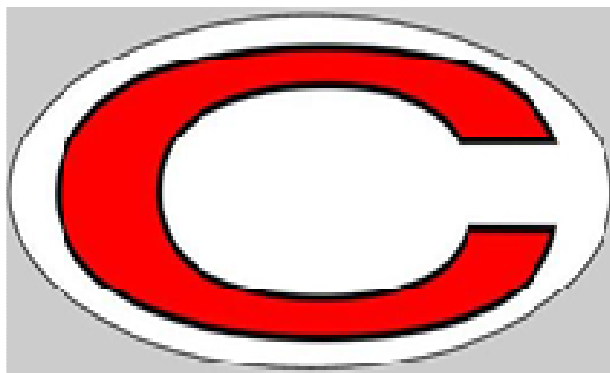


Clinch County Elementary/Middle School Faculty-Staff Handbook

2020-2021

575 Woodlake Drive
Homerville, GA 31634
912-487-5385



Committed Today for Tomorrow's Success

Jerri Lynn Spivey
Principal

Jarred Hart
Assistant Principal

Caroline Lankford
Assistant Principal

Accredited by
Georgia Accrediting Commission, Inc.

**Clinch County Elementary/Middle School
Faculty and Staff
2020-2021**

Administration

Jerri Lynn Spivey, Principal

Jarred Hart, Assistant Principal

Caroline Lankford, Assistant Principal

Support Personnel

Debbie Strickland, CCES Bookkeeper/Secretary

Heather Bell, Instructional Coach

Lori Register, Family Engagement Coordinator/Title I Coordinator

Kayla Crumbley, CCMS Bookkeeper/Secretary

Ali Taylor, Records Clerk

Marie White, Counselor/Testing Coordinator

PRE-K Marie Barclay	THIRD GRADE Cindy Sirmans	SEVENTH GRADE Janet Touchton
Marlena Ganas - Sharonna Moylan	Kacee Crosby	Casey Daniel
Brittney Landrum - Amy Crosby	Holly Kight	Sandra Denmark
*Kayla Smith - Tenya Oliver	*Beverly Smith	Breanna Handley
Ashley Railey - Rose Thomas	Brandi Steedley	Deprise Henderson
KINDERGARTEN Kayla Pittman	Amanda Webb	*Crystal Peterson
Ginger Hendrix - Stacy Gray	Fourth Grade Cindy Sirmans	SPECIAL EDUCATION
Stephanie Ganas - Christina Blanton	Ansley Carmichael	Cari Fortner
Natasha Gillis - Amanda Delk	Kellie Dixon	Tammy Hatton
Rebecca Guess - Sabrina Burch	*Maria Palmer	Mary Jones
*Stephanie Herlocker Tracy Stalvey	Whitney Young	Donna Jones
FIRST GRADE Kayla Griffis	FIFTH GRADE Paula Pittman	*Ann Johnson
Brooke Ballance	Alexa Bruorton	Karen Johnson
Meg O'Neal	Dianne Guess	Lisa Pittman
Mary Frances Paige	Kimberly Mallick	Dawn Slocumb
Haley Ryals	Emily Tolle	Alicia Tolle
*Tonya Stalvey	*Judy Tolle	Tammy Trevelyan
Brittany Steedley	SIXTH GRADE Debbie Hayes	PARAPROFESSIONALS
SECOND GRADE Kayla Griffis	Hallie Beverly	Tina Howling-Karen J.
Teresa James	Joey Fitzgerald	Connie Meriweather-Tammy T.
Amy Morgan	Dottie Griffis	Colleen Underwood- Karen J.
*Dawn Rice	Elizabeth Herrin	Stephanie Culliver – Karen J.
Heidi Strickland	*Lisa Landrum	

(*Denotes Department Chair)

Faculty & Staff Shared with both Schools

Jarred Hart, Assistant Principal
Caroline Lankford, Assistant Principal
Ali Taylor, Records Clerk
Heather Bell, Instructional Coach
Lori Register, Family Engagement/Title I Coordinator
Marie White, Counselor
Misty McQuaig, Pre-K Coordinator/Reading Interventionist
Melonie Brown, Reading Interventionist
Jennifer DeLoach, Math Interventionist
Keshia Williams, Math Para Interventionist
Paige Denmark, Gifted/STEM Lab
Monica Joyce, Gifted/STEM Lab
Janin Bruce, Speech
Vince Davis, Physical Education
Eric Richeson, Health
Kebra Windham, Media Specialist
*Erika Kight, Art
Linda Corbitt, Receptionist
Janice Ellis, ISS Coordinator
Janessa Hendrix, Nurse
Paula Clifton, Nurse
Cynthia Gray, PE Paraprofessional
Cathy Wilson, Media Paraprofessional
Rose Gonzalez, Migrant
Tony Spradley – SRO

Faculty Shared with Clinch County High School

Anthony LeCroy, Band and Music

Maintenance:

Paul Lashley

It is the policy of the Clinch County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or handicap in educational programs and activities, admission to facilities or employment practices.

