.C.G.A. 20-2-790;
- c. A certified employee who chooses to appeal under O.C.G.A. 20-2-1160 shall be barred from pursuing the same complaint under this policy.

Section 4. Hearing Rights: Evidence: Representation. Decisions. Records

- a. Hearing; Evidence. The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who

will preside at such level and, in the case of the local Board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals *de novo*.

b. Representation. The Complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney, to assist in the presentation of the complaint and the response thereto, at the Central Office Administration and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.

c. Hearing Officer. The local Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

d. Overall Hearing Time Schedules. The overall time frame from the initiation of the complaint until rendering of the decision by the local Board and notification thereof to the Complainant shall not exceed sixty (60) days.

e. Automatic Referral to Next Level. Any complaint not processed by the administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.

f. Records. Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal of the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

g. Decisions. Each decision shall be made in writing and dated and shall contain findings of fact and reasons for the particular decision reached.

h. Notice. The decision at each level shall be delivered to the Complainant by a person designated by the Superintendent, either: 1) being hand delivered, or 2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

Section 5. First Level: Presentation: Time: Contents

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

a. The mailing address of the Complainant to which all notices and other documents may be mailed;

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

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

Section 6. First Level Hearing and Decision

The Level One Administrator shall record the date of filing on the complaint and shall give notice to the Complainant of the time and place of the hearing, either by mail or hand delivery. When notice is given by mail, it shall be sent by first class mail to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education. The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) days of the filing of the complaint. The decision shall be dated, and a copy shall be set to the complainant as provided in Section 4 above.

Section 7. Second Level: Appeal from First Level to Central Office Administrator

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

Section 8. Third Level: Appeal to Board of Education

A Complainant or Level One Administrator dissatisfied with the decision of the Central Office Administrator may appeal to the Board of Education by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the date of the decision as provided in Section 4. The Superintendent shall record the date of filing on the appeal and shall promptly give written notice by mail or by hand delivery to the Complainant of the time and place of hearing. The Complainant and the Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appeal before the Board of Education and be heard. The Board of Education may direct that

a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The local Board shall conduct a hearing and render its decision in writing within twenty (20) calendar days after the hearing, and perfect service thereof on the Complainant and his attorney, all in accordance with Section 4.

Section 9. Appeals to the State Board

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

Section 10. Reprisals Prohibited

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

Section 11. Collective Bargaining Disclaimer

Nothing in this policy shall be construed to permit or foster collective bargaining.

Section 12. Repeals

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

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 7/25/2006

**Board Policy
Harassment**

Descriptor Code: GAEB

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student or staff member through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or fellow employee or when made by any student to another student or system employee constitutes sexual harassment when

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, or directly to the Chief Human Resources Officer. Any person who alleges sexual harassment by a member of the central office staff may complain directly to the Chief Human Resources Officer. (Each school shall publish Policy GAEB annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks.) Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 7/11/2017

**Board Policy
Criminal Background Check**

Descriptor Code: GAK (1)

A criminal record check will be conducted at or prior to employment on every person who is employed by the Paulding County Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District. This also includes community lay coaches who volunteer their services for athletics, fine arts and other co-curricular or extracurricular activities.

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

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

Any cost of such record checks for all personnel shall be paid by the applicant or employee.

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

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

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 12/13/2011

Board Policy
Drug-Free Workplace

Descriptor Code: GAMA

The Board of Education is concerned with the well-being of all employees of the school system. The Board recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the Board's missions and goals. The Board of Education declares that the unlawful manufacture, distribution, sale, and possession of controlled substances, other dangerous drugs, or alcoholic beverages are prohibited in the workplace for all school system employees.

Workplace is defined to mean the site for the performance of work done. This includes any school building or any school premises; any school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Any employee convicted for a violation of any criminal drug statute or for the illegal use of alcohol in the workplace shall be subject to severe disciplinary action including, but not limited to, termination of employment.

Each employee shall be given a copy of this policy. As a condition of employment, employees will abide by the terms of this policy and shall notify the Paulding County Board of Education in writing of any criminal drug statute or alcohol conviction that occurred in the workplace. This notification shall be no later than five calendar days after such conviction.

The Paulding County Board of Education shall notify the Georgia Professional Standards Commission (PSC) in writing within 10 calendar days after receiving notice of the conviction for a violation occurring in the workplace from the employee or, otherwise, after receiving the actual notice of such conviction.

Within 30 calendar days of notification by the employee or, otherwise, receiving actual notice of such conviction, the Paulding County Board of Education or the Paulding County School Superintendent shall, with respect to any employee so convicted, take appropriate personnel action in accordance with the following:

A. Any public employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug shall be suspended from his or her public employment for a period of not less than two months. Any such person shall be ineligible for any public employment for a period of three months from the date of conviction.

B. Any public employee who is convicted for a second or subsequent time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug shall be terminated from public employment and shall be ineligible for other public employment for a period of five years from the most recent date of conviction.

The suspension, expulsion, and ineligibility sanctions prescribed in this chapter, O.C.G.A. §45-23-1 et seq., are intended as minimum sanctions, and nothing in this chapter shall be construed to prohibit the Board from establishing and implementing additional or more stringent sanctions for criminal offenses and other conduct involving the unlawful manufacture, distribution, sale, or possession of a controlled substance, marijuana, or a dangerous drug.

In the workplace, for purposes of the *Drug-Free Schools and Communities Act* Amendments of 1989, referrals for prosecution shall be made for employees who unlawfully manufacture, distribute, dispense, possess or use a controlled substance, marijuana or dangerous drug; or unlawfully possess, use, manufacture, distribute or sell alcoholic beverages.

On and after July 1, 1990, if, prior to an arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies the Board of Education or designee that the employee illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 and approved by the Board of Education, the employee shall be entitled to maintain the employee's employment for up to one year as long as the employee follows the treatment plan.

During this period, the employee shall not be separated from employment solely on

the basis of the employee's drug dependence, but the employee's work activities may be restructured, if practicable, to protect persons or property. No statement made by an employee to a supervisor of the employee or other person in order to comply with this Code section shall be admissible in any civil, administrative, or criminal proceeding as evidence against the public employee.

The rights granted by this Code section shall be available to an employee only once during a five-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug.

An employee who has signed a fourth-year contract with the school system, as defined under O.C.G.A. §20-2-942, shall be offered a hearing as provided for under the *Fair Dismissal Act* O.C.G.A. §20-2-940 et seq.

The Superintendent of Schools shall develop a drug-free awareness program for informing employees of the following:

- The dangers of drug abuse in the workplace.
- State Board of Education Policy GAM (Staff Rights and Responsibilities: Drug-Free workplace) and any accompanying administrative procedures concerning the maintenance of a drug-free workplace.
- Any available drug counseling, rehabilitation and employee assistance programs.
- Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

Entities contracting with the Board of Education shall, as a condition of the contract, assure a drug-free workplace as required under the U.S. *Drug-Free Workplace Act of 1988*. For contracts, a drug-free workplace means a geographic location at which individuals are directly engaged in the performance of work pursuant to a contract with the Board of Education.

TESTING FOR ABUSE OF ALCOHOL AND CONTROLLED SUBSTANCES

Any employee of the Paulding County School District, including certificated personnel, may be required to be tested for the abuse of alcohol and/or controlled substances in the event the Superintendent of Schools, principal, or supervisor shall have reasonable suspicion that the employee is abusing alcohol and/or controlled substances. Each person employed as of June 16, 1997, will be given a copy of this policy. All persons employed after June 16, 1997, will receive a copy of this policy when employed. An Evidential Breath Test device will be used to test for alcohol abuse. Such device will be operated by an individual trained to use such device. An EMIT Test or equivalent will be used for controlled substances screening. A GS/MS Test or equivalent shall be used for confirmation. A proper chain of custody shall be utilized with all testing procedures.

1. Refusal by an employee to be tested for alcohol and/or controlled substances after required to do so by the Superintendent, principal, or supervisor, upon reasonable suspicion that the employee is abusing alcohol or controlled substances shall be construed as insubordination and shall be grounds for termination of contract and/or employment.

2. In the event the alcohol or controlled substances test yields positive results, the following procedures shall apply:

a. The employee shall be required to attend a consultation with his or her principal or supervisor. The employee will not be permitted to drive a system vehicle until further notice.

b. The employee shall have the option of receiving medical treatment to the satisfaction of the school system or resigning his or her employment with the school system. Any medical treatment received shall be at the expense of the employee. Employees involved in safety-sensitive functions shall be terminated from his or her employment following the guidelines of Administrative Procedure GCRA (1)-R – Alcohol and Controlled Substances Testing for Employees Engaged in Safety-Sensitive Functions.

c. In the event the employee elects to receive medical treatment, the employee shall receive another alcohol and/or controlled substances test, as applicable, within thirty (30) days of the original testing.

d. In the event the second alcohol or controlled substances test yields negative results the employee shall be allowed to continue in his or her employment with the school system; however, the employee must agree to unannounced alcohol and controlled substances testing at the request of his or her principal and/or supervisor.

3. Alcohol and controlled substances testing shall be at the expense of the Paulding County School District.

It is understood that procedures herein shall not limit the school system in any other disciplinary actions or remedies available under the law.

EXCEPTION

The alcohol and controlled substances testing for employees involved in safety-sensitive functions shall be governed by Board Policy GCRA (1) and related Administrative Regulation.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Employee Tobacco Use**

Descriptor Code: GAN

All employees of the Paulding County School District, non-employees, and visitors, shall not smoke or use any tobacco product on District property at any time.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, and ash trays. Key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products are prohibited. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products or tobacco product substitutes (e.g. tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g. electronic cigarettes, vaporizers, and e-liquids), hookahs and hookah look-alikes (e.g. electronic hookahs).

District Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Time of Day

"Any time" means during normal school and non-school hours - 24 hours per day, 7 days per week.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

Paulding County Schools

Date Adopted 8/24/2001
Last Revised 10/27/2015

**Administrative Regulation
Employee Tobacco Use - GAN**

Descriptor Code: GAN-R (1)

Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore the Paulding County School District (District) has determined that tobacco use is inconsistent with the concepts and principles taught through the curriculum of the District.

A. PROHIBITION:

1. Tobacco use shall be prohibited at all times:
 - a. At all District sponsored events;
 - b. On/in all District property including all District buildings, offices and vehicles (including trucks, automobiles and buses) whether owned or leased by the District.

B. NON-STUDENTS:

The same tobacco prohibition shall apply to employees, non-employees and visitors on District property. District employees shall be responsible for enforcing the provisions of this policy and other regulations that may be developed concerning use of tobacco on District property.

1. Employees:

Employee violations of this policy may result in:

1st Offense: A Verbal warning from immediate supervisor.

2nd Offense A letter of direction stating the date and place of violation from the immediate supervisor. The letter will be held at the school or job site.

3rd Offense: This violation is considered an act of insubordination. A letter of direction stating the date and place of violation from Human Resources. The letter will become a part of the employee's personnel file.

4th and subsequent Offenses: Further disciplinary action which may include a suspension and/or a recommendation for termination of employment.

2. Non-Employees:

Non-employees are defined as those who are assisting in or visiting a school or District activity. While doing so, they are not to use tobacco. The following procedures shall be followed when non-employees are in violation of this Policy:

- a. The District employee conducting/supervising the activity shall ask the non-employee to immediately cease the use of tobacco.
- b. If the non-employee continues his/her use of tobacco, the assistance of that individual will be terminated immediately and he/she will be treated as a visitor as provided below.

