

Carroll County Schools District Employee Handbook 2016-2017



Premier Teachers ♦ Premier Leaders ♦ Premier Schools





CARROLL COUNTY SCHOOLS

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August, 2016

Carroll County Team:

Welcome back for the 2016-2017 school year in Carroll County. Whether you have recently joined us, or have been with us for a while, I want you to know our board of education, administrators, faculties and support staff are looking forward to ensuring that each student has a premier learning experience this year. We realize the most important part of the educational process is our students.

Our vision for the future revolves around ensuring that all parts of the school system are recognized as premier. To make this happen, the system maintains alignment and focus on our four strategic goal areas: increasing student achievement and success; improving stakeholder engagement and loyalty; developing efficient and effective organizational processes; and ensuring continuous system and school improvement. We believe that by consistently implementing objectives in these four areas in all of our schools, we will increase hope, trust and confidence in our system and ensure Carroll County is recognized as one of the best school systems in the state.

As we enter a new school year, we have much to be proud of regarding Carroll County Schools. Our theme this year will be 24 STRONG. The twenty-four stands for the alignment across our school district, which includes twenty-three schools and, rolled into one, our supports. Supports include 12 For Life, CCA, GOAL, district office departments, board members and our communities. Standing 24STRONG, we will continue to see academic improvement and increased academic opportunities for students. United as a collaborative power, we pledge to constantly strive for ways to improve student achievement, improve the learning environment, and to provide the resources needed to help our students learn and succeed in an ever-changing world.

In closing, know that we are committed to providing premier learning environments and to develop globally competitive college and career ready graduates. The District takes pride in the impact it has on the citizens of Carroll County and is focused from the boardroom to the classroom on the long-term success of the students, staff and communities it serves. Carroll County School District stands 24 STRONG with premier teachers, premier leaders and premier schools.

Sincerely,
Scott K. Cowart
Superintendent

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The information in this handbook does not create or amend any contract of employment. Changes made in Board Policy subsequent to the distribution of this handbook take priority.

Carroll County School District

Vision

Carroll County Schools will be recognized as a premier school district

Mission

Carroll County Schools develop globally competitive college and career graduates.

Guiding Principles

Carroll County Schools focus on student learning, growth and success as the foundation of achievement.

- ❖ Students come first.
- ❖ Students learn in different ways and at different rates.
- ❖ Effective teachers have the greatest impact on learning.
- ❖ Learning is a shared responsibility - school, home, and community - for which we are all accountable.
- ❖ A safe, healthy, and positive environment for students, teachers, and staff affects achievement.
- ❖ All students and employees are valuable and are treated with dignity and respect.
- ❖ Continuous improvement efforts must be flexible, responsive, and aligned to meet the needs of our students, teachers, and community.
- ❖ Community-based schools foster stakeholder engagement and loyalty.

Characteristics of a Premier School System

A premier school system and schools:

1. Have a shared direction and purpose.
2. Have high expectations of all for all.
3. Demonstrate high student performance.
4. Have focused, coherent and rigorous academic standards.
5. Have a high graduation rate.
6. Have globally competitive college and career graduates.
7. Focus on twenty-first century skills through instruction and technology.
8. Have safe, orderly and supportive learning environments.
9. Have highly qualified, innovative and motivated staff.
10. Foster a positive and collaborative culture.
11. Provide quality professional learning opportunities.
12. Have a high level of stakeholder engagement and loyalty.
13. Have quality co-and extra-curricular programs.
14. Ensure efficient and effective organizational processes.
15. Focus on continuous improvement.

Purpose

This handbook is designed to answer frequently asked questions concerning policies, procedures, benefits, services, work rules and other areas of concern to employees. While it is intended to be as comprehensive as possible, the handbook may not cover every situation. For further information, please review the Carroll County website: www.carrollcountyschools.com. The information in this handbook does not create or amend any contract of employment. The Carroll County Board of Education has the right to adopt new policies and procedures and to modify, amend, or eliminate any of its existing policies and procedures. The Board of Education periodically undergoes a comprehensive review of the policies by specific category. Any changes will take priority over the information stated in this guide even if the changes have not been reprinted or substituted into the guidebook. Local schools may institute additional procedures relating to normal school operations, but those may not conflict with the Board Policy or items specified in this handbook.