Vision: Committed Today for Tomorrow's Success

Mission: Our mission for Clinch County Elementary/Middle School is to provide lasting paw-prints of lifelong learning. We will accomplish this by engaging our students in individualized instruction in a positive, student-centered community with 21st Century teaching and learning, supporting high expectations for all.

THE TEACHER AS A PROFESSIONAL

A. Employee Workload

The teacher's workday is considered to be eight hours, and the work week is considered to be forty hours. The Clinch County Board of Education expects teachers to be on the job between the hours of 7:25 a.m. and 3:25 p.m. Furthermore, the Board expects classified personnel to work 7:45-3:15 or 7:25-2:55 if you have early duty. There will be times when additional time is required: class planning and preparation, staff meetings, in-service and staff development activities, planning conferences, parent/teacher conferences, extra class duties, and other activities deemed appropriate by the Clinch County School System.

Time Force should be used for clocking in and out each day.

<http://10.32.1.10/timeforceii/SubmitLogin.net>

If a staff member needs to leave the campus during the school day, please consult with an administrator. It is mandatory for a staff member to sign out when he/she leaves the school campus. A notebook with a sign-out sheet will be provided in the secretary's offices.

If a teacher must leave the campus before 3:25 p.m., he/she must consult with an administrator and sign out in Time Force and in the sign-out notebook (noting the reason).

B. Professional Conduct

The highest standard of professional conduct is expected of faculty members at Clinch County Elementary/Middle School. The following guidelines should be observed:

1. Professional Values and Relationships – Employees should be caring, fair and committed to the best interest of the students. They should seek to develop positive relationships with students, colleagues, and parents while establishing a culture of trust and respect.
2. Professional Integrity – Employees act with honesty and integrity in all aspects of their work. They should respect the privacy of others and the confidentiality of information gained through their work.
3. Professional Conduct – Employees should uphold the reputation and standing of the profession. They should adhere to the policies enacted by the Clinch County Board of Education and the Georgia Professional Standards Commission's Code of Ethics for Educators.

4. Professional Practice – Educators should maintain high standards of practice in relation to teaching and student learning. They should take personal responsibility for sustaining and improving their professional practice and should demonstrate a high degree of professional loyalty to the school, the system, fellow faculty members, and the supervisors.

C. Punctuality

No organization can possibly function with maximum efficiency unless every member is completely attentive to the necessity of being prompt in all matters where time is a factor.

Faculty members must sign in by 7:25 a.m., and all homeroom teachers should be in the classroom by 7:25 a.m.; other faculty members are assigned duties in various locations throughout the building.

D. Communication

To protect instructional time, as well as, teacher planning time, communication will take place using teacher mailboxes and email as often as possible. Teachers will check and remove contents from their mailboxes daily. It is also the responsibility and duty of faculty/staff to check their email before 8:00 each morning and periodically throughout the day. Teachers and staff are responsible for all information delivered by email or placed in their boxes.

E. Teacher Absence/Substitute

Good teacher attendance is vital to the smooth operation of any school. **Research shows that three days of instruction are affected by one day of a teacher's absence.**

If you must be absent from school for any reason, **it is your responsibility to call the sub line at 912-487-6031 for a substitute.** The phone line will be 'on' between the hours of 5:45 a.m. and 9:45 p.m. Voicemail received after 9:45 p.m. will be retrieved the next morning. Text messaging is preferred after 9:45 p.m.

Please leave the following information when calling/texting the sub line:

- Name of person making the call
- Phone number of person making the call
- Date or dates (as well as specific time if not full day) a substitute will be needed.
- Any special instructions that might support securing the best substitute
- For absences that are planned, do not wait until the last minute to call.

Make sure you have lesson plans or emergency plans on file at the school. Your emergency plans should include a schedule of your classes, seating charts, procedures, etc. Develop your substitute plan as though you were entering a classroom for the first time.

Make plans ahead of time if you know that you will be absent for personal, professional, military, or jury duty leave; however, you still need to call for a substitute. Inform your principal of your pending absence.

Teachers should try to schedule dental/doctor appointments outside the school day. If you need coverage for a partial day, it is your responsibility. Be sure to inform your principal.

The following procedures will be used for covering of classes in emergency cases:

1. Notify the principal of the need (late, need to leave campus for emergency, etc).
2. Available substitutes will be used whenever possible.
3. An administrator will coordinate covering classes with available teachers, if a substitute is unavailable.
4. If no teachers are available, the administrator will divide the students among the grade.