3. Visitors:

Visitors should not use tobacco products while on District property or attending school or District sponsored events. The following procedures shall be followed when visitors are in violation of this policy:

- a. The visitor shall be requested to cease the use of tobacco immediately.
- b. If the visitor continues his/her use of tobacco, the District employee who is aware of the violation shall ask him/her to immediately leave District property.
- c. If the visitor continues his/her use of tobacco and refuses the request to leave District property, then appropriate law enforcement agencies shall be notified and assistance requested.

Paulding County Schools

Date Issued: 6/14/2011

Board Policy Professional Personnel Qualifications and Duties

Descriptor Code: GBBA

All personnel employed in the school system in a position for which a certificate issued by the Professional Standards Commission is required shall hold a valid Georgia certificate and work in their area of certification. Professional personnel are responsible for keeping their certification current and valid for their field. A teacher with an invalid certificate, or not eligible for the proper certificate, will not be employed. Professional personnel are also responsible for meeting SACS standards for professional growth.

The Superintendent is authorized to request the issuance of an emergency or provisional certificate for candidates applying for position in critical fields.

All professional employees must successfully complete at least ten (10) quarter or six (6) semester hours of approved college courses or approved staff development courses every five (5) years. Content of the course must consist of studies that will

enhance the individual's job knowledge and/or skills as determined by the principal or supervisor in conjunction with the professional employee.

No individual will cause a school or the system to be in violation of State Standards or to be cited by the Southern Association of Colleges and Schools (SACS) due to lack of certification or improper certification.

Paulding County Schools

Date Adopted: 8/24/2001

Board Policy
Professional Personnel Assignment/Reassignment

Descriptor Code: GBE

Each Paulding County School District (hereinafter District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors.

All employees shall be employed and assigned by the Board of Education on the recommendation of the Superintendent.

The District reserves the right to assign/reassign employees to other duties, positions, or locations within the District. The basic consideration in the assignment/reassignment of personnel is the well-being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the staff and the effectiveness of the total educational program.

It is the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the school system, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school system, second where the administration feels the employee is most qualified to serve, third as to expressed preference of employees in order of service to the District, all other considerations being equal.

The Human Resources Department will provide guidelines and procedures for the reassignment of employees. The guidelines will include the following:

A. ASSIGNMENT/REASSIGNMENT OF FAMILY MEMBERS:

Under no circumstances will an employee be assigned to directly supervise the activities or evaluate the performance of someone in his/her immediate family.

1. Immediate Family:

a. The immediate family is defined as:

(1) Spouse;

(2) Children;

(3) Mother;

(4) Father;

- (5) Brother;
- Sister;
- (6) Grandmother;
- (7) Grandfather;
- (8) Grandchild;
- (9) Mother-in-law;
- (10) Father-in-law;
- (11) Sister-in-law;
- (12) Son-in-law;
- (13) Daughter-in-law;
- (14) Brother-in-law; or

b. Any relative living in the household of the employee.

c. This policy includes all step relatives as identified in this above.

B. EMPLOYEES MAY BE REASSIGNED FOR THE FOLLOWING REASONS:

1. Paulding County Board of Education (Board) approval of:

a. Instructional changes based upon reorganization; or

b. Attendance zone changes due to movement of the student population, or the opening or closing of schools.

2. Loss, reduction, or addition of approved programs which create different personnel needs.

3. Changes in student enrollment in a school or a specific program.

4. When in the best interests to meet the needs and requirements of the District.

C. EMPLOYEE REASSIGNMENT WILL FOLLOW THESE PROCEDURES:

1. Exempt Employees:

a. Employees who receive a District approved supplement to meet program needs in whole or in part (i.e. yearbook sponsor, coach, department head) for the school year in question are protected from reassignment.

b. Employees who are the only members of a department (i.e. music, art) or who are the only qualified employees of a specialty course (i.e. Advanced Placement) are protected from reassignment.

2. Determination of Needs and Considerations:

- a. The Principal/Supervisor will evaluate the program for his/her school/department and the resulting personnel needs.
- b. These personnel needs will be reviewed and approved by the Executive Director of Human Resources
- c. Human Resources Department will reassign identified employees in affected areas to meet the school's new personnel requirements.
- d. The District will ask for volunteers for reassignment first. Volunteers must be highly qualified and serve program needs of the school and District.
- e. Other factors to be considered are prioritized as follows:

(1) The professional expertise, effectiveness and overall job performance of individual employees as reflected in annual evaluations.

(2) The Superintendent's own observations and knowledge of the employee.

(3) Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the District be considered.

3. Service to the District:

The Principal/Supervisor will identify the employee from the affected area who has the least amount of service to the District. Employee service to the District is determined by the employee's hire date in the District. More specifically:

- a. District hire date will be the effective start date of the employee's current, regular position excluding the orientation dates, if applicable.
- b. Human Resources Division will determine and provide the hire date of all employees in the affected area and will verify which employee has the least amount of service to the District.
- c. If two or more employees have the same:

(1) Hire date, the employee with the latest recommendation date stated on the Job Recommendation Form from the Principal or supervisor for employment will be determined to have the least amount of service to the District.

(2) Recommendation date, the employee with the latest date of application for employment will be determined to have the least amount of service to the District.

(3) If a tie still exists, the employee with the least amount of service to the District will be determined by lot.

d. An approved, long-term leave of absence does not interrupt amount of service to the District but does not add to accumulated service to the District.

e. An employee who resigns, retires, or whose long-term leave of absence is terminated loses all time of service to the District rights. If the employee is rehired, service to the District begins anew on the rehire date.

4. Effective Date:

Reassignments will be effective with the new contract year.

5. Post-Reassignment Procedures:

If an employee has been reassigned and a vacancy occurs in his/her original location up to five days before the first day that teachers/employees new to the District report, the principal/supervisor must contact the reassignee and offer

him/her the opportunity to return. The reassignee has 24 hours to decide.

D. OPENING/CLOSING OF SCHOOLS:

Human Resources Department will provide a written copy of this policy to new employees and principals/supervisors outlining the reassignment process and will assist employees and principals/supervisors in the implementation process.

E. DISTRICT PREROGATIVE:

The Superintendent may direct the Human Resources Department to make exceptions to the above assignment/reassignment provisions when:

1. It is in the best interest of the District in order to meet the needs and requirements of the District.
2. It is necessary to meet NCLB's requirement of equitable distribution of Highly Qualified teachers in all schools throughout the county.

In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

No transfers shall be made without the approval of the Board of Education.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 2/10/2009

**Board Policy
Professional Personnel Evaluation**

Descriptor Code: GBI

The Paulding County Board of Education believes that employee evaluation is an integral component in the process of improving student learning, teacher instruction as well as work effectiveness. An effective evaluation program results when teachers, staff and evaluators are successful in reinforcing effective work practices that support student learning and achievement. All employees of the Paulding County School District will be evaluated by the appropriate evaluation instrument related to their duties and responsibilities. Exhibit GBI-E (1) provides a reference list of the appropriate evaluation instrument by position.

The purposes of the annual performance evaluation are:

1. To identify and reinforce effective teaching and/or work practices;
2. To identify areas where development can improve instruction and/or work effectiveness; and

To identify teachers and staff who do not meet the minimum standards so that appropriate action can be taken.

Annual performance evaluations will include the following:

1. For teachers and administrators: The role of the teacher and administrator in meeting the District's vision and mission and student achievement goals, including the academic gains of students assigned to the teacher;
2. Observations of teachers and staff by the supervisor/evaluator the performance of their duties and responsibilities;
3. Participation in professional development opportunities and the application in the classroom or workplace;
4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, community members, and other school personnel;
5. Timeliness and attendance for assigned responsibilities;
6. Adherence to school and local school system procedures and rules; and
7. Personal conduct while in performance of school duties.
8. For classified personnel the annual evaluation may also include an assessment in the following areas: quality of work, initiative, professional appearance, work habits, cooperation with other employees, interest, ability, dependability, technical skills, and care and use of equipment.

WHO IS TO BE EVALUATED

All staff members will be evaluated by the appropriate evaluation instrument related to their duties and responsibilities. Additionally, the Paulding County School District must adhere to the processes, guidelines, and procedures as set forth in the Teacher Keys Effectiveness System (TKES) and the Leaders Key Effectiveness System (LKES) Implementation Handbooks developed by the State Department of Education. All teachers of record and school administrators will be evaluated under the guidelines outlined by TKES or LKES as applicable. All other staff members will be evaluated by other instruments as determined by the Paulding County Board of Education. (Reference Exhibit GBI-E (1)). The entire evaluation process of all staff shall be concluded before April 30th of each year. All aspects of the evaluation process and results are confidential and are to be shared only with appropriate personnel.

PRE-CONFERENCE AND ANNUAL EVALUATION SUMMARY AND CONFERENCE

All staff will attend a pre-conference with their supervisor/evaluator for the purpose of reviewing duties and responsibilities as outlined by the evaluation instrument. The pre-conference must take place prior to September 30th of each year. For any staff hired after September 30, the preconference must take place within ten (10) days of the first day on the job. All staff will attend an Annual Evaluation Conference at which time a summary of the results on the annual evaluation instrument will be presented. All staff will be provided with a record of this summary and may respond in writing to the results. These written statements will be attached to all copies of the Annual Evaluation.

The Annual Evaluation Conference is designed to

1. Provide the opportunity to communicate the overall evaluation results for the school year.
2. Provide the opportunity to review specific areas of strength and areas identified for improvement.
3. Provide the opportunity for the employee, and supervisor/evaluator to sign,

date, and receive copies of the Annual Evaluation.

4. Provide the opportunity to discuss the content of the employee's Professional Development Plan as applicable.

PROFESSIONAL DEVELOPMENT PLANS

Teachers and staff placed on a Professional Development Plan (PDP) must complete all prescribed activities outlined in the PDP. In cases where a Professional Development Plan is required for specific needs development, progress relative toward completing the annual PDP shall be one of the assessments during the annual evaluation process. For teachers in the unsatisfactory category, the ultimate evaluation of successful completion of a PDP is significant improvement in targeted areas as measured by the next year's annual evaluation.

A Professional Development Plan may be required for any employee of the Paulding County Board of Education who demonstrates deficiencies or other needs according to criteria established during the observation and/or annual evaluation process. The plan includes the following:

1. Identification of specific objectives for improvement from the instruments used to evaluate the employee;
2. Activities, procedures, and a time line for meeting these objectives;
3. Criteria to be used to determine how progress toward meeting the objectives will be measured;
4. A record of participation in recommended activities;
5. A record of performance on specified activities.

The creation of a Professional Development Plan that refers to activities for the next school year, or identifies criteria for improvement for the next year, including timeliness, is NOT an offer for a contract for the next year and in no way should be interpreted to guarantee the teacher or other employee a contract or continued employment for the next year or any subsequent year.

RECORDS

Copies of the Annual Evaluation and any supporting documentation including staff comments attached to any of these records shall be maintained as part of personnel evaluation files. The length of time that records are kept is governed by the Records Retention Act.