Equal Opportunity and Non-Discrimination

The Carroll County School System does not discriminate in any educational programs, activities, employment or practices on the basis of age, color, creed, national origin, race, religion, sex, disability, or marital status. There shall be no discrimination by the Superintendent or other school officers against any employee because of activity or membership in an employee organization. Administrators and supervisors must base all employment-related decisions and recommendations on merit. The system and each of its departments will make a determined effort to recruit, employ, and promote the most qualified persons, including those who are members of minority groups.

Reference: [Policy GAAA](#)

Carroll County School System At a Glance

The Carroll County School System is the 24th largest school system in the state of Georgia and is home to approximately 14,500 students. The students may attend one of twenty-three schools in the county system. The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) has named Carroll County Schools a SACS district accredited school system.

With 1,950 employees, the Carroll County School System is one of the largest employers in Carroll County, with over 1,093 teaching certified employees. Carroll County Schools have an annual \$200 million economic impact on Carroll County.

Carroll County's five high schools maintain strong relationships with the University of West Georgia and West Georgia Technical College, coordinating dual enrollment programs for students seeking post-secondary opportunities as they fulfill graduation requirements. High school students choose from academic and/or technical tracks and follow a learning program designed to develop their interests and prepare them for further education.

Community-based partnerships with business and industry provide Carroll County students with learning opportunities that expand beyond traditional classroom walls. Southwire, North America’s leading producer of electrical wire, is a great example of the district partnering with a local business to improve opportunities for students. 12 For Life provides Carroll County high school students age sixteen and older the opportunity to receive on-the-job training while earning both credit toward a high school diploma and a paycheck. Following high school graduation, “12 for Life” students are given preferential placement when they apply for entry-level jobs at Southwire.

Twelve elementary and six middle schools provide an instructional program for pre-kindergarten through grade eight. The four-year-old pre-kindergarten program is dynamic, active, and age appropriate. An integrated, developmentally-based curriculum is used in the elementary grades. As part of the instructional program, elementary music, performing arts, and visual arts programs continue to grow. In addition, different schools choose instructional variations to enhance student potential and opportunity for expanding interests. Some examples of these programs are: character education school-wide programs; various fine arts programs; outdoor classrooms with nature trails; and “Reading is Fundamental” programs.

Board of Education

Dr. Jon Anderson, Chair
Mrs. Sandra Morris, Vice Chair
Ms. Denise Askin
Mr. Bart Cater

Mr. Rob Cleveland
Mr. Chris Gammon
Mr. Donald Nixon

The Carroll County School System is governed by a seven-member Board of Education. The Board exercises authority over the schools in accordance with applicable laws. It determines policy, delegate executive, supervisory, and instructional authority to its employees, and appraises the results achieved in light of the goals of the school system.

The Board oversees the school system and establishes general policies for its operation in keeping with the State Board of Education rules and regulations and the requirements of the law. In carrying out this function the three fundamental duties of the Board are:

- Formulating and interpreting educational policies;
- Delegating administrative duties; and
- Making a continuous appraisal of progress

In fulfilling these general duties, the Board also recognizes the following additional definite and more specific responsibilities:

- To support the Superintendent in the discharge of his/her duties;
- To elect, upon approval, school personnel nominated and recommended by the Superintendent;
- To set salaries in compliance with state requirements and standards of the Georgia Department of Education;

- To consider and act on policies for the school program. Any policy change initiated by the Board, staff or by the general public shall be submitted to the Superintendent for consideration and recommendation prior to Board action;
- To require and evaluate reports from the Superintendent and staff on the educational program and the financial status of the schools;
- To consider, revise and adopt an annual school budget recommended by the Superintendent;
- To seek and utilize qualified professional recommendations when considering and deciding upon expansion of school services, school buildings and school facilities;
- To assist in presenting to the public the needs and progress of the educational system;
- To provide, by the exercise of its legal powers, the funds it deems necessary to finance the operation of the schools;
- To recognize that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings; and
- To perform the specific duties imposed upon the Board by the statutes of the State.

Reference: Policies: [ABB](#), [BA](#), and [BB](#)

Additional Information: <https://eboard.eboardsolutions.com/index.aspx?S=4027>

KEY PERSONNEL POLICIES/PROCEDURES

For further information, refer to Carroll County Policies located under the eBoard tab on the homepage: www.carrollcountyschools.com

Certification

Professional employees of the Carroll County School System must hold proper certification from the Georgia Professional Standards Commission and must meet all state and federal requirements. It is the responsibility of the individual to keep his/her certification current. Employees receive a renewal packet from Human Resources with detailed instructions of steps required for recertification. This packet is sent to employees in November prior to the year of expiration.