F. Lesson Plans

Lesson Plans are due on Monday by 8:00am of each week. Co-teachers should have lesson plans by Friday at 8:00am the week proceeding the teaching week.

G. Faculty Meetings

Faculty meetings are held the **Wednesday after** every Board of Education Meeting. Certified staff are required to attend. Classified staff will be notified when they need to be present.

Leadership Meetings will be held the **Wednesday before** the Board of Education Meeting. All leadership team members are required to attend or send someone in their place. ANY staff member can come to a leadership meeting. We want to encourage everyone to be involved in the decision making and invite all employees to the leadership meetings.

H. Leave Procedures

This policy shall apply to all benefits-eligible employees of the Board of Education (“the Board”). All employees are required to follow the appropriate work calendar established by the Board for their positions and may take leave from work only in accordance with this policy or other leave policies enacted by the Board. Unless otherwise prohibited by the Board of Education, principals and other supervisors are authorized to rearrange the work calendars of employees designated as having a “flexible work schedule” with prior Superintendent or designee approval. Deductions in pay will be made for absences not covered by this policy.

Accrual of Sick Leave and Absence for Medical and Related

Each benefits-eligible employee of the Board shall be allowed to earn sick leave, with full pay, as provided below.

Employees shall earn sick leave computed on the basis of one and one-fourth (1 1/4) working days for each completed 20 days of service. Sick leave accumulated by certified employees and bus drivers is transferable from one school system to another school system, up to a maximum of 45 days.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. For any absence in which sick leave is used, the Superintendent or designee may require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent or designee may require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for 3 consecutive days of sick leave, a physician's certificate may be required at the discretion of the Superintendent or designee.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces, nephews, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or other relatives living in the household, or any dependent as shown on the employee's most recent tax return.

Requests for maternity leave must be made in writing to the superintendent and the board of education for approval.

In 1988, the Georgia General Assembly passed a law, which enables members of the Teachers Retirement System of Georgia to apply unused sick leave credit towards creditable service at the time of retirement provided they have a minimum of 60 days of unused sick leave.

Personal and Professional Leave

Employees may use up to 3 days of accumulated sick leave for personal leave if the presence of the employee requesting absence is not essential for effective school operation. Employees are not required to disclose the purpose for personal leave.

A leave form must be filed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her

discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available.

All professional leave must have the advance approval of the Superintendent or designee.

Professional Leave

Professional leave days required by the employer will not be deducted, nor counted against the annual allowance of three days. A Request for Leave (Form 3) must be completed when professional leave is requested. All professional leave must have the advanced approval of the Superintendent.

Observance of Religious Holidays

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes, provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job. The Superintendent or designee is authorized to make exceptions where he/she determines that unique circumstances exist.

Jury and Witness Leave

Each employee shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee's attendance at the judicial proceeding in a work-related matter. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed to attend a judicial proceeding in a work-related matter may keep any jury/witness pay they receive. Jurors/witnesses who report to jury/witness duty but are excused should return to the employee's work station in the school system.

Military Leave

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

extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

Disclaimer

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act ("FMLA"), the regulations promulgated thereunder, or any other federal or state law, the provisions of the FMLA, its law or regulations, as the case may be, shall control.

Judicial Leave

Employees of the Clinch County Board of Education shall be allowed Judicial Leave to attend a Judicial Proceeding in response to a subpoena that is school related or to issue a deposition in response to a subpoena which is school related. A copy of the subpoena must be provided to the employee's immediate supervisor prior to taking leave. Deductions from Sick or Personal Leave shall not be made for this leave.

I. Conference Requests

All conference requests must be must be approved by the building principal and Superintendent or Assistant Superintendent. This form provides the Staff Development Coordinator with a record of all staff development activities. It should be completed whether or not you are receiving reimbursement.

J. Political Activities During the School Day

No employee shall be denied, or harassed for, one's political affiliation or activities. Any and all political activities of an employee must be conducted off of, and away from, school property, and must be during non-school hours. Political biases shall not be demonstrated in the school or classroom.

K. Drug-Free Workplace

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

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the

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

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

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

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

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

time of any drug offense as described above for a five-year period from the most recent date of conviction.

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

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

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

Work-related Injury

Any employee who suffers a work-related injury in which a doctor's visit is required or it may be reasonably suspected that alcohol or drugs may have played a part, shall take a drug test as soon as possible after the accident. Refusal to take such a drug test shall be viewed as a positive drug test and may result in disciplinary actions up to and including termination of employment. Refusal to take a drug test may also result in the denial of benefits, including but not limited to, workers' compensation benefits.