STATE SALARY INCREMENTS FOR CERTIFIED STAFF ONLY

Placement on a given step on the state salary schedule is determined by the cumulative total years of satisfactory service. An individual receiving an unsatisfactory annual evaluation shall remain at his or her current step until he or she has received a satisfactory annual evaluation. In the event the employee is at a step requiring two years of credited service, the employee shall remain at his or her current step if in both years of service at that step he or she has received an unsatisfactory annual evaluation

Certified personnel shall not earn a creditable year of experience for any year the employee received an unsatisfactory performance evaluation as determined by the evaluation system approved by the GaDOE.

All cases in which state salary increments are withheld will be reviewed by the Superintendent or designee.

Nothing in this section should be interpreted to guarantee further employment to a teacher or other staff member who has received an unsatisfactory annual evaluation.

CONFIDENTIALITY

All aspects of the evaluation process and results are confidential and are to be shared only with the appropriate personnel. Within the Paulding County School District, official evaluation records, documentation, and attachments may be transferred. Records must not be transferred outside of the Paulding County School District without permission of the person evaluated. Administrators have the option of using appropriate school employees to assist in the preparation of forms and records; however, administrators must provide such persons with clear instructions regarding confidentiality and control of records.

COMPLAINTS

Guidelines for contract non-renewal or discharge during the contract term are governed by the Fair Dismissal Law (O.C.G.A. §20-2-940 through 20-2-947). For example, an official notice of non-renewal given to a tenured teacher must include a copy of this law. Further, any use of the results of the Teacher Evaluation Program, as part of contract decisions should be in compliance with this law.

In cases where the action taken is not applicable under the Fair Dismissal Law and where the teacher or staff disagrees with the evaluation procedures or results, complaints may be registered in the following manner:

1. A conference to discuss observation results may be requested by the teacher within ten (10) working days of receipt of results. Upon request, the evaluator is required to hold such a conference.
2. Teachers may attach written comments to the evaluation records such as Observation Records, Annual Evaluation Reports, Professional Development Plans, and any other documentation related to the evaluation. The attachment must be submitted within ten (10) working days of the receipt of these records. These written statements must be maintained as part of the official record.
3. In schools where observations were conducted by evaluators other than the principal and where the complaint is not resolved in the conference with the evaluator, the teacher or school staff member may request a conference with the principal within 10 working days of the conference with the evaluator. The principal is required to hold the conference.
4. Teachers and school staff who wish to pursue alleged violations of evaluation procedures beyond complaints registered at the school level shall follow the appropriate procedures or policies of the local unit of administration. The request for review must be filed within ten (10) working days of the occurrence of the alleged violation or receipt of the Observation Record, documentation, or Annual Evaluation. This request must include the reasons for the complaint and copies of all

supporting documentation. Within twenty (20) working days, the Superintendent or designee must consider the request and provide a written decision. Local decisions are not appealable to the State Board of Education.

5. For other District staff who wish to pursue alleged violations of evaluation procedures, they shall follow the appropriate procedures or policies of the local unit of administration. The request for review must be filed within ten (10) working days of the occurrence of the alleged violation or receipt of the Annual Evaluation. This request must include the reasons for the complaint and copies of all supporting documentation. Within twenty (20) working days, the Superintendent or designee must consider the request and provide a written decision. Local decisions are not appealable to the State Board of Education.

Date Adopted: 8/24/2001
Last revised 6/24/2014

ADDITIONAL RULES/REQUIREMENTS

All employees are expected to:

- 1) Fulfill all duties and responsibilities as assigned;
- 2) Sign or clock-in only for him or herself.

Failure to comply with these requirements may result in a recommendation for disciplinary action which could include termination.

Board Policy

Descriptor Code: GBK

Professional Personnel Suspension

An employee who is required to hold a professional certificate issued by the Professional Standards Commission may be suspended by the Superintendent prior to a Board hearing only in those cases where the charges against the employee are of such seriousness or other circumstances exist where the employee could not be permitted to perform assigned duties pending hearing without danger of disruption or other serious harm to the school system.

This authority to suspend should be exercised by the Superintendent only when extenuating circumstances dictate to do so.

In such cases, the Superintendent must notify the employee in writing of the suspension. The suspension must not extend for more than ten (10) working days, during which time it is the duty of the Board of Education to conduct a hearing on the charges in the same manner as provided for in the Fair Dismissal law. Notice of hearing must come at least three (3) days prior to the hearing. Such employee would only be suspended by the Superintendent prior to the Board hearing.

Such employee must be paid during the suspension. The suspension may be extended only at the request of the employee, and the employee need not be paid during any extension.

Paulding County Schools

Date Adopted: 8/24/2001

Each Paulding County School District (hereinafter District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District provides opportunities for employees to transfer from one work site to another within the District according to personnel needs. All employees shall be employed and assigned by the Board of Education on the recommendation of the Superintendent.

The basic consideration in the assignment of personnel is the well-being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the staff and the effectiveness of the total educational program.

It is the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the school system, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school system, second where the administration feels the employee is most qualified to serve, third as to expressed preference of employees in order of service to the District, all other considerations being equal.

Provisions will be made by Human Resources Department for employees to request a transfer from one position to another within the District. The provisions will include the following:

A. ASSIGNMENT/REASSIGNMENT OF FAMILY MEMBERS:

Under no circumstances will an employee be assigned to directly supervise the activities or evaluate the performance of someone in his/her immediate family.

1. Immediate Family:

a. The immediate family is defined as:

- (1) Spouse;
- (2) Children;
- (3) Mother;
- (4) Father;
- (5) Brother;
- (6) Sister;
- (7) Grandmother;
- (8) Grandfather;
- (9) Grandchild;
- (10) Mother-in-law;
- (11) Father-in-law;
- (12) Sister-in-law;
- (13) Son-in-law;
- (14) Daughter-in-law;
- (15) Brother-in-law; or

b. Any relative living in the household of the employee.

c. This policy includes all step relatives as identified in this above.

B. ELIGIBILITY:

1. An employee may apply for a transfer to another school or department if he/she meets transfer requirements.

C. Effective Date:

Transfers will be effective with the new contract year.

D. DISTRICT PREROGATIVE:

The Superintendent may direct the Human Resources Department to make exceptions to the above transfer provisions when:

1. It is in the best interest of the District in order to meet the needs and requirements of the District.
2. It is necessary to meet NCLB's requirement of equitable distribution of Highly Qualified teachers in all schools throughout the county.

In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

No transfers shall be made without the approval of the Board of Education.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 2/10/2009

Board Policy Professional Personnel Separation

Descriptor Code: GBN

DEFINITIONS

1. **Teacher** – Any professional school employee certificated by the Professional Standards Commission, but not including school administrators.
2. **School Administrator** – Any professional school employee certified by the Professional Standards Commission who is required to hold a leadership certificate and is assigned to a leadership position pursuant to the rules of the State Board of Education, Department of Education, Professional Standards Commission, Paulding County Board of Education policy, or job description.

REQUIREMENTS

Dismissal or Suspension during Contract Term

Any certified teacher or school administrator may be dismissed or suspended at any time for incompetence; insubordination; willful neglect of duties; immorality; inciting; encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the Paulding County Board of Education; for reduction in staff due to loss of students or cancellation of programs; for failure to secure and maintain necessary educational training; and for any other good and sufficient cause. When the Superintendent or Board has decided to dismiss or suspend a teacher or school administrator, written notice of such proposed action must be given at least ten (10) days before the date set for hearing and shall state the causes for the dismissal or suspension, the names of witnesses and a concise summary of the evidence to be used against him or her, the time and place where the hearing will be held, and that the charged teacher or school administrator, upon request, shall be furnished with compulsory process or subpoena legally requiring the attendance of witnesses and the production of documents and other papers as provided by law. All notices shall be served either personally or by certified mail. The teacher or school administrator shall have the right to be represented by counsel at such hearing. The hearing shall be conducted in accordance with the provisions of O.C.G.A. §20-2-940(e).

The Superintendent is authorized to temporarily relieve, with pay, a teacher or school administrator for up to ten (10) working days pending hearing by the Board.

Rights to Continued Employment

A person who becomes a teacher on or after July 1, 2000, shall not acquire any rights to continued employment with respect to any position as a teacher. A teacher who had acquired any right to continued employment prior to July 1, 2000, shall retain such rights.

Non-renewal of Contract

When the Superintendent or Board proposes not to renew the contract of any teacher who was on payroll and under contract on the beginning day of the current years' service with this Board, written notification of such intention to not renew shall be given by not later than April 15 prior to the ensuing school year.

Upon request, the Superintendent will make a written explanation for failure to renew the contract of certificated personnel available to such person.

In addition, when the Superintendent or Board has decided not to renew the contract of a teacher who has acquired the right to continued employment under the provision of state law and Board Policies CGK/GBL, written notification of such tentative decision shall be given to such teacher no later than April 15 prior to the ensuing school year. Any such teacher so notified shall have the right to request a hearing and must serve notice on the Superintendent within twenty (20) days of the day the teacher received notification of the intended action requesting a hearing.

The Board must furnish the teacher a notice within ten (10) days of service to implement the procedure which complies with the requirements of O.C.G.A. §20-2-940(b-e). A school administrator shall have the right to a hearing for non-renewal of contract under O.C.G.A. 20-2-940(b-e) only if such school administrator had acquired any rights to continued employment under Georgia law prior to October 10, 1995, and:

- a. Holds that administrative position, as defined in Board Policies CGK/GBL – Tenure, which such administrator held immediately prior to October 10, 1995; or
- b. Holds any other administrative position to which such administrator has been involuntarily transferred or assigned, and only in such positions shall such administrator be deemed to be a teacher for the purpose of retaining those rights to continued employment in such administrative positions.

Paulding County Schools

Date Adopted: 8/24/2001

Board Policy
Professional Personnel Resignation

Descriptor Code: GBO

A Contract of Employment will be entered into between the Board and each employee

who holds a position where it is required that the employee hold a professional certificate issued by the Professional Standards Commission. Once the employee has signed such contract, the Board has every expectation that the employee shall honor the contract.

In the event an employee under contract with the Board wishes not to fulfill the terms of that contract, the employee must request in writing that the Board of Education release the employee from the contract.

The Board, if it deems the employee's reasons for not wishing to fulfill the terms of the contract sufficient, may release the employee from the contract. The Board's decision will be guided by what is in the best interest of the students impacted by such decision.

If the Board does not release the employee from the contract and if the employee refuses to fulfill the terms of the contract, the Board of Education will seek to have the employee's teaching certificate revoked by the Professional Standards Commission.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Working Conditions (Classified/Professional)**

Descriptor Code: GBR/GCR

The Board shall strive to provide safe and appropriate working conditions for all staff members. Each staff member is responsible for assisting in providing students with a safe, clean, and healthy learning environment.

Teachers and other school-based employees should immediately notify a school administrator of any condition that is unsafe or which could otherwise be detrimental to the teaching and learning process.

System-level employees should immediately notify their supervisor or other appropriate administrator of any condition that is unsafe.

All employees should immediately notify the appropriate personnel of any actions that create a hostile working environment, such as sexual harassment.