Reference: Policies [GBBA](#) and [GBBAR](#). The Georgia Professional Standards Commission at <http://www.gapsc.com/>.

Communicable Diseases

An employee who is infected with a communicable disease will remain in his or her employment setting unless he or she presents a significant risk of contagion. The determination of degree of risk will be made by the Board of Education after consultation with the student's or employee's physician, a public health official knowledgeable about the disease, and/or the Board of Education's consultant physician (if in the judgment of the Superintendent it is necessary to consult a private physician).

Whether or not an infected individual presents a significant risk of contagion shall be

determined based upon reasonable medical judgment given the state of medical knowledge about:

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

Both the decision to require the removal of the employee and the decision to permit the employee to return to work shall be based upon the advice of public health or other medical experts.

Reference: Policy [GANA](#)

Dress Code

All employees are expected to set positive examples for students and the community by dressing professionally. Guidelines are published to address questions, set expectations and to provide more consistency in the type of dress worn throughout the system by all employees.

Reference: Policy [GBRL](#)

Dress Code Guidelines for Employees

Appropriate appearance by employees contributes to a positive learning environment. All employees are expected to set positive examples for students and the community by being professionally dressed to perform their duties. These guidelines are intended to reduce questions about expectations and to provide consistency in the type of dress worn throughout the system by all employees.

The building level principal or supervising administrator will make the final decision regarding appropriate dress.

Modesty and cleanliness are always expected. Good taste must be displayed with regard to fit. Tight, extremely baggy, low cut or revealing garments are not acceptable for the school setting. Body piercings with the exception of the ears should be removed. Visible tattoos should be covered when possible.

Business apparel is appropriate. Casual clothing should not be worn to work unless otherwise approved by the principal or supervising administrator. This includes: jeans, overalls, sweat suits, leggings, shorts, t-shirts, tank tops, sun dresses, flip flop/beach shoes, and athletic shoes. PE teachers may wear appropriate wind/jogging suits, shorts, t-shirts and athletic shoes to fulfill their responsibilities while teaching physical education classes. Employees should wear some form of identification.

Men

Males are expected to wear dress shirts with collars, golf shirts, shirts with the system/school emblem, and dress or khaki pants. Shirts should be tucked in. Beards should be neatly groomed.

Women

Women are expected to wear suits, dresses/skirts, slacks, or clothing appropriate for professional work sites. Dress capri or crop pants may be worn if part of a coordinated outfit. Unless worn with a sweater or jacket, halter type tops or dresses are not to be worn. Dresses/skirts must be appropriate length-no more than 2" above the knee.

School Spirit Days

Business casual dress is appropriate for School Spirit Days, which includes the appropriate items listed above in addition to casual slacks, denim garments, school spirit shirts, and athletic shoes.

Approved Exceptions

- Special accommodations may be made for dress code, based on health reasons documented by a physician's note.
- Business casual or more relaxed dress is appropriate during the summer for 12 month employees.
- Exceptions to these guidelines shall be made for those employees whose department has a specific dress code or uniforms (Maintenance, Transportation, School Nutrition, Nurses).
- The principal is allowed discretion to make adaptations to the dress code guidelines for field days, field trips, or other special events.

Drug and Alcohol Testing Procedure

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

In order to meet this goal, effective January 1, 1995, the Carroll County Board of Education implemented and continues to comply with the Omnibus Transportation Employee Testing Act of 1991 as it applies to Drug and Alcohol Testing and regulations of the Federal Highway Administration. The purpose of this policy is to deter the use of drugs and alcohol in the workplace by establishing standard procedures for drug and alcohol testing for all employees required to hold a Commercial Driver's License and who are engaged in safety-sensitive functions. Employees engaged in safety-sensitive functions are: employees of a local school system who hold a Commercial Driver's License (CDL) and who also operate or have reason to move a school bus. Other employees engaged in safety-sensitive functions include, but are not limited to, mechanics, school bus drivers who are coaches, teachers and administrators. This Board will not tolerate unauthorized use, abuse, possession or sale of controlled substances by its employees. Training and education will be provided. Additionally, information will be provided on other assistance available to our employees to help them understand their responsibilities in achieving an alcohol and controlled substances free environment.

Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

Reference: Policy [GCRA \(1\)](#)

Drug-Free Workplace

The Board recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the Board's missions and goals. In accordance with the Drug-Free Workplace Act of 1988, the Board of Education hereby declares that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or alcohol is prohibited in the workplace, on school premises, or as a part of any of the school's activities for all school system employees. As a condition of employment, employees will abide by the terms of this policy and shall notify the Superintendent of any criminal drug statute or DUI conviction for a violation occurring in the workplace not later than five (5) days after such a conviction.

Reference: Policy [GAMA](#)

Duty-Free Lunch

Every teacher in grades K-5 shall be provided a daily lunch period of not less than 30 consecutive minutes and the employee shall not be assigned any responsibilities during this lunch period. Such lunch period shall be included in the number of hours worked and the length of the school work day shall not be increased as a result of being granted a duty-free lunch period. This duty-free lunch period shall not be calculated as a part of any daily planning period or other non-instructional time.

Reference: Policy [GBRCA-R](#)

Employee Complaints

The Carroll County Board of Education supports the process of certified personnel having 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.

Reference: Policies [GAE \(2\)](#) and [GAE \(2\)-R](#)

Employment Requirements

All Carroll County School System personnel are employed and assigned by the Carroll County Board of Education upon the recommendation of the Superintendent. Teachers, principals and other contracted and professional personnel are eligible for regular employment provided they meet the educational and professional standards set by the State of Georgia and the Carroll County Board of Education and otherwise satisfy the requirements for the position. Other employees are eligible for regular employment upon evidence of completion of required training, ability to do the work for which they are applying and satisfactory recommendations. Employees who do not receive an employment contract are considered "at-will." Employment-at-will means that, in general, an employer may terminate the employment relationship at any time, for any reason, or for no reason, unless an agreement or law exists to the contrary.

Reference: Policies [GBDR](#) and [GBE](#)

Evaluation

All employees of the Board of Education must have their performance evaluated annually by an appropriately trained evaluator. Performance evaluation records are a part of the personnel evaluation file and are confidential. All certified teachers will be evaluated with Teacher Keys Effectiveness System (TKES) and all certified administrators will be evaluated with Leadership Keys Effectiveness System (LKES) unless otherwise notified.

Reference: Policy [GBI](#)

Gifts and Solicitations

Employees of the Carroll County Board of Education shall not accept any gift, gratuity, salary, supplement, bonus, moving, relocation or other expense in excess of \$1,000.00 in aggregate value in any one fiscal year from any booster club, parent organization, group, student, parent or individual(s), acting on behalf of any of these without prior approval of the Board of Education. In addition, employees shall not conduct clinics or perform other activities for payment using school equipment or facilities without the express prior approval of the Board of Education.

Reference: Policy [GAJB](#)

Identification and Security Badges

All employees of the Carroll County School System will have picture identification badges. The badge allows the employee and one guest to be admitted to Carroll County extracurricular activities for no fee; this excludes tournaments and certain other events as posted by individual schools and special programs. Badges for terminated employees should be returned to the Human Resources Department.

Internet Acceptable Use

It is the belief of the Carroll County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

Social networking sites are prevalent in today's society and are often used to communicate with friends and acquaintances. The school district views these sites as instructional resources and that can be accessed during the school day if used as an instructional resource. They are considered an appropriate way to communicate school information with students or parents.

Student information is protected under the Federal Educational Rights and Privacy Act (FERPA) and no information protected under FERPA should be posted by any Carroll County employee on any networking site. In addition, student pictures should not be posted to these sites. School and classroom information should only be posted to the employee's designated school web site. It is strongly suggested that employees refrain from "friending" students or providing student access to their social networking site. Since many social networking sites have controls in place that limit who can publicly view the profile, it is suggested that employees use these controls so that students and parents do not have accidental access to their private information and photos.

Remember, system-issued laptops are the property of the Carroll County School System and should be used for school business only. School-system laptops and other electronic devices may be confiscated and/or monitored for appropriate use at any time.

Reference: Policy [IFBG](#)

Carroll County Schools Social Networking Guidelines

As educators we have a professional image to uphold and how we conduct ourselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity.

Some educators feel that being online shields them from having their personal lives examined. But increasingly, educators' online identities are too often public and can cause serious repercussions.