L. Complaints and Grievances

SECTION 1. PURPOSE; INFORMAL RESOLUTION PREFERRED

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

SECTION 2. DEFINITIONS

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

SECTION 3. SCOPE OF COMPLAINT; EXCLUSIONS

- a. Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.
- b. Exclusions. This procedure shall not apply to:
 - 1. Performance ratings contained in personnel evaluation pursuant to Code Section 20-2-210; however, such exclusion shall not apply to procedural deficiencies on the part of the school or system in conducting the evaluations;
 - 2. Professional development plan;
 - 3. Job performance;
 - 4. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;
 - 5. The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5.
- c. A certified employee who chooses to appeal under Code Section 20-2-1160, shall be barred from pursuing the same complaint under this policy.

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

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

- h. Notice. The decision at each level shall be delivered to the complainant by a person designated by the Superintendent, either (1) being hand delivered, (2) being deposited in the U.S. Mail (certified mail, return receipt requested), or (3) sent by statutory overnight delivery. Notice to the complainant shall be deemed to have been made on the date of hand delivery or delivery to a statutory overnight delivery service 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 certified mail or statutory overnight delivery to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the complainant on file with the Board of Education. The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) days of the filing of the complaint. The decision shall be dated and a copy shall be sent to the complainant as provided in Section 4 above. Where service or notice is made by certified mail or statutory overnight delivery as provided above, it shall be deemed to have been perfected when timely deposited in the mail, regardless of whether it was actually received or not.

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

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

SECTION 8. THIRD LEVEL; APPEAL TO BOARD OF EDUCATION

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

SECTION 9. APPEALS TO STATE BOARD

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

SECTION 10. REPRISALS PROHIBITED

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

SECTION 11. COLLECTIVE BARGAINING DISCLAIMER

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

SECTION 12. REPEALER

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

M. Pledge of Allegiance

State law and local board policies require that students be afforded the opportunity to pledge allegiance to the flag on each school day. At Clinch County Elementary/Middle School, students will be given the opportunity to recite the Pledge of Allegiance following the morning announcements. Please create the proper atmosphere of respect and pride in our country as students pledge allegiance.

N. Dress

Faculty members should dress **neatly, appropriately, and professionally**. As adults we should set good examples for students to use as models. **Staff members should adhere to the dress codes prescribed for students with the exception that, for staff members, all pants must be worn below the knee (exceptions may be made for special events)**. Jeans may be worn; however, staff should look professional at all times. At no time should cleavage be exposed nor pants/jeans be worn that are too tight. Pants should not be worn with holes in them.

O. Relationships with Students, Parents, and Community

In our relationship with students, parents, and community, we should strive to:

- (1) Be firm, fair, and consistent.
- (2) Make students aware of all class rules and regulations.
- (3) Be patient and courteous.
- (4) Recognize and consider the student's or parent's problem.
- (5) Take time to discuss problems fully with students or parents and offer the best possible solution.
- (6) A positive relationship must be promoted between the school and the community. Our role is vital in communicating a positive image of the school to our community.

P. Professional Personnel Evaluation

Each employee of the Clinch County Board of Education receives an annual evaluation. Non-certified personnel are evaluated by the appropriate administrator or supervisor. Certified personnel are evaluated according to procedures for

Teacher Keys Effectiveness System (TKES). All state guidelines for using this evaluation instrument will be used (These personnel should have thorough knowledge and understanding of the evaluation process). Questions related to annual evaluations should be addressed to administration.

Q. Reporting Attendance

Each homeroom teacher will report daily attendance to the office immediately after homeroom each morning using PowerSchool. The homeroom teacher will be responsible for keeping an accurate account of student attendance in PowerSchool.

R. Grade Book

All grades must be recorded in PowerTeacher This documentation is essential to support student grades, and is an important aid in conferences with students and parents. Progress Reports will be issued every 4 ½ weeks.

S. Report Cards

Each teacher will be responsible for entering grades in PowerTeacher and should verify the grades prior to the printing of the Report Cards. The Records Clerk will print out a copy of the Report Cards to be sent home with the students.

T. Receipt Book

Teachers should write a receipt for any money collected from students. All monies should be turned in for deposit **on same day as collected**. Receipt books will be furnished by the office and turned in at the end of the school year. The receipt book should be clearly labeled by the teacher. All money collected by teachers should be placed in the teacher receipt envelope with the following information indicated: date, student name, amount of money collected, and purpose.

U. System Policy Manual Locations

Clinch County School System policy manuals are located in the following locations:

- Central Office
- Principal's Office
- Media Center
- www.clinchcounty.com

THE TEACHER AS AN INSTRUCTOR

A. Use of Instructional Time

Our prime responsibility is instruction. Class time is provided for instruction; instructional time should not be used for grading papers, figuring averages, making out report cards, etc. These duties and responsibilities should be attended to during time provided for planning. Please protect instructional time; do not assign busy work purposely to gain time to attend to extra class clerical details. Instructional time should not be interrupted by phone calls except in cases of emergency; please make family members aware of your planning time should it be necessary to make contact during the school day.