All employees are encouraged to make suggestions that may result in improving the working, teaching, and learning environment in the system.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Professional Personnel Work Loads**

Descriptor Code: GBRC

REQUIREMENTS

1. The minimum workday for all certified employees shall be eight hours in length.
2. Each principal or departmental head shall establish the time of day that certified employees under his or her charge are expected to report to work and the time that certified employees are dismissed each day. Each certified employee shall be expected to be at the school site for no less than seven and one-half hours each workday.
3. Duties for which the base salary for which certified employees are paid include:
 - a. Teaching;
 - b. Preparation for teaching;
 - c. Conferences with parents and students;
 - d. Planning conferences;
 - e. PTA/PTSA meetings;
 - f. School activities in the community;
 - g. Various supervision duties as assigned by the school administrator.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Professional Personnel Leaves and Absences**

Descriptor Code: GBRH

Rationale

Employees of the Paulding County School District (District) are provided leaves of absence for a variety of purposes. Leave is defined as time granted to an employee to be absent from his/her work assignment according to specific terms.

The District expects all employees to demonstrate punctual and regular attendance. Excessive tardiness and absenteeism result in ineffective and inefficient employee performance which does not support the District's Vision of continuous improvement and is not conducive to increasing student achievement.

Professional Leave

The Paulding County Board of Education believes in providing certified personnel with opportunities for professional leave each year.

A professional day is defined as a day excused from teaching or administrative duties to attend approved activities that will enhance professional job competencies.

The allotment of professional days for teachers or the funds for such days shall be at the discretion of the Superintendent. The use of professional leave for school-based professional employees must be approved by the principal.

Building-level administrators may use a maximum of five (5) days per school year for professional leave/professional conferences. No more than two (2) conferences per year may be attended.

Although serving on a visiting committee for the Southern Association of Colleges and

Schools (SACS) shall be accomplished through utilizing professional leave, professional leave for this purpose shall not count toward the maximum number of professional leave days approved for teachers or administrators. No teacher or administrator shall serve on more than one SACS visiting committee during a given school year unless given specific written permission by the Superintendent.

Personal Leave

Short-Term

1. Each full-time employee may use up to three (3) days for paid personal leave. Any personal days used will be deducted from the number of accumulated sick days earned by the employee.
2. Personal leave must be approved in advance with the employee making a written request at least five (5) days before the leave starts to his or her supervisor as follows:
 - a. School-based Employees (with the exception of Food Services and Principals) – Request made to Principal;
 - b. Food Services Employees – Request made to Food Services Director
 - c. Transportation Employees – Request made to Transportation Director
 - d. Maintenance and Grounds Employees – Request made to Director of Maintenance
 - e. System-level Staff – Requests made to specific Program Director
 - f. Directors and Principals – Request made to immediate Supervisor
 - g. Assistant/Associate Superintendents–Request made to Superintendent
3. No personal days may be taken on the following days unless there is a situation approved by the appropriate supervisor:
 - a. Pre-Planning
 - b. Post-Planning
 - c. In-Service Days
 - d. Teacher Workdays
 - e. The workday before or the workday after a holiday.
 - f. The last two weeks of the school year.
 - g. Critical days that are determined by the Principal or Superintendent.

Miscellaneous

Leave without pay may be granted to an employee who is not eligible for FMLA leave when special medical circumstances exist. Miscellaneous leave will not exceed twenty (20) consecutive work days and is only available to employees who have twenty (20) days or less sick leave available. Leave under this section will be subject to Superintendent recommendation and board approval.

Long-Term

An employee may be granted a leave of absence without pay, not to exceed one year because of catastrophic illness. To qualify the employee must meet the requirements of FMLA Leave and have exhausted the FMLA Leave. This leave is further restricted to the catastrophic illness of an employee, an employee's spouse, or the employee's child. In the event an employee has vacation, personal or sick leave, it will run concurrently with the Long-Term Leave. If the Long-Term Leave is granted, the leave will be from the

system and not from a specific job assignment.

Legal Leave

Jury Duty

1. Employees who are summoned to serve on jury duty will be granted a leave of absence with pay. Any time spent on jury duty will not be deducted from any sick, personal, professional, or vacation leave. The employee may retain any compensation related to their court appearance.
2. Employees are expected to provide their immediate supervisor with a copy of their jury duty summons as soon as possible after receiving such summons.

Subpoenas

1. Any employee who is subpoenaed to testify in a court hearing shall be granted leave for this purpose and shall not be discharged, disciplined, or otherwise penalized and may retain any compensation related to their court appearance.
2. Any employee who is subpoenaed to testify in a case that is not related to his or her employment with the school district shall be granted leave without pay for this purpose. However, the employee may utilize any available personal or vacation leave for this purpose.
3. Employees are expected to provide their immediate supervisor with a copy of their subpoena to testify as soon as possible after receiving such subpoena.

Sick Leave

Sick Leave is provided for Full-time employees which is defined as any employee who is approved by the Board of Education and who works at least twenty (20) hours per week.

1. Full-time employees shall earn sick leave at the rate of 1-¼ days for each completed month worked.
2. All unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of 90 days.
3. Full-time employees may utilize sick leave upon the approval of his or her supervisor for absence due to illness or injury or necessitated by exposure to contagious disease or to illness or death in the immediate family.

For the purpose of this policy, the employee's immediate family is defined as the employee's spouse, children, foster children, mother, father, brother, sister, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or any relative living in the household of the employee and any step-relatives as identified in this definition.

4. A doctor's certificate may be required by the Superintendent or designee at any time deemed necessary but shall be required for any illness longer than five (5)

consecutive days.

5. A full-time employee who changes his or her employment from another Georgia public school system to the Paulding County School District may be credited for up to 45 sick leave days accumulated in that system. A full-time employee who changes his or her employment from a private school or any out-of-state school or school system shall not be credited for any sick leave days accumulated in that school or system.

6. A full-time employee leaving the Paulding County School District to work in another Georgia public school system may take up to 45 sick leave days accumulated in the Paulding County School District as the policy of the other public school system permits and in accordance with Georgia law. The Paulding County School District shall not transfer any funds to another school system to finance the potential or actual cost incurred for sick leave used in another system.

7. Accumulated sick leave shall be forfeited by any classified employee who withdraws from service for 12 or more consecutive months unless the withdrawal is for the purpose of continuing his or her education as a full-time student to seek a higher level or different field of certification and provided that the withdrawal does not exceed 24 months. Nothing in this statement shall be interpreted to mean that the Paulding County School District grants long-term leave for the purpose of continuing education.

Bereavement Leave

In the event of a death in the immediate family of all employees, a leave of absence will be granted to a maximum number of five days in accordance with the rules and regulations of the Board and such leave will be charged against sick leave.

Military Leave

The term *ordered military duty* as defined by O.C.G.A. §38-2-279, shall mean the following:

Any military duty performed in the service of the State or of the United States, including, but not limited to attendance at any service school or schools conducted by the armed forces of the United States by an employee as a voluntary member of any force of the organized militia or any reserve force or reserve component State or Federal authority, without the consent of the employee.

1. Reinstatement Right: All employees of the Paulding County Board of Education, other than those employed on a temporary basis, shall be entitled to military leave for ordered military duty. At the end of such ordered military duty, such employees shall have the right to reinstatement to the position, or substantially equivalent position held, at the beginning of such ordered military duty.

2. Compensation: An employee shall be paid a salary or other compensation for a period of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of eighteen (18) days in one school district fiscal year and not exceeding eighteen (18) days in any one continuous period of such absence.

3. State Emergency: In the event the governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee shall be paid a salary or other compensation while performing such duty for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty

(30) days in any one continuous period of such State active duty service.

Religious Leave

The Paulding County Board of Education is an equal opportunity employer and does not discriminate in hiring or employment practices because of a person's religion.

It is the policy of the Paulding County Board of Education to make reasonable accommodations to the religious observances of employees where such accommodation can be made without undue hardship on the operation of the school system.

Any employee who wishes to take leave for religious observances shall be granted leave without pay for this purpose as long as such leave can be taken without undue hardship on the operation of the school system. However, the employee may utilize any available personal or vacation leave for this purpose. An employee who is granted leave for religious observances shall not be discharged, disciplined, or otherwise penalized.

An employee who wishes to take leave for religious observances shall make such request in writing to his or her immediate supervisor at least five days before the leave is due to begin.

Educational Leave

Employees who occupy positions which do not require teacher certification may be granted a one-time educational leave of absence, without pay, not to exceed 36 consecutive weeks, for the purpose of completing requirements for a teaching certificate.

1. Requirements

- a. A letter of acceptance is required from an approved educational program as determined by the Georgia Professional Standards Commission Rule 505-2-.16.
- b. The educational study must lead toward obtaining a teaching certificate.
- c. The employee must be enrolled in a minimum of 12 quarter hours of classes (or the equivalent) or be participating in a practicum required to meet teaching certification standards.
- d. An official transcript will be required at the end of the approved leave period.

2. If approved, this leave of absence will not interrupt the employee's years of service to the District but will not add to accumulated service to the District for the purposes of establishing the employee's salary in accordance with State and/or local pay scales.

3. If Leave is granted pursuant to this policy, the leave will be from the District and not from a specific job assignment.

4. The District is not required to allow any person to return to work if:

- a. The District's circumstances have changed so as to make such returning to

work unreasonable or impossible;

b. Returning to work would pose an undue hardship on the District; or

If the employee did not fulfill the obligations outlined in item 1. Requirements.

Each employee will be provided with a copy of this policy. Nothing in this policy shall be construed to confer on an employee rights to continued employment which they do not have under the *Georgia Fair Dismissal Act* or the Constitution of the United States.

Paulding County Schools

Date Adopted: 8/24/2001

Date Revised: 6/13/2017

Board Policy
Professional Personnel Maternity

Descriptor Code: GBRIC

Employees of the Paulding County Board of Education who have been employed for twelve months or more and who worked at least 1250 hours during that time are entitled to take maternity or adoption leave in accordance with Board Policy and Family and Medical Leave.

For those who have been employed by the Paulding County Board of Education for less than twelve months and who have worked less than 1250 hours, maternity leave of absence shall be granted pregnant employees in accordance with the following guidelines:

1. **Notice: Physician's Statement** The employee shall notify the Superintendent in writing of her desire to take such leave as soon as practicable, but in any event (except in case of emergency), at least sixty (60) calendar days prior to the date upon which such leave is to begin. The notice shall be accompanied by a doctor's statement of anticipated date of physical disability.

2. **Determination of Commencement** The maternity leave shall begin at a time to be determined by the employee, the physician and the local Superintendent. The employee may continue in active employment as late into her pregnancy as she desires provided that she is able to properly perform the required functions of her job.

In case of dispute, final determination of her ability to so perform shall be made by the Board of Education after a hearing in which the employee and the Superintendent or other representatives of the local system shall be heard.

The Superintendent or Board may require that the employee submit to a physical examination by a physician selected and paid by the Board, of the same medical specialty as the employee's physician. A refusal by the employee to submit to such examination shall be grounds for terminating the contract or other employment of such employee.

If the employee in any case continues to work during the last six weeks of anticipated pregnancy, the Superintendent may require that the employee present a physician's statement on a weekly basis.

3. **Sick Leave Benefits** The employee shall be entitled to utilize all of the

accumulated sick leave credited to her, not to exceed the doctor's estimated length of physical disability, or the length finally determined by the board, as the case may be. An employee desiring to discontinue work prior to the date of physical disability shall be governed by the same sick leave provisions as apply to employees on leave for other reasons.