One of the hallmarks of social networks is the ability to “friend” others – creating a group of others that share interests and personal news. The district strongly discourages teachers from accepting invitations to **friend** students within these social networking sites. When students gain access into a teacher's network of friends and acquaintances and are able to view personal photos, the student-teacher dynamic is altered. Friending students provide more information than one should share in an educational setting. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom.

For the protection of your professional reputation, the district recommends the following practices:

Friends and “Friending”

- Do not accept students as friends on personal social networking sites. (Decline any student-initiated friend requests).
- Do not initiate friendships with students.
- Remember that people classified as “friends” have the ability to download or screen-shot and share your information with others.
- If you wish to use networking protocols as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform.

Content

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. On a social networking site, once you post something it may be available, even after it is removed from the site.

- Do not discuss students or coworkers or publicly criticize school policies or personnel.

Please stay informed and cautious in the use of all new networking technologies.

Professional Development

All employees are expected to participate in required trainings designed to maintain or improve job skills. The Carroll County Board of Education requires the preparation and implementation of a system-level comprehensive school improvement plan that includes a component for staff and professional development.

Reference: Policy [GAD](#)

Reassignment

The Superintendent is authorized by the Board to reassign at his/her discretion any employee to a location other than the one previously assigned. The right to reassign and transfer personnel to other positions should be for the betterment of the school system when such conditions as the following exist:

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

Reference: Policy [GBE](#)

Reduction in Force

Under certain circumstances, the Carroll County Board of Education may implement a reduction in force. Examples include:

- A decrease in student enrollment in the School District which would necessitate a decrease in personnel or a discontinuation of programs;
- A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of program or services provided by the School District;
- A loss of funds due to a reduction in state funds, reduction in local funds or other funds that make necessary a reduction in spending;
- A lack of funding for programs, personnel, or services provided by the School District;
- Any reasonable reorganization plan to achieve a more efficient school district.

If the Board acts at the recommendation of the Superintendent to terminate an employee under contract or to downgrade an employee's position, the Superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

Reference: Policies [GBKA](#) and [GBKA-R \(1\)](#)

Safe Schools Software

Target Solutions is an online training system that focuses on the safety of Carroll County school district employees, and proactively makes you aware of ways to prevent injury and comply with state and federal mandates. Target Solutions offers online training courses that pertain specifically to different departments as well as courses that apply district wide. *All* Carroll County School District Employees are required to log in to the Safe Schools website, register, and complete assigned courses.

Staff Meetings

Regular staff meetings are a necessary part of the district operations. Each school shall have a schedule for staff meetings on a regular basis. The principal shall call special staff meetings for professional learning, accreditation, and/or workshops as deemed necessary. All staff members are required as part of their teaching/employment responsibilities to attend any or all such meetings as designated by the principal.

Suspension/Termination

If the Board acts at the recommendation of the Superintendent to terminate an employee under contract or to downgrade an employee's position, the Superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

Since classified personnel are employed by the Board of Education for an indefinite period of time, their employment may be suspended or terminated at any time by the Board upon the recommendation of the Superintendent.

References: Policies [GBK](#) and [GCN](#)

Tobacco Products

The Carroll County Board of Education prohibits the use of all tobacco products by all persons in any building, buses, vehicles, or on any property, including but not limited to stadiums, courts, fields, parking lots, etc., owned or used by the Carroll County Board of Education at all times.

All employees of the Carroll County Board of Education shall be prohibited from the use of tobacco products while performing their duties as an employee of the Carroll County Board of Education. All persons at off-campus school sponsored events are prohibited to use tobacco products.

Reference: Policy [GAN](#)

Transfers

An employee recommended for employment for the next school year may request a transfer to another school or department. Employees wishing for a transfer to another school should apply for any open positions for which they are qualified through the application system used by the school district.

The Superintendent's decision shall be final in all transfer cases. *Reference: Policy [GBE](#)*

Workers' Compensation

Employees may be entitled to Workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the injury immediately, but no later than 24-hours after the accident, to the employer, the employer's representative, or the employee's immediate supervisor. Failure to do so may result in the loss of benefits. The injured employee may select a medical care provider from the list posted by the Board of Education Panel of Physicians. Only those providers listed are authorized to provide medical care for a work-related injury. The Panel of Physicians is posted in visible locations at all schools and in all facilities maintained by the Carroll County Board of Education.