B. Planning Period

Teachers are provided a planning period for the purpose of improving instruction. Profitable and wise use of time is required.

C. Textbooks

The following procedures have been established for the dissemination and collection of textbooks:

- (1) Each teacher is responsible for the books he or she uses in the classroom.
- (2) Each book is to have a book number.
- (3) When a book is issued, the teacher should keep a copy of the number and condition of the book.
- (4) At the time books are collected, the number in the book must match the number in the teacher's record.
- (5) A book not returned at the end of the period of use will be charged to the student bearing that number.
- (6) All textbooks not issued to students should be placed in the storage room on your wing.
- (7) Additional textbooks are to be requisitioned through the principal's office.
- (8) A textbook inventory is made at the end of each school year and new books will be requisitioned at this time.
- (9) Teachers will report to the school bookkeeper the names of students who have lost or damaged books beyond serviceability; report cards will not be issued to these students.
- (10) A list of state adopted textbooks and prices of the same is in the bookkeeper's office.

D. Media Center

The Clinch County Elementary/Middle School media center maintains a policy of open flexible scheduling and is accessible to individual students and classes

throughout each day of the school year for the purpose of classroom activities, research, and independent study.

A media center handbook is made available to every teacher.

Policies and Procedures

- (1) The media center will be open for the use of students and teachers each school day from 7:25 a.m. to 3:30 p.m.
- (2) Use of the media center by groups of students (three or more) must be approved by the media specialist in advance. All students coming to the media center must have a pass from their teacher.
- (3) Teachers will accompany the class to the media center and remain there when all students are involved in work. Teachers are encouraged to schedule classes to use the media center well in advance with the media specialist.
- (4) All media center equipment and software, including DVDs, must be signed for in advance. Sign-out sheets will be provided by the media specialist.
- (5) Teachers are responsible for the care, use, and return of all equipment. No students will move any type of media equipment.

Audio-Visual Materials

- (1) Use of audio-visual equipment and material should be scheduled with the media specialist as soon as possible.
- (2) If instructions and/or assistance is needed in the operation of any audio-visual equipment, please make prior arrangements with the media specialist.
- (3) All scheduling for media center use and equipment use must be made with the media specialist.

E. Legal Absence of Students and Makeup Work

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.

3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly.
9. Students in foster care shall be counted present when attending court proceedings related to their foster care.

The principal may in extenuating circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily. (Local boards of education are not required to provide make-up work for unexcused absences.)

Additional details concerning student attendance procedures are specified in the Clinch County Truancy Reduction Program guidelines and the Attendance Protocol, which are available for public review at the Superintendent's office.

F. Promotion Requirements

In order for a student to be promoted to the next grade, a student must satisfactorily complete, at a minimum, the following requirements:

1. All students must meet all attendance requirements:
 - Any student who misses more than 10 days in any class will be referred to the attendance committee and to the placement/retention committee.
 - A student shall not be absent from any class or other required school function during school hours, except with written permission of the teacher, principal, or other duly authorized school official.
2. A student must pass English Language Arts, Mathematics and either Science or Social Studies.
3. Third and Fifth grade students must meet a set proficiency level on the State of Georgia mandated assessment. Students who do not meet the proficiency level will be given the opportunity for additional instruction and retesting. Failure to retake the state mandated assessment will result in the student being retained.

First Grade Readiness Assessment Requirements (The Georgia Kindergarten Assessment Program)

The system shall assess each student's readiness for the first grade. Said readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS). All students in Kindergarten will be sent home a skills based progress report and report card every 4.5 and 9 weeks. This report card will document each child's proficiency and growth throughout the year.

Placement decisions shall be made on an individual basis. Written documentation of evidence that supports the individual retention decision shall be on file in the student's permanent record. The information obtained by the Georgia Kindergarten Inventory of Developing Skills (GKIDS) shall be used as part of the required written documentation. The student's parent/guardian shall be notified of the final placement decision. The school shall provide alternative, developmentally appropriate instruction to students who spend a second year in kindergarten.

The school shall assure that the following requirements are met:

- a. All kindergarten students defined in Rule 160-3-1-.01, except those students exempted by criteria specified in their Individual Education Program shall be assessed using the GKIDS during their kindergarten year. Students

entering kindergarten after the beginning of the year, but prior to March 1 shall be assessed with as much of the GKIDS as the school determines is appropriate.

b. Only certified teachers who are responsible for the entire class and who have been trained in the use of the Georgia Kindergarten Inventory of Developing Skills shall administer the assessment.

c. All children shall be administered the GKIDS according to the established guidelines and procedures found in the The Georgia Kindergarten Inventory of Developing Skills Assessment and Instructional Guide.