4. **Duration: Return to Work** An employee, who has been granted sick leave for the period of physical disability only, determined as provided above, shall be entitled to return to active employment upon presentation of a physician's statement certifying that she is able to perform the required functions of the job.

If the Superintendent and Board concur with such statement, the employee shall return to work, in accordance therewith, to the same position or to a substantially equivalent position to be approved by the Superintendent.

In case of final determination of her ability to so return, the determination shall be made by the Board of Education after a hearing in which the employee and the Superintendent or designee(s) shall be heard.

The Superintendent or Board may require that the employee submit to a physical examination by a physical selected and paid by the Board. A refusal of the employee to submit shall be grounds for denying employment.

An employee granted leave for a period longer than the period of physical disability, but not to exceed one full school year, shall be entitled to return to active employment at the end of the approved leave. No maternity leave will be granted beyond six weeks for employees not eligible for extended leave under Board Policy and Family and Medical Leave.

5. **School System's Responsibility to Employee** Each employee wishing to apply for maternity leave shall be given a copy of either this policy or Board Policy and Family and Medical Leave, as applicable. Each grant of maternity leave shall specify the beginning and ending of such leave. An employee who does not request her return to work in accordance with the provisions of #4 above when her grant of maternity leave says she will return to work without receiving a change in her maternity leave status from the Superintendent shall forfeit all further rights under this policy.

ADOPTION LEAVE

For those who have been employed by the Paulding County Board of Education for less than twelve months and who have worked less than 1250 hours, a leave of absence for the adoption of a child shall be granted in accordance with the following guidelines:

1. **Notice** As soon as an employee has placed a request to an agency for the adoption of a child, the employee shall notify the immediate supervisor or principal. Certification from the agency through which the child is to be adopted shall be included in the application.

2. **Extent of Leave** The employee may use up to thirty (30) days for adoption leave. These days may be paid from accumulated sick leave days and/or unpaid.

3. **Return to Work** An employee who has been granted adoption leave for a period of thirty (30) days or less shall be entitled to active employment at the end of such period of leave and shall be assigned to the same or to a substantially equivalent

position to be approved by the Superintendent. An employee who does not return to work in accordance with the above, without receiving approval for a change in the adoption leave status from the Superintendent and/or Board, shall be deemed to have voluntarily terminated employment. Such an employee may re-apply and be considered for any vacant position for which she/he applies.

Nothing in this policy shall be construed to confer on an employee's rights to continued employment, which they do not have under the Fair Dismissal Law of Georgia or the Constitution of the United States.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Federal Family and Medical Leave Act**

Descriptor Code: GBRI G

Rationale

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulation. The Board of Education ("Board") does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. As to the interpretation of this policy, the District's employees should look to the Act itself and its regulations.

Definitions

"Covered Service member" (for qualifying exigency leave) means the employee's spouse, child or parent under a federal call or order to covered active duty.

"Covered Service member" (for military caregiver leave) means the employee's spouse, child, parent or next of kin who 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 a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

"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 granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative for purposes of FMLS caregiver leave.

"Outpatient Status" with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military

medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

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

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

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

“Serious Injury or Illness” means an injury or illness incurred by a covered service member in the line of duty on active duty (or that existed before active duty and was aggravated by line of duty active service) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating. In the case of a veteran, “serious injury or illness” means a qualifying injury or illness, as defined by the Secretary of Labor, incurred during or aggravated by active duty during the five years before undergoing treatment, recuperation, or therapy, and that manifested itself before or after the member became a veteran.

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

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

“Spouse” as defined by FMLA.

Eligibility

Employees of the Paulding County Board of Education who have been employed for twelve (12) months or more and who worked at least 1250 hours during that time are entitled to twelve (12) weeks of unpaid leave during a twelve (12) month period.

Amount and type of Leave taken

- (1) The birth and first year care of a child;
- (2) The adoption or foster parent placement of a child and care of a newly placed child;

(3) The illness of an employee's spouse, child, or parent with respect to a serious health condition, defined as one that requires in-patient care in a hospital, hospice or residential medical care facility, or which requires continuing treatment by a health care provider; or

(4) Serious health condition that prevents the employee from performing his/her job functions;

(5) Any qualifying exigency arising from the fact that the employee's family member (the covered service member) is on covered active duty. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to five days per instance); post-deployment activities, additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and

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

In the instance of birth, adoption and foster placement, the entitlement for child-care ends after the child reaches the age of one (1) year, or 12 months after the adoption or placement.

Entitlement for leave associated with illness of a child occurs only where the child is under eighteen (18) years of age or incapable of self-care due to mental or physical disability.

The twelve (12) month period in which the twelve (12) workweeks of leave entitlement occurs is a "rolling" twelve (12) month period measured backward from the date an employee uses any leave granted by this policy.

In cases where both spouses are employed by the Paulding County Board of Education, the combined amount of leave for child birth, adoption, or to care for a sick parent is limited to twelve (12) weeks.

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

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 24-month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The unpaid medical and family leave provided under this policy runs concurrent with accumulated sick or personal leave the employee is eligible for under other policies of the Paulding County Board of Education.

Intermittent or reduced leave

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

Notification of Anticipated Leave

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent or a designee with at least thirty (30) days' notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment - including intermittent and reduced hour leave - so as not to disrupt unduly the operations of the school district, subject to approval of the employee's or family member's health care provider. Intermittent and/or reduced hour leave is not available to employees on leave due to the birth, adoption or placement of a child.

Benefits and return to work

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period. Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment.

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

Required Certification

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered service member be supported by certification by the appropriate healthcare provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for

such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The Board of Education reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion.

When applicable, upon the employee's return to work, the school district may require the employee to provide certification by his/her health care provider that the employee is able to resume work and perform the essential functions of the job.

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

Special Provisions

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

If an employee begins leave under this policy within three weeks before the end of the academic term and the duration of the leave is greater than five working days, the Board of Education may require the employee to continue to take leave until the end of the academic year.

The Board of Education may deny coverage under this policy to an employee whose salary is in the highest ten (10) percent of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operations.

Records Retention

The Superintendent or a designee shall make, keep, and preserve records showing compliance with the *Family and Medical Leave Act* made in accordance with the *Fair Labor Standards Act of 1938* and other applicable Federal regulations.

**Board Policy
Teacher Dress Code**

Descriptor Code: GBRL

Teachers and staff are expected to dress in a professional manner that will be most conducive to the educational atmosphere of the school. Activities planned for the day will dictate, to a degree, the style of dress considered appropriate. As a matter of professionalism, teachers, administrators, professional support staff, and paraprofessionals are asked to refrain from wearing jeans and shorts when students are in attendance. At employee request and at the discretion of the building principal, some days may be designated "School Spirit Day," and school colors or shirts are the requested clothing.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 9/9/2003

**Board Policy
Professional Personnel Ethics**

Descriptor Code: GBU

It is the policy of the Paulding County Board of Education that Paulding County School District employees abide by all federal, state, and local laws and uphold professional standards for behavior as adopted in the Georgia Code of Ethics for Educators.

The Paulding County Board of Education may take disciplinary action as authorized by law and board policy when an educator or any employee of the school district is found to have engaged in unethical conduct as outlined in the [Georgia Code of Ethics for Educators, Standards 1-10 \(PSC Rule 505-6-.01\)](#)

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 3/27/2018

Student Assessment in Georgia Schools

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

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

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national requirements for educational accountability. For reliable and valid reporting, tests must be administered fairly and ethically. In the pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed before, during, and after testing.

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

Georgia Student Assessment Program Responsibilities

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

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

- Develops local policies and procedures based on Georgia Department of Education guidelines and test publisher's directions to maintain test security.
- Supervises and monitors Principals to ensure that they fulfill their specific roles and responsibilities for the administration of tests.
- Ensures that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given.

- Informs the local Board of Education, state test coordinator and Professional Standards Committee of any breach of security by employees of the system.

Principal - The Principal has ultimate responsibility and accountability for all testing activities within the local school.

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

In the event of a violation of the Code of Ethics for Testing, the PSC may, in accordance with its rules, impose any one or more of the following: Reprimand, Suspension, or Revocation.

Board Policy

Descriptor Code: GCE

Classified Personnel Assignment

Each Paulding County School District (hereinafter District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors.

All employees shall be employed and assigned by the Board of Education on the recommendation of the Superintendent.

The District reserves the right to assign/reassign employees to other duties, positions, or locations within the District. The basic consideration in the assignment/reassignment of personnel is the well-being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the staff and the effectiveness of the total educational program.

It is the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the school system, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school system, second where the administration feels the employee is most qualified to serve, third as to expressed preference of employees in order of service to the District, all other considerations being equal.

The Human Resources Department will provide guidelines and procedures for the reassignment of employees. The guidelines will include the following:

A. ASSIGNMENT/REASSIGNMENT OF FAMILY MEMBERS:

Under no circumstances will an employee be assigned to directly supervise the activities or evaluate the performance of someone in his/her immediate family.

1. Immediate Family:

a. The immediate family is defined as:

- (1) Spouse;
- (2) Children;
- (3) Mother;
- (4) Father;
- (5) Brother;
- (6) Sister;
- (7) Grandmother;
- (8) Grandfather;
- (9) Grandchild;
- (10) Mother-in-law;
- (11) Father-in-law;
- (12) Sister-in-law;
- (13) Son-in-law;
- (14) Daughter-in-law;
- (15) Brother-in-law; or

b. Any relative living in the household of the employee.

c. This policy includes all step relatives as identified in this above.

B. EMPLOYEES MAY BE REASSIGNED FOR THE FOLLOWING REASONS:

1. Paulding County Board of Education (Board) approval of:

- a. Instructional changes based upon reorganization; or**

b. Attendance zone changes due to movement of the student population, or the opening or closing of schools.

2. Loss, reduction, or addition of approved programs which create different personnel needs.

3. Changes in student enrollment in a school or a specific program.

4. When in the best interests to meet the needs and requirements of the District.

C. EMPLOYEE REASSIGNMENT WILL FOLLOW THESE PROCEDURES:

1. Exempt Employees:

a. Employees who receive a District approved supplement to meet program needs in whole or in part (i.e. yearbook sponsor, coach, department head) for the school year in question are protected from reassignment.

b. Employees who are the only members of a department (i.e. music, art) or who are the only qualified employees of a specialty course (i.e. Advanced Placement) are protected from reassignment.

2. Determination of Needs and Considerations:

a. The Principal/Supervisor will evaluate the program for his/her school/department and the resulting personnel needs.

b. These personnel needs will be reviewed and approved by the Executive Director of Human Resources

c. Human Resources Department will reassign identified employees in affected areas to meet the school's new personnel requirements.

d. The District will ask for volunteers for reassignment first. Volunteers must be highly qualified and serve program needs of the school and District.

e. Other factors to be considered are prioritized as follows:

(1) The professional expertise, effectiveness and overall job performance of individual employees as reflected in annual evaluations.

(2) The Superintendent's own observations and knowledge of the employee.

(3) Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the District be considered.