Worker's Compensation Early Return-to-Work-Program

The Early Return-to-Work program is a proactive way for the Carroll County School System to help an injured worker stay or return to productive and safe work as soon as physically possible. This program, with proper implementation, can benefit all parties involved. The employee is responsible for active participation in the program and the school/supervisor is responsible for implementation and monitoring of the program outcome. The board office and supervisors will work in conjunction with the authorized treating physician to obtain physical limitations and develop a position to accommodate the specific restrictions. This may be done within one of the following modifications: part-time employment, temporary jobs, alternative tasks, job sharing, jobs in other departments, transitioning through different jobs and job modifications. The school system understands the value of the contributions of all employees; thus, every effort will be made to accommodate physical restrictions. Administrators, supervisors and medical providers will work in conjunction with the injured worker to find suitable work until regular duties are resumed. Once a First Report of Injury is submitted, the return to work coordinator will contact the injured worker to discuss their participation in the Early Return-To-Work program.

INSURANCE AND BENEFITS

Carroll County Schools offers a comprehensive benefits package to employees. New employees have 31 days to select their benefits options. All employees can make changes to benefits plans during the annual Open Enrollment period, held each fall. Below is brief information on benefits that are available to employees.

Health Insurance

The System's Health Insurance Program is administered by the State of Georgia, Department of Community Health, and offered through a defined carrier. Employees may choose from the program that best meets his/her needs. The school system pays an employer's share of each employee's health insurance premium. Employees on leave under the Family Medical Leave Act (FMLA) who exhaust all paid leave will be responsible for the employee's portion of health care premiums.

An employee going on unpaid leave may be able to continue health insurance for a limited time. The benefits department can provide details regarding coverage and possible premium increases. Employees who retire (and will be receiving a monthly

pension check) may continue their health insurance coverage. Employees whose health insurance is terminated for other reasons, or covered dependents of employees whose health insurance is terminated, may continue their coverage for a limited period under COBRA.

Short-Term and Long-Term Disability Insurance

Short-Term Disability (STD) and Long-Term Disability (LTD) insurance is available for eligible employees who become disabled. The employee pays 100% of the premiums.

Basic Group Term Life Insurance

Life insurance is provided free to all active, regular employees in amounts based on their classification.

Optional and Supplemental Group Term Life and Accidental Death & Dismemberment Insurance

Optional and Supplemental Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance is available for eligible employees at group rates. Spousal and children's coverage is also available. AD&D coverage pays only in the event of an accidental death or dismemberment, and should not be considered "life" insurance. The employee pays 100% of the premiums. Optional and Supplemental Life Insurance is offered when an employee is hired. If it is refused at that time, and the employee later seeks to enroll, proof of insurability will be required.

Dental Insurance

Dental Insurance is available for eligible employees, spouses and dependent children. The Dental Insurance plan provides benefits for Preventive, Basic, Major and Orthodontic procedures. There is no waiting period for coverage under the plan if enrolled at time of hire. The employee pays 100% for dental coverage.

Vision Insurance

Vision Insurance is available for eligible employees, spouses and dependent children. Benefits are available for both in-network and out-of-network providers and procedures. The employee pays 100% of the vision insurance.

Medical Flexible Spending Account

A Medical Flexible Spending Account (MFSA) is available for eligible employees, spouses and dependent children. A MFSA is not insurance, but rather a way to pay for certain qualified, non-reimbursed medical expenses in a pre-tax salary reduction. The amount which can be placed in an MFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established by the school system. The employee contributes 100% to the MFSA.

Dependent Care Flexible Spending Account

A Dependent Care Flexible Spending Account (DCFSA) is available for eligible employees, spouses and dependent children. A DCFSA is not insurance, but rather a way to pay for certain qualified dependent care expenses in a pre-tax salary reduction. The amount which can be placed in a DCFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established by the school system. Any monies placed in a DCFSA against which qualified expenditures cannot be

filed are forfeited according to Federal Law. A DCFSA cannot be used if claiming a Dependent Child Credit on your Federal Income Tax return for that year (please consult a tax professional for specific details). The employee contributes 100% to the DCFSA.