Possible Retention Notification

On, or before, March 1 of each year, teachers should notify the parents of students who are in danger of not meeting these standards and should meet with the parents to identify what the student needs to do to be promoted.

Promotion/Retention Committee

The principal is responsible for compliance with these procedures. A school-based Promotion/Retention (P/R) Committee will be established at each school. The purpose will be to provide a procedure to determine a recommendation to the principal regarding the promotion/retention of students who do not meet the requirements for promotion. This committee will recommend to the principal the placement or retention of students. The Individualized Education Program (IEP) Team shall serve as the promotion/retention committee for students who have an active IEP.

Students who should be referred to the P/R Committee may include:

- a. Students who do not pass Mathematics, English Language Arts, and either Science or Social Studies class.
- b. Students in grades third through seventh who do not meet, or exceed, the standard on the reading and mathematics subtests of the state assessment.
- c. Students who do not meet attendance requirements.

The members of the P/R Committee shall be:

- a. the principal,
- b. the homeroom/referring teacher,
- c. the grade-level teachers of the student being considered, and
- d. other school personnel as identified by the principal and depending on the individual student.

The referring teacher should bring to the meeting the completed checklist and all required documentation.

G. Homework and Evaluation of Students

Any homework assigned to students should serve the purpose of deepening their understanding of content, practice skills in order to become faster or more proficient, or learn new content on a surface level. All students should be able to perform required skills and tasks independently before being assigned homework. Feedback should also be given for all assigned homework.

Evaluation of students should be based on actual student achievement in each course. Grades should be given for documented class work, tests, etc. Grades should be labeled in PowerTeacher.

H. Grading System

Teachers will:

- Provide at least one opportunity after re-teaching for students to redo.
 - If 30% or more fail an assignment, reteach and retest all of class.
 - If less than 30% fail an assignment, reteach to only those who fail and provide opportunity to retake.
- The lowest grade entered will be 50 for any assignment.
- Minimum number of grades in PowerTeacher
 - Math & ELA (Reading, writing, grammar) – at least six or more application (daily assignments) and at least two or more evaluations (tests) per quarter.
- Any given assignment must have 10 or more items.
- An assignment should be graded and recorded in PowerTeacher within a week's time.

All core grades are listed numerically while the remainder of the curriculum may be listed as letter grades (S, N, U). However, the following grades are used for computing grade point averages:

A = 90 - 100
B = 80 - 89
C = 70 - 79
F = 69 and below

THE TEACHER AS A SUPERVISOR

A. Classroom Discipline

A primary responsibility of the school is to provide opportunities for the maximum growth of each student. This includes a school environment that is conducive for students to grow mentally, socially, and emotionally as they

become productive citizens in our society. The teacher assumes a responsibility for the total growth of each student to ensure that maximum progress is made each year.

Classroom discipline is primarily the responsibility of each teacher. Lack of teacher preparation, lack of planning and insufficient student work can lead to discipline problems. An undisciplined environment is not conducive to desirable learning.

Discipline Referrals

Teachers, as much as possible, should handle classroom discipline. It is the teacher that has the first opportunity to maintain discipline. A student should be referred to an administrator only after all steps of the PBIS Behavior Flow Chart have been followed. The administrator will then follow the disciplinary plan and prescribe the punishment deemed necessary. Punishment will be consistent, fair, and impartial.

A brief but descriptive statement must be written in Educator's Handbook for office referrals.

- (1) Corporal punishment may be administered in Clinch County Schools only by the principal, assistant principal, or teachers designated by the principal.

Student Suspension

Only the principal, assistant principal, or designee has the authority to suspend pupils from school. This form of punishment is used reluctantly and only after the student has shown that other forms of punishment have not corrected the problem.

B. School Food Service

Clinch County Elementary/Middle School will provide one free breakfast and one free lunch per day to all students. Student lunches may not be brought into the school by an outside vendor, except for incentives. Students may bring their lunches from home or receive a lunch from the cafeteria. Delivery of food to students during lunch time is discouraged. A parent or grandparent, however, may bring a meal to their child, but it must be delivered to the student in the lunchroom.

Adults may pay in advance or as they enter their ID numbers in the computer as they go through the line.

C. Fire Drills

As required by the State Fire Marshall's office, fire drills will be conducted once each month. Two of the drills must be held within the first two weeks of school. When the fire alarm sounds, all occupants of the various wings will immediately evacuate the buildings according to plans posted on the bulletin board in each classroom and placed in the Emergency Preparedness Plan.

D. Student First Aid

The school nurse will administer first aid for minor and external emergencies, such as a cut finger, etc. Medicine that is taken internally such as all prescription medicines, aspirin, Pepto Bismol, etc. will be administered to students by the school nurse only with written consent from the parents or guardians.