3. Service to the District:

The Principal/Supervisor will identify the employee from the affected area who has the least amount of service to the District. Employee service to the District is determined by the employee's hire date in the District. More specifically:

a. District hire date will be the effective start date of the employee's current, regular position excluding the orientation dates, if applicable.

b. Human Resources Division will determine and provide the hire date of all employees in the affected area and will verify which employee has the least amount

of service to the District.

c. If two or more employees have the same:

(1) Hire date, the employee with the latest recommendation date stated on the Job Recommendation Form from the Principal or supervisor for employment

will be determined to have the least amount of service to the District.

(2) Recommendation date, the employee with the latest date of application for employment will be determined to have the least amount of service to the District.

(3) If a tie still exists, the employee with the least amount of service to the District will be determined by lot.

d. An approved, long-term leave of absence does not interrupt amount of service to the District, but does not add to accumulated service to the District.

e. An employee who resigns, retires, or whose long-term leave of absence is terminated loses all time of service to the District rights. If the employee is rehired, service to the District begins anew on the rehire date.

4. Effective Date:

Reassignments will be effective with the new contract year.

5. Post-Reassignment Procedures:

If an employee has been reassigned and a vacancy occurs in his/her original location up to five days before the first day that teachers/employees new to the District report, the Principal/Supervisor must contact the reassignee and offer

him/her the opportunity to return. The reassignee has 24 hours to decide.

D. OPENING/CLOSING OF SCHOOLS:

Human Resources Department will provide a written copy of this policy to new employees and principals/supervisors outlining the reassignment process and will assist employees and principals/supervisors in the implementation process.

E. DISTRICT PREROGATIVE:

The Superintendent may direct the Human Resources Department to make exceptions to the above assignment/reassignment provisions when:

1. It is in the best interest of the District in order to meet the needs and requirements of the District.

2. It is necessary to meet NCLB's requirement of equitable distribution of Highly Qualified teachers in all schools throughout the county.

In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

No transfers shall be made without the approval of the Board of Education.

**Administrative Regulation
Classified Personnel Suspension**

Descriptor Code: GCK - R

The Superintendent or designee shall work rules generally applicable to classified employees. These work rules shall be posted in each school building, non-school building and department in the School System. In addition, each department head/principal, with his/her unit/school, may establish work rules and performance standards not inconsistent with those established by the Superintendent.

Classified employees shall observe all federal, state and local laws as well as applicable policies, administrative procedures and/or work rules of the board. Violations may result in disciplinary measures, including suspension with or without pay and termination.

If service is broken for any reason, the employee loses seniority for purposes of assignment, transfer, placement, etc. Exception: Involuntary separation due to reduction-in-force if returned to work within one year.

Paulding County Schools

Date Issued: 8/24/2001

**Board Policy
Classified Personnel Transfer**

Descriptor Code: GCM

Each Paulding County School District (hereinafter District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District provides opportunities for employees to transfer from one work site to another within the District according to personnel needs. All employees shall be employed and assigned by the Board of Education on the recommendation of the Superintendent.

The basic consideration in the assignment of personnel is the well-being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the staff and the effectiveness of the total educational program.

It is the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the school system, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school system, second where the administration feels the employee is most qualified to serve, third as to expressed preference of employees in order of service to the District, all other considerations being equal.

Provisions will be made by Human Resources Department for employees to request a transfer from one position to another within the District. The provisions will include the following:

A. ASSIGNMENT/REASSIGNMENT OF FAMILY MEMBERS:

Under no circumstances will an employee be assigned to directly supervise the activities or evaluate the performance of someone in his/her immediate family.

1. Immediate Family:

a. The immediate family is defined as:

- (1) Spouse;
- (2) Children;
- (3) Mother;
- (4) Father;
- (5) Brother;
- (6) Sister;
- (7) Grandmother;
- (8) Grandfather;
- (9) Grandchild;
- (10) Mother-in-law;
- (11) Father-in-law;
- (12) Sister-in-law;
- (13) Son-in-law;
- (14) Daughter-in-law;
- (15) Brother-in-law; or

b. Any relative living in the household of the employee.

c. This policy includes all step relatives as identified in this above.

B. ELIGIBILITY:

1. An employee may apply for a transfer to another school or department if he/she meets transfer requirements.

C. Effective Date:

Transfers will be effective with the new contract year.

D. DISTRICT PREROGATIVE:

The Superintendent may direct the Human Resources Department to make exceptions to the above transfer provisions when:

1. It is in the best interest of the District in order to meet the needs and requirements of the District.

2. It is necessary to meet NCLB's requirement of equitable distribution of Highly Qualified teachers in all schools throughout the county.

In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

No transfers shall be made without the approval of the Board of Education.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 2/10/2009

Board Policy
Classified Personnel Separation

Descriptor Code: GCN

The Superintendent at the direction of the Board of Education shall establish administrative procedures for disciplining, suspending and terminating the employment of classified personnel.

Paulding County Schools

Date Adopted: 8/24/2001

Administrative Regulation
Classified Personnel Separation

Descriptor Code: GCN - R

The Superintendent or designee shall establish work rules generally applicable to classified employees. These work rules shall be posted in each school building, non-school building and department in the School System. In addition, each department head/principal, with his/her unit/school, may establish work rules and performance standards not inconsistent with those established by the Superintendent.

Classified employees shall observe all federal, state and local laws as well as applicable policies, administrative procedures and/or work rules of the board. Violations may result in disciplinary measures, including suspension with or without pay and termination.

If service is broken for any reason, the employee loses seniority for purposes of assignment, transfer, placement, etc. Exception: Involuntary separation due to reduction-in-force if returned to work within one year.

Paulding County Schools

8/24/2001

Board Policy
Classified Personnel Resignation

Descriptor Code: GCO

Members of the support staff are hired for an indefinite period of time. However, the employment relationship may be terminated by either the school system or the employee. Employees shall be expected to provide the school system with at least two weeks' notice upon resignation.

**Board Policy
Classified Personnel Overtime****Descriptor Code: GCRD**

The Paulding County School District's work week begins on Sunday night at 12:01 a.m. and ends at midnight on Saturday.

Classified employees will work 8 hours per day and 40 hours per week. The schedule may vary according to the needs of the Paulding County School District, but 8 hours will be the standard day.

The smallest increment for which overtime will be awarded is one-half hour.

The Principal of each school and Departmental supervisors will maintain records for hours worked. These will be filed monthly with the Superintendent's office and the Finance Department. Classified employees are encouraged to examine their records.

Compensation of employees by overtime and compensation time (comp time) has been authorized by the Board of Education within the limits imposed by law and the approved budget. Such overtime services must be approved by the Superintendent or his/her designee.

Each applicant employed in a classified position in the school district shall be provided with a copy of this policy and will acknowledge in writing that he/she understands that overtime services may be required from time to time and that compensation for such services may be in payroll payment or in compensation time, as best meets the needs of the school district.

Supervisors must submit requests for overtime services, whether to be paid through the payroll process or by compensatory time, to the appropriate head of department for approval in advance of the performance of the work. In emergency situations, supervisors may approve overtime up to 8 hours to be reported to the appropriate head of department within 24 hours after initiation of the work.

At the end of each payroll period, heads of department must provide a written certified record of all performed overtime. Such information shall be entered in the permanent overtime records maintained in the Superintendent's office and in the payroll department.

Overtime and compensation time shall be calculated and recorded on the basis of "time and one-half" for each hour or portion of the hour of overtime work performed. An employee who has accrued compensatory time and requests use of the time, will be permitted to use the time off within a "reasonable period" after making the request if it does not unduly disrupt (defined as more than "inconvenience") the operations of the school system.

At the end of each quarter, any compensatory time owed to an employee will be paid at time and one-half for each hour of overtime work performed and will be included in the regular payroll check.

The School District may elect to substitute payment, in whole or in part, for compensatory time. Any affected employee will be paid by multiplying the number of compensatory hours by the rate earned by the employee at the time the compensation time was earned.

Upon termination of employment, an employee must be paid for unused compensatory time figured at the rate received by such employee during the time the compensatory time was earned.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 4/15/2003

**Administrative Regulation
Classified Personnel Overtime Pay**

Descriptor Code: GCRD-R (1)

RATIONALE

The Paulding County School District (District) complies with the provisions of the Fair Labor Standards Act which established a minimum wage and overtime pay requirement for non-exempt employees.

FAIR LABOR STANDARDS ACT (ACT) PROVISIONS

For non-exempt employees the Act provides, in part:

1. An employer must pay at least the minimum wage set by the Act for the hours worked in a workweek;
2. An employer must pay at least one and a half times an employee's regular rate for work in excess of 40 hours in a workweek; and
3. A public employer, under certain circumstances, may grant compensatory time off in lieu of overtime compensation; provided that the compensatory time must be earned at a rate of at least one and a half hours of compensatory time for each hour worked over 40 hours in a workweek.

DEFINITIONS

1. All hours worked: All hours worked for the District in any capacity, including all supplemental work, such as the Facility Use Program, local school extracurricular events, etc.

2. Non-exempt employees: Employees, such as clerical, hourly, paraprofessionals, and custodians, etc., must receive at least the minimum wage and are eligible to receive overtime pay and/or compensatory time off. The District's Human Resources Department determines whether a position should be classified as non-exempt or exempt based on FLSA rules and regulations.

3. Exempt employees: Employees, such as executives, administrators, managers, supervisors, and professional employees, who will be paid on a salary basis and are not eligible to receive overtime pay and/or compensatory time off.

4. Over-Time Hours: Hours subject to the overtime rate of compensation in either pay or compensatory time off consist of actual hours worked. Vacation hours used, paid Holiday hours, personal leave, short-term leave, administrative leave with pay or any other type of leave with or without pay are not included in the calculation of overtime hours.

GUIDELINES

1. Work Time:

All non-exempt employees' time spent doing work for the employer is counted as work time. This includes the time a non-exempt employee spends performing work when he/she is:

- a. Away from his/her work site;
- b. On lunch or an authorized break;
- c. On approved vacation; and
- d. Working for the District in an extracurricular activity.

2. Compensatory Time:

a. Accumulation:

(1) The supervisor must ensure the employee has agreed to receive compensatory time off instead of overtime pay before the extra time is worked, and must maintain a record of this agreement, such as a memorandum to the employee's personnel file.

(2) The supervisor must ensure that non-exempt employees who work more than 40 hours in a workweek receive either:

- (a) Overtime pay equal to 1 and ½ times their regular pay rate for each hour worked over 40 hours in a workweek; or
- (b) 1 and ½ hours of compensatory time for each hour worked over 40 hours.

(3) As a general rule, employees may only accumulate 8 hours of earned but unused compensatory time. Supervisors must ensure the following requirements are met with respect to employees' use of compensatory time:

(1) Compensatory time should be used by employees within a reasonable amount of time after earning it, so that a large amount of compensatory time does not accumulate.

(2) An employee requesting to take previously earned compensatory time off will be permitted to do so within a reasonable period of time after making the request as long as taking the requested time will not unduly disrupt operations.

b. Payment for Compensatory Time:

(1) If an employee changes from a non-exempt to an exempt job, or if an employee changes from one non-exempt job to another non-exempt job for another supervisor, then the employee will be paid for any earned but unused compensatory time at the employee's current rate of pay.

(2) At the end of an employee's employment by the District, the employee will be paid for any earned but unused compensatory time at a rate equal to the higher of:

- (a) The average regular rate earned by the employee during the last three years of employment; or
- (b) The final regular rate earned by the employee upon termination of employment.