Cancer, Accident, and Critical Illness Insurance

Cancer, Accident, and Critical Illness Insurance offers you and your family supplemental insurance protection in the event you or a covered family member is diagnosed with cancer or one of the other specified diseases covered under this plan or an accident occurs. It protects you and your family 24-hours a day, seven days a week, and is easily convertible. This plan pays benefits directly to you. The employee pays 100% of the premium.

Social Security and Medicare Insurance

The school system participates in the Social Security and Medicare portion of FICA. Therefore, 6.2% will be withheld from your earnings for Social Security and 1.45% of your earnings will be withheld for Medicare.

Tax Deferred Investments

Current IRS regulations allow employees to participate in tax deferred investments under Sections 403(b) and 457(b) of the Internal Revenue Code (commonly known as 403(b)/457 plans) if they qualify. All fulltime employees are eligible to participate.

LEAVE

Employees are expected to maintain regular attendance. School principals and department heads are expected to monitor their employees' attendance and take action when attendance problems occur. When leave is required, the following options are available:

Sick Leave

Employees may utilize sick leave upon approval of the Superintendent of schools for absence due to the following:

- Personal illness (including the term of physical disability preceding and following childbirth as determined by the employee's treating physician) or injury. However, if the local school Board disagrees with the doctor's statement of disability or ability, it may appoint a physician for the purpose of receiving independent medical judgment.
- Exposure to contagious disease by which the health of the pupils would be endangered by the attendance of the employee on duty.
- Illness of member of immediate family (father, mother, brother, sister, husband, wife, son, daughter or relative living in the residence of the employee).
- Death in the employee's immediate family which shall be interpreted to mean father, mother, father/mother-in-law, step-parent, brother, sister, husband, wife, child, step-child, grandchild, grandparent, brother/sister-in-law, aunt, uncle, or relative living in the residence of the employee. In the event of the death of any

relative or friend not covered by this policy, the employee may use personal leave days earned.

Each person employed in the Carroll County Schools at halftime or more of their position shall be entitled to sick leave computed on the basis of one and one-fourth working days for each completed month of service. Such accumulation not used during the individual school year may be carried forward, but such reserve shall not reach more than 90 days at any one time. Accumulated sick leave may be transferred to and accepted from another Georgia school system. A maximum of three (3) days of an employee's yearly sick leave may be utilized as personal leave. Carroll County Schools does not pay for unused sick leave when an employee leaves the system. Carroll County Schools follows guidelines from TRS and/or other retirement entities regarding sick leave.

Abuse of the Sick Leave Policy may result in the following:

- A memo will be forwarded to the Assistant Superintendent of Human Resources indicating any unusual situations or suspected abuses of the program.
- Supervisors will counsel with any employee who accumulates ten or more days of absence during any year or contract period. A record of this conference will be made and a report to the Assistant Superintendent of Human Resources will be made. Subsequent conferences may or may not be required depending upon the nature and circumstances of the absence and whether any additional days are missed after the first conference.
- Confirmed abuses of the leave program will be reported immediately to the Assistant Superintendent of Human Resources. A written record of the facts of evidence and any previous conferences with the employee will be forwarded to the Central Office. Human Resources will schedule a conference with the employee and review the facts and evidence submitted. A written record of this conference will be placed in the employee's personnel file.
- Repeated abuses of the leave program will result in disciplinary action.

Spousal Donation

Board Policy GBRIB allows an employee of the local board of education to donate up to 10 accumulated sick leave days to his/her spouse if such spouse is also an employee.

Reference: Policy [GBRIB](#)

Personal Leave

Three (3) days of an employee's accumulated sick leave may be utilized during each school year for personal reasons provided prior approval from the Superintendent or authorized supervisor is obtained. The principal or supervisor shall withhold approval of personal leave when the absence of the employee would jeopardize the effectiveness of the school operation. Any personal leave taken by an employee beyond that accumulated will result in the loss of pay for those days. Personal leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays.

Employees are not required to disclose the purpose for which such absence is sought.
Reference: Policy [GARH](#)

Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that helps employees balance work responsibilities with family and medical needs. At times, employees may need to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions. Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take 12 weeks unpaid leave under the FMLA subject to certification by appropriate health care provider.

If an employee is eligible for FMLA and needs to be out 10 or more consecutive days for one of the reasons listed, FMLA forms must be completed and submitted to Kathy Davison in the Human Resources and Student Services Department. Even if the employee has sick leave or sick leave pool to cover the 10 or more absences, FMLA forms must be completed and submitted to the Human Resources and Student Services Department. FMLA is regarding time and job security, not pay. FMLA runs concurrently with sick leave, sick leave pool, and unpaid leave. The FMLA forms are on the Carroll County School System's website.