E. Locking Rooms

Some areas of the school are potentially more dangerous than others and the teacher directly concerned must take extra precaution to secure such areas when he/she is not present. Any area that has special equipment or materials such as power tools or chemicals must be kept locked, because these areas represent a hazard to the students.

All rooms must be kept locked when left unattended.

F. Supervision of Students

Teachers are responsible for the supervision of all students during class time, changing classes, assemblies, programs, and any other specified activity. **Teachers are expected to be visible during class changes.** This will help avoid unnecessary incidents. In case of emergencies, we will work with you, but NEVER leave a student in charge of a class.

G. Recess Duty

All Teachers are expected to be at recess/lunch duty. Teachers should be strategically located around the recess area and should be actively monitoring students at all times.

H. Field Trip Procedures

Field trips, which are instructional and enhance the learning in the classroom, are encouraged. The principal must approve all field trips. A signed permission slip is required from the parent of each child making the trip. These permission slips must be kept on file for the remainder of the year.

All field trip requests must be submitted to the principal at least five days prior to the date of the trip. If pupil transportation is desired, requests must be submitted to the Transportation Director at least five days prior to the date of the trips as well. Before completing Transportation Requests, teachers are encouraged to contact the Transportation Director for availability of buses and drivers. Overnight trips require the approval of the BOE.

Requirements for students:

1. Students receiving 2 office referrals during the semester of the field trip may attend school related field trips, but must be accompanied by a parent/legal guardian at all times of the field trip.
2. Students receiving 3 or more office referrals during the semester of the field trip shall be prohibited from attending school related field trips.

OTHER INFORMATION

A. Facilities and Equipment

Each teacher or other staff member is directly responsible for that portion of the building under his/her charge. The teacher should take extra care to see that classroom furniture and equipment is not damaged. The teacher should inspect his/her room and equipment, and report any damage to the office. Damaged equipment must be immediately repaired. Equipment damaged through neglect or by intent will be paid for by the person responsible for damaged the equipment. Staff member are to report to the administration the name of the person and a description of the damages.

B. Maintenance Request

All requests for clean up or repairs in the classroom are to be submitted to the Assistant Principal.

C. Assemblies

Assembly programs should be treated as an extension of the classroom. Teachers will be informed as far in advance of a program as possible, and they should prepare the students as what to expect. Often the teacher will want to have a follow-up activity which can increase the educational value of the program.

Teachers are responsible for moving their students to the assembly area in an orderly manner and sit in the assigned section. Teachers will sit with the classes and be responsible for discipline during the program.

D. Use of Community Resources

Clinch County Elementary/Middle School recognizes the importance of community resources to broaden the educational opportunities of students. Administrators encourage the use of community resources for instructional purposes.

Community resources should have clear instructional purpose and will be approved only if:

- (1) They have a clear educational purpose, and the principal shall insure that all students have an equal opportunity to participate.
- (2) The principal shall insure that the nature of the community resource is associated with part of the written curriculum used with the grade or group. The teacher will verify this with the principal while seeking administrative approval.
- (3) The principal shall insure evidence exists that instruction occurred with the students before and after the presentation. Evidence of this instruction shall be found in the teacher's lesson plan.

The academic performance and behavioral attitudes of students as well as groups of students shall be considered, and proper behavior will be discussed before allowing the community resource to give individual or group presentations.

E. Tobacco Products

Use of tobacco products by any employee of the Clinch County School System during the school day or at school related activities is prohibited. Our campus is a drug free zone.

F. Telephone Calls

All non-school related long-distance calls are prohibited. No long-distance calls of this nature may be charged to the school.

Teachers receiving telephone calls during class time will not be called to the phone except in cases of emergencies. Messages will be delivered to teachers during the school day.

Adults should not use cell phones at any time during which they are supervising students. Please keep your cell phones off or on silent and out of view. You may check your messages and/or return phone calls during a time that you are not responsible for supervising students. If there is an emergency situation in which your cell phone is needed, please discuss with an administrator.

G. Visitors

Parents are encouraged to visit the school; however, parents are requested to schedule conferences during the teacher's planning time. All visitors must check in at the front desk and must be appropriately dressed. Teachers will be notified should a visitor be sent to the classroom.

*Students from other schools are not allowed to visit during the school day.

H. Property Inventory Sheets

Property Inventory Sheets will be completed at the end of each school year. All equipment valued at \$100 or more must be tagged with a system inventory sticker.

I. Staff Morale Fund

Each teacher is encouraged to contribute \$25.00 to the school staff morale fund. This money is used to buy flowers and gifts as needed.