3. Coaching/Volunteering:

Following procedures established by the Human Resources Department, the District may allow non-exempt employees to serve as community/lay coaches and/or volunteer for afterhours school related functions.

Non-exempt employees may continue to volunteer as parents to support their children's school activities. Non-exempt employees may not volunteer to perform work that is similar to their normal duties outside their normal work day without pay

Paulding County Schools

Date Issued: 6/22/2010

Board Policy
Paraprofessional Qualifications and Duties

Descriptor Code: GDBA

DEFINITIONS

1. **Aide** – a person with less than professional training who takes no independent actions and has no decision-making authority but performs routine tasks assigned by personnel with higher certification.

- a. **Paraprofessional** – a person who relates in role and function to a professional and who does a portion of the professional's job or task under the supervision of a professional. The paraprofessional has some decision-making authority as limited and regulated by his or her relationship with the professional.

REQUIREMENTS

Paraprofessionals, instructional aides, and media clerks must hold a minimum of a high school diploma or GED equivalent and must hold and maintain proper license.

- a. The school district will provide to each paraprofessional a minimum of fifty (50) clock hours of job-related training within the first year of employment. A minimum of ten (10) hours must occur within the first 30 school days of employment.
 - b. The school district will provide to each media paraprofessional fifty (50) clock hours of job-related training with the first year of employment. Ten (10) clock hours of this training shall be specific to the media center and its routines.
 - c. The school district will provide a minimum of thirty (30) clock hours of job-related training within the first year of employment of an aide. A minimum of ten (10) clock hours shall occur within the first thirty (30) school days of employment.
 - d. Upon completion of appropriate training, the school district will issue to aides and paraprofessionals licenses that have a validity period of five years from the date of issue.
- b. Although the school district will provide a minimum of 20 hours of job-related training for license renewal prior to the expiration of the current license, it is the responsibility of each paraprofessional, media clerk, and aide to keep their license current.

Paulding County Schools

Date Adopted: 8/24/2001

Technology Acceptable Use and Internet Safety

Purpose

The Paulding County School District (“District”) makes available to its students, employees and guests the use of technology resources, including the Internet, electronic media, hardware and network for educational and business purposes. Students, employees and authorized users (“Users”) are expected to follow legal, ethical, district policies and school rules regarding the use of the Internet, technology and electronic media.

The policy of the Paulding County School District is to prevent any use of the computer network for transmission of inappropriate material using the Internet, electronic mail and electronic media; prevent unlawful online activity, including unauthorized access; prevent online disclosure, use or dissemination of personal identification information of minors and staff; educate minors regarding appropriate online behavior including the safety of online interaction with other users and cyberbullying awareness and response; and compliance with the following acts for safety and privacy of individuals and data: Children’s Internet Protection Act of 2000 (CIPA), Children’s Online Privacy Protection Rule (COPPA), Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Students, employees and authorized users must understand that the use of the District’s technology resources, including network and Internet, is a privilege and violating the District’s policies and rules with inappropriate use may result in a revocation of that privilege, potential disciplinary action and potential referral to law enforcement, as appropriate. Users of the District’s technology resources should have no expectation of privacy regarding their use, which may be monitored by the District’s administration or designees. The District’s technology resources are provided for the education of District students and District business to support the education of students.

The District provides Internet content filtering to block or filter access to inappropriate content on the Internet to meet CIPA requirements, but it should not be assumed that all inappropriate content is prevented from being accessed.

I. Acceptable Use

A. Acceptable Use Agreement

Students/parents, employees and authorized users must complete the *Technology Acceptable Use and Internet Safety Agreement* [Exhibit: IFBG-E (1)] agreeing to abide by all rules and regulations as stated in the *Technology Acceptable Use and Internet Safety Policy* prior to receiving access to the District’s technology resources.

B. District Technology Resources

1. Access to District technology resources including the network and Internet is provided for District instructional, educational and business use. All communications and information transmitted by, received from, or stored within the District’s technology resources are the property of the District.
2. Users should have no expectation of privacy regarding their use of their District technology resources and may have their use monitored. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the technology resources, network and Internet.

3. An employee's personal files, records and communications prepared and maintained or received on or using Paulding County School District's technology, including e-mail, may be subject to disclosure under Georgia's Open Records Act, O.C.G.A. 50-18-70.
4. Users are responsible for monitoring and appropriately rejecting malicious materials, links, dialogue, and information accessed or received by them, such as spyware, malware, and viruses.
5. Users will be courteous and use appropriate language with communications while using the District's network applications and Internet access.
6. Users must accept responsibility for keeping copyrighted materials from entering the school via the Internet, storage devices, or any other method and comply with federal, state or local laws governing copyrighted material.
7. Users will refrain from accessing inappropriate content via the District's technology resources and Internet that may be deemed offensive to students, employees or parents including but not limited to topics related to profanity, vulgarity, obscenities, nudity, pornography, adult content, harassment, threats, violence or illicit/illegal content.

C. Software Applications and Third-Party Services

1. Software applications for instructional and business use in the District must be approved for use by appropriate channels, including administration and the Technology Services department through the District's software approval process.
2. The use of hosted services for applications must comply with all applicable laws, including but not limited to: CIPA, COPPA, FERPA, HIPPA and District data privacy rules and policies.

II. Internet Safety

A. Internet Access

1. Connections to the Internet should only be made through the District's network that provides appropriate content filtering.
2. Students should be supervised by faculty when accessing the District's network and Internet and should only access applications and websites for educational purposes that are relevant to approved curriculum.
3. District students and employees who utilize "Bring Your Own Technology" (BYOT) for educational and business use are to adhere to all District and school policies and rules for acceptable technology use with the use of their personal devices (devices may include but are not limited to laptops, netbooks, cell phones, and tablets).
4. Employees may utilize the Internet for incidental personal use outside of designated work times provided that it does not interfere with District operations, is not for personal business or monetary gain, is not unethical or illegal, and does not negatively affect or harm the District, District personnel or students.

B. CIPA Compliance

The District will have the following in continuous operation, with respect to all devices that connect to the Internet in the District:

1. A qualifying "technology protection measure," as that term is defined in CIPA, to block or filter access to the Internet by adults and minors to visual

- depictions that are obscene, pornographic or harmful to minors as those terms are defined by CIPA.
2. Procedures, materials and/or guidelines developed by the District which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined by CIPA, and to material deemed inappropriate for minors as determined by the District. Such procedures, materials or guidelines will be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to harmful or inappropriate matter on the Internet;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, social networking, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and Restrict minors' access to materials "harmful to minors," as that term is defined by CIPA.
 3. Educational materials, guidelines and procedures which shall be used to educate minors on appropriate online behavior, including without limitation interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

C. Education, Safety and Security of Minors

Teachers and others working with students will, in accordance with District guidelines, educate minors on appropriate online behavior, including but not limited to: interacting with other individuals on social networking websites and chat rooms, cyberbullying awareness and response, and caution students that they should:

1. Never place personal contact information or a personal photograph on the Internet, email or any online communication device. Personal contact information includes full name, address, telephone number, school address, or names of family or friends.
2. Never arrange a face-to-face meeting with someone you meet online.
3. Never open attachments or files from unknown senders.
4. Always report to a teacher any inappropriate sites you observe being accessed by another user or that you access accidentally.

III. Network, Computing and Information Systems Security

Maintaining network, computing and information systems security is the responsibility of all users. Users are to adhere to the following rules for appropriate and secured access of District technology resources.

1. Users should not leave an unsecured workstation without logging out of the network; users are ultimately responsible for all activity utilized with their accounts and passwords.
2. Users should never share or disclose passwords.
3. Users are to notify the Paulding County School District's Technology Services department and appropriate supervisory personnel immediately if a potential security incident is identified.

4. The District has placed certain security restrictions on computers to protect our computer and network resources. Attempting to subvert or avoid the security restrictions is considered an attempt to damage school property. Users are responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed or received by them, such as spyware, malware, and viruses.
5. Users are not to connect personal technology devices to the District's network (wired or wireless) except for District approved BYOT computing devices connected to designated Wi-fi networks supporting BYOT. Network switches are not to be accessed by anyone other than the District's Technology Services personnel.
6. Users' generated data files, electronic communications and web postings are the property of the District and may be accessed by authorized system personnel as appropriate.
7. Users are to complete and adhere to any required cybersecurity training and/or guidelines provided to employees and students by the District.

IV. Email

District email accounts are provided to employees for the District's business use only. Employees are to adhere to the following rules with the utilization of District email accounts and communications.

1. Employees are not to use District email for personal business or personal gain.
2. Employees are to include the following disclaimer as the signature of District email:
"Confidentiality Notice: The information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, copying or use of this email is strictly prohibited and may violate State and Federal law. If you have received this email in error, please notify the sender and permanently delete the email and any attachments immediately."
3. Users are to assume no privacy with electronic communications, including email; therefore, users should not include confidential information regarding staff or students in email communications. Appropriately secured and District approved portal applications are to be used for submitting sensitive or confidential data for staff or students.
4. The District's network contains antivirus and spam filtering software, but the district cannot guarantee incoming email files are free of malicious code that may compromise the network or District data. Users should exercise good judgement and follow cybersecurity guidelines when opening and responding to emails. Users should refrain from clicking on unknown links that may contain malware and viruses and should never provide personal information including account credentials.
5. Users will not use email to distribute inappropriate material through items such as pictures, text, forwarded email, or attachments.
6. Users will not use email to harass others and will not send anonymous email.

V. Prohibited Uses

Allowable use of District technology prohibits the following activities by all users.

1. Users will not lend their account or password to others, nor will they use another person's account or password.
2. Users will not download or utilize non-district approved files, software, applications, programs, websites, etc.
3. Users will not download software, games, music, graphics, videos, text or other materials that are copyrighted.
4. Users may not utilize non-district provided Internet service providers.
5. Users must not attempt to bypass or circumvent the network security, firewall, content filtering, policies, and malware/virus protection including but not limited to the use of firewall bypass programs, wireless hotspots, etc.
6. Users may not attempt to disrupt District technology resources and use by destroying, altering or modifying technology, including by not limited to files, data, passwords, creating or disseminating viruses, malware, DOS attacks or participating in similar disruptive activities.
7. Users may not attempt to gain unauthorized access to District networks, devices, systems, switches, servers, files, applications, accounts, etc. whether on or off school property (hacking).
8. Users are not allowed to plug any device into a network switch or connect any non-district approved device to the network (wired or wireless). Network switches are not to be accessed by anyone other than the District's Technology Services personnel.
9. Users will refrain from accessing or distributing inappropriate content via the District's technology resources and Internet that may be deemed offensive to students, employees or parents including but not limited to topics related to profanity, vulgarity, obscenities, nudity, pornography, adult content, harassment, threats, violence or illicit/illegal content.
10. Cyberbullying is not tolerated by the Paulding County School District.
11. Users will not reveal or share personal information and data including demographic, financial, medical, educational, etc. through unsecure electronic communications, such as email or postings to non-district approved third party applications, regarding themselves or others including all employees, students and student families/guardians. All employee, student and student family/guardian data is to be protected for privacy according to Children's Internet Protection Act of 2000 (CIPA), Children's Online Privacy Protection Rule (COPPA), Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

VI. Penalties for Prohibited Use

Users who violate the District's policies governing the use of the District technology or network resources may have their privileges suspended or

revoked and are subject to appropriate disciplinary action. The District's administration may also refer incidents to law enforcement or other authorities as appropriate.