J. Child Abuse/Neglect

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 inflicted upon him other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, must report the suspected abuse to the proper authorities. The Clinch County Board of Education has established the following position relative to child abuse/neglect:

Any employed by the Clinch County Board of Education recognizing such signs of child abuse/neglect in the course of his/her employment by a school or similar facility, shall notify the person in charge of the facility, the school social worker, or his/her designated delegate, who shall report the incidence to the Department of Family and Children Services and shall notify the school system superintendent.

K. Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

(b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the

incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, 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 or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

“Sexual abuse” means a person’s employing, using, persuading, inducing, enticing, or coercing any minor who is not that person’s spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

“Sexual misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or lesbian).
5. Spied on students as they dressed, showered, or used the restroom at school.
6. Flashed or “mooned” students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do anything else of a sexual nature.
9. Talked or asked about a student’s developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of a student’s body parts.
12. Called students sexual names.

L. Housekeeping

- (1) Teachers are responsible for the general housekeeping of their rooms.
- (2) Teachers are expected to keep their room clean and orderly. Paper should be kept off the floor, no writing or defacing of furniture or walls. Furniture and equipment should be arranged orderly and neatly.
- (3) At the end of the school day, lights should be turned off, and doors locked.
- (4) No valuables, money, or school equipment should be left in classroom unattended during the day or night.
- (5) Request for repairs and cleaning materials should be referred to the Assistant Principal.
- (6) Rooms will be vacuumed/mopped on a daily schedule by the maintenance personnel.

M. Emergency or Serious Injury Procedures

In case of emergency or serious injury, the following procedures should be followed:

1. The main office should be notified of the injury or emergency.
2. After referral to the office, the parents will be notified of the injury or emergency.
3. If the injury or emergency is serious enough, the Emergency Medical Service will be called immediately.
4. If the injury or emergency is not serious enough to call the Emergency Medical Service and if the parents do not have a phone, the office will see that the student gets home.
5. A written report of the incident should be made to the principal's office before you leave school that day, describing the accident and the action that was taken. The report will serve to prevent any misunderstanding, which might otherwise occur.

N. Parties (Grades K-4)

Parties will be held at Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. These parties will be held on the last school day before the holiday if the holiday falls on a weekend. All students are allowed to participate in the parties unless assigned ISS or OSS on the day of the party.

Miscellaneous Forms

All forms listed below may be obtained from the receptionist:

1. Daily Absentee Report

This form should be completed in PowerSchool and turned into the receptionist immediately after homeroom period.

2. Monthly Leave/Substitute

The leave form will be filled out at and turned into the front desk on 15th of the calendar month. It is the responsibility of each teacher to sign this form in order for the substitute to receive a check. This form must be filled out any time you are not in your regular classroom. Under the column marked "Reason" please write in "personal," "sick," or, if leave was professional, write in exactly the meeting, conference, etc. which you attended.

3. Request for Leave

This form is to request leave for personal reasons and for professional leave. THIS FORM DOES NOT APPLY TO SICK LEAVE. This form should be requested five days in advance of the date required. (This form may also be used for jury duty and judicial leave with "code number" left blank.)

4. Request for Approval of Staff Development Travel Expenses

All conference requests must be must be approved by the building principal. Prior to departure, all school personnel who request assistance with travel and registration expenses related to participation in authorized staff development activities are required to submit a Professional Development Request Form. This form provides the central office with a record of all staff development activities. It should be completed whether or not you are receiving reimbursement.

5. Clinch County School System Employee Expense Statement

This form must be completed in order for an employee to be reimbursed for expenses incurred on school business.

6. State of Georgia Exemption of the Local Hotel/Motel Excise Tax

This form should be used whenever an employee is on official school business that requires an overnight stay. The use of this form exempts our board of education from paying the local motel/hotel excise tax.

7. Maintenance Request

All requests for clean up or repairs in the classroom should be emailed to the Assistant Principal.

8. Discipline Notice

All discipline is logged through Educator's Handbook.

9. Purchase Orders

Purchase orders must be completely filled in with the principal's signature **before** they can be sent to the board of education office for the signature of the superintendent. Do not make a purchase without the approval of the superintendent.

10. Transportation Request

This form must be completed on-line five days prior to each trip. Upon approval of this request, it is the duty of the personnel requesting the trip to notify the Director of Transportation should the trip be cancelled.

11. Clinch County Elementary/Middle School Perfect Attendance/Honor Roll

At the end of each nine weeks, the first semester, and the second semester, this form is completed and turned in to the Family Engagement Coordinator.

12. Clinch County School System Time Sheet

This form is completed for approved hours beyond the regular school day for activities such as after-school tutoring, summer school, etc.

13. Letter of Possible Retention

This letter must be sent on or before March 1 to notify parents or guardians of the possible retention of their student.