Unauthorized devices that are found connected to the District's network may be subject to confiscation or destruction, as they may interfere with District network operations including but not limited to online standardized testing, wireless Internet access, and telecommunications.

VII. Definitions

As used in this Policy, the terms and definitions contained in CIPA are expressly incorporated herein by reference and the following additional definitions shall also apply:

1. **Blog:** dynamic website consisting of regularly updated entries displayed in reverse chronological order. Blogs read like a diary or journal, but with the most recent entry at the top. Blogs can allow for open comments meaning other individuals can respond to a posted entry. Open comments are an optional feature for most blog websites.
2. **Chat Room:** a website, part of a website, or part of an online service, that provides a venue for communities of users with a common interest to communicate in real-time.
3. **Cookies:** messages that may include personally identifiable information, which are stored in a text file and used to identify visitors and possibly prepare customized webpages for them.
4. **Cyberbullying:** the act of harassing someone online by sending or posting mean messages, usually anonymously.
5. **DOS attack:** a denial-of-service attack designed to overload an electronic network with useless traffic and messages.
6. **Educational purposes:** related to curriculum and instruction, research, professional development, or administrative purposes.
7. **Email:** an electronic message generated using the District's web-based email or personal web-based email account. It is also used generically to mean either the District's email system or a web-based email system.
8. **External site:** websites and materials not hosted on the District's network or servers.
9. **Hacking:** refers to the practice of modifying or altering software and hardware to accomplish a goal that is outside of the creator's original objective.
10. **Inappropriate material:** material that does not serve an instructional, educational or District business purpose and that includes, but is not limited, to material that:
 - a. is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;
 - b. advocates illegal or dangerous acts;
 - c. causes disruption to the District, its employees or students;
 - d. advocates violence; or
 - e. contains knowingly false, recklessly false, or defamatory information.
11. **Instructional or educational activity:** a classroom activity that focuses on appropriate and specific learning goals and objectives.
12. **Malware:** software intended to damage a computer, mobile device, computer system or computer network, or to take partial control over its operation.
13. **Phishing:** to try to obtain financial or other confidential information from Internet users, typically by sending an email that looks as if it is from a legitimate organization, usually a financial institution, but contains a link to a fake website that replicates the real one.
14. **Social networking:** the use of websites or other online technologies to

- communicate with people and share information, resources, etc.
15. **Spam:** disruptive online messages, especially commercial messages posted on a computer network or sent as email.
 16. **Spyware:** software that is installed surreptitiously and gathers information about an Internet user's browsing habits, intercepts the user's personal data, and transmits information to a third party.
 17. **Teacher directed:** that the teacher gives to the students' specific instructions for activities and assignments.
 18. **Teacher supervised:** a staff member will oversee the activities of the students.
 19. **Technology:** including but not limited to electronic media systems such as computers, computing devices, peripheral devices, telecommunication equipment, electronic networks, messaging, and website publishing, and the associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.
 20. **Users:** District students, employees, including school and central office staff, and other authorized persons who use the District's technology.
 21. **Web Page:** a single document or file on the web, identified by a unique URL.
 22. **Website:** a collection of "pages" or files on the web that are linked together and maintained by a company, organization, or individual.
 23. **Spoofing:** a technique used to gain unauthorized access to a computer by sending messages and pretending that these messages originate from a trusted computer.
 24. **Virus:** a segment of self-replicating code planted illegally in a computer program, often to damage or shut down a system or network.
 25. **Vlog:** a blog that features mostly videos rather than text or images.

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 6/12/2018

Board Policy
School Ceremonies and Observances

Descriptor Code: IKD

PLEDGE OF ALLEGIANCE

Each school day, at the beginning of the school day or during the homeroom period, students in the district shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America.

Students participating in the recitation of the Pledge will be expected to stand, face the flag and recite the Pledge in unison.

Students not participating in the recitation of the Pledge may (a) stand and refrain from reciting the Pledge; or (b) remain seated.

A copy of this policy shall be distributed to each teacher in the district.

MOMENT OF SILENCE

In compliance with Georgia law, at the opening of school on every school day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty (60) seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection

on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer.

Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

Paulding County Schools

Date Adopted: 8/24/2001

**Board Policy
Reporting Suspected Child Abuse/Neglect**

Descriptor Code: JGI

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under eighteen years of age immediately, but in no case later than twenty-four hours from the time there is reasonable cause to believe a child has been abused. Under no circumstances shall any principal or their designee to whom such notification has been made exercise any control, restraint, modification, or make other change to the information provided by the reporter.

The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

In accordance with this law, the Superintendent shall establish the necessary rules and regulations.

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 7/1/2006

The State of Georgia requires by law that any principal, teacher, counselor or other school administrator having cause to believe that a child under the age of eighteen has had physical injury or injuries other than by accidental means by a parent of caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, shall report such incidents.

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under eighteen years of age immediately, but in no case later than twenty-four hours from the time there is reasonable cause to believe a child has been abused. Under no circumstances shall any principal or their designee to whom such notification has been made exercise any control, restraint, modification, or make other change to the information provided by the reporter.

The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

The referral information must be completed by the administrator or designee prior to making the call to a child welfare agency providing protective services, as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority [JGI~E (1)]. Such reports shall contain the names and addresses of the child and parents or caretakers, if known, the child's age, the nature and extent of the child's injuries (including any evidence of previous injuries), and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the person(s) who caused them. An oral report shall then be made immediately by telephone and followed by a report in writing, if requested.

Once the call has been made, you are to complete a documentation letter [JGI~E (2)], maintaining one copy for your records in a locked file and forwarding one copy to the School Social Worker at the Central Office. This copy is to be sent in a sealed envelope marked "Confidential." This documentation letter will serve as your verification of compliance.

Any persons or school system participating in the making of the report, or participating in any judicial proceeding resulting there from, shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, providing such participation is made in good faith.

Any person or official required by O.C.G.A. §19-7-5 to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished.

Symptoms of Possible Child Abuse/Neglect

Symptoms of possible child abuse/neglect may include physical and behavioral signs as well as indirect comments made by the child. There are several clues which indicate the possibility of child abuse/neglect. One sign alone may not be a positive indication, but if a number of signs are present, the possibility of child abuse/neglect should be strongly considered.

Physical signs may include:

- Hematomas (localized swelling filled with blood)
- Lacerations
- Irritation, Pain, or Injury to the Genital Area
- Vaginal or Penal Discharge
- Difficulty with Urination
- Pregnancy
- Venereal Disease in Young Child
- Nightmares, Change in Sleep Pattern
- Sudden Onset of Enuresis or Encopresis
- Increase in Headaches, Stomach Aches, and Miscellaneous Illness
- Sudden Eating Disturbances
- Sudden Appearance of Speech Problems

Behavioral signs may include:

- One child being treated by a parent in a significantly different way from the other children in the family
- Arriving Early at School and Leaving Late
- Nervous, Aggressive, Hostile, or Disruptive Behavior Toward the Parents
- Increased Irritability and/or Tantrums
- Running Away
- Use of Alcohol or Drugs
- Overly Compliant Behavior
- An Appearance of Mental Retardation (Not wanting to grow up, be sexual)
- Regressive Behavior (Such as acting childish, crying excessively, sucking the thumb, withdrawing into fantasy worlds)
- Obsessive Cleanliness, Obsessive Number of Baths
- Pseudo-Mature Behavior and Dress
- Poor Peer Relationships, Inability to Make Friends, Withdrawal
- Unwillingness to Participate in Physical Activities, Refusal to Dress Out in Physical Education Class
- Drop in Academic Performance or School Avoidance
- Acting out aggressions, sometimes including petty thefts, giving trinkets to other children to form friendships, stealing merchandise or money
- Sudden reluctance to go with or stay with a certain person
- Frequent tugging at underwear, scratching selves

Paulding County Schools

Date Adopted: 8/24/2001
Last Revised: 7/1/2006

Family Educational Rights and Privacy Act of 1974 (FERPA)

Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) ACCESSING STUDENT RECORDS:

The right to inspect and review the student’s education records within 45 days of the day the Paulding County School District receives a request for access.

Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) AMENDING STUDENT RECORDS:

The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the Paulding County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) DISCLOSING STUDENT RECORDS:

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) COMPLAINT PROCEDURE:

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

(5) DIRECTORY INFORMATION:

The following information pertains to information designated by the District as directory information, which may be released without prior written parental consent, subpoena and court order.

a). Personal Information:

A student's name, address, e-mail address, phone number, date and place of birth, dates of attendance and most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams, can be released without prior written parental consent, subpoena and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor's Offices, PTA, and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools for non-political purposes.

District teachers, District schools and the District may also display a student's name, most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams on District school, District classroom or District Web sites for the purposes of recognizing student achievement or informing the community about school events.

b). Photographs/Audio & Video Recordings:

The District records and maintains audio recordings and video or photographic footage (including accompanying audio) of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school publications and Web sites. In many cases, videos contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, riding the school bus, attending to classroom or school activities, eating lunch, participating in club or performance activities, accepting awards and/or engaging in academic activities.

Audio recordings of students may also include day-to-day peripheral recordings of noises or voices related to students, including but not limited to, student voices or noises in hallways, classrooms, at public performances, class presentations and/or during class participation.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing or being involved in a violation of law or District or School Rule, Procedure, or Policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis. Peripheral or day-to-day recordings, images or video footage (including accompanying audio) of students may be released without prior written parental consent, subpoena and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District

Attorney and Solicitor's Offices, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools for non-political purposes. District teachers, District schools and the District may also post these images or recordings on District school, District classroom or District Web sites. A student or the parent/guardian of a student involved in any prohibited conduct may review a recording of prohibited conduct, which may contain other students' peripheral video or audio information. This review may be allowed without obtaining the consent of the peripheral student(s) or his/her parent(s)/guardian(s). However, if any other students are involved in the recorded prohibited conduct, the school will require compulsory process or appropriate written consent from those parents/guardians/eligible students prior to the review of the recording.

OBJECTION PROCEDURE:

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should notify the Principal of their school by September 30, 2009.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed rules, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents/guardians may provide written suggestions for these rules to the Paulding County School District, 3236 Atlanta Highway, Dallas, Georgia 30132.

The District will directly notify parents of these guidelines which are in accordance with Board of Education Policy JR; Student Records. This notification will occur annually at the start of each school year and after any substantive changes. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such

activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

Original Adopted Date: 8/24/2001
Last Revised Date: 7/14/2009

Acknowledgement of Receipt of Employee Handbook

I have received a copy of the Paulding County School District Employee Handbook. I understand I am to become familiar with its contents, as the handbook outlines employee responsibilities, benefits and company policies.

Further, I understand and agree to the following:

- This handbook is a brief summary of some of the more important PCSD policies. Consequently, the handbook is not all inclusive.
- PCSD retains the sole right in its business judgment to modify, suspend, interpret or cancel in whole or in part, at any time, and with or without any notice, any of the published or unpublished policies or practices.
- The contents of this handbook do not constitute an express or implied contract of employment.

Employee Name **(Please Print)**

Employee Signature

Date



ENGAGE. INSPIRE. PREPARE.

Updated: June 24, 2019