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

- Birth of a son or daughter and to care for the newborn child;
- Adoption or foster placement of a son or daughter with the employee;
- To care for the employee's spouse, son, daughter, or parent, if the person has a serious health condition; and
- Serious health condition of employee that prevents the employee from performing his/her job functions.
- 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
- 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.

If the need for FMLA leave is foreseeable, an employee requesting leave should provide at least 30 days advance notice to the Assistant Superintendent of Human Resources and Student Services. If such advance notice is not possible, the employee must give notice to the Assistant Superintendent of Human Resources and Student Services as soon as possible, ordinarily within one or two working

days of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that corresponding leave will not disrupt unduly the operations of the school district.

Upon return from leave, the employee is entitled to be reinstated to his/her previous position and school or department held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment.

Reference: Policy [GBRIG](#)

Extended Medical Leave

If an employee has exhausted all sick leave, sick leave pool and family medical leave and is not able to return to work, an extended medical leave can be requested. This is unpaid leave and further medical documentation is required. The leave can only be extended for a total period of twelve (12) months, including the twelve (12) weeks of family medical leave. The HR department will work with the employee to place them in a position similar to where they were prior to taking extended leave, however, the employee's job is not guaranteed.

Sick Leave Pool

Carroll County Board of Education allows its employees to contribute accumulated sick leave to be placed in a sick leave pool for use by any contributing employee upon approval. The maximum withdrawal from the pool shall be sixty days per school year per contributing employee for catastrophic illness, injury, or non-elective surgery that is certified by a medical doctor, excluding maternity leave unless a medical doctor verifies that serious illness, injury, or non-elective surgery is a direct result of the pregnancy or childbirth. No withdrawal can be made from the pool by any contributing member until his/her total accumulated leave has been exhausted. Members may request days from the Sick Leave Pool in 20-day increments and extensions before their grant expires. Members may not receive more than 180 days in a 10 year period.

Procedures for Sick Leave Withdrawal

- A member of the Sick Leave Pool shall be eligible to make application for withdrawal of days from the Pool provided that:
 - He/she has been absent due to catastrophic illness, including but not limited to, injury or non-elective surgery, at least 10 consecutive school days immediately prior to the day that Sick Leave Pool days are utilized for themselves or an immediate family member, to include spouse, child, or parent in life threatening situations. Consideration may be given to a sibling, or other relative for whom the employee member is the primary caregiver as verified by a medical doctor;
 - He/she has exhausted all accumulated leave on record; and
 - He/she has been a member of the Sick Leave Pool for 30 days from the closing date of the open enrollment period.

- No member shall be permitted to use the Sick Leave Pool if he/she is receiving Worker's Compensation or any other remuneration for the absences provided by the Carroll County Board of Education.
- No member shall be permitted to use the Sick Leave Pool if the personal illness or personal temporary disability is related to any illegal activity.
- Withdrawals will be considered only for catastrophic illness, injury, or non-elective surgery that is verified by a medical doctor. Examples of catastrophic illness, injury, or non-elective surgery include, but are not limited to, the following: strokes or any major cerebrovascular rupture or aneurysm, cancer, organ transplant, heart surgery or cardiovascular rupture, heart attack, major trauma accident where major bones are broken (back, hip, etc.) and brain or head trauma.
- All requests to withdraw days from the Sick Leave Pool shall be filed with the Committee on the Sick Leave Pool Application Form.
- Leave grants from the Sick Leave Pool shall be in increments up to 20 workdays.

Employees who elect to become members are required to contribute, during the month of October, two days of their accumulated sick leave to the bank the first year. In the event the balance of days on deposit falls below 600 during the school year, all participating members shall contribute one (1) additional day during the first 30 days of the next contract or assigned year in order to restore the pool to the established level. Each new participating member will be required to sign a consent form authorizing the transfer of leave to the pool and agreeing to abide by the guidelines established.

Reference: Policies [GBRIB \(1\)](#) and [GBRIB \(1\)-R](#)

Professional Leave

The Superintendent of Schools may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction and with expenses paid by the district according to established allowances. The number of absences for professional leave is a judgment value on the part of the Superintendent of Schools and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging. *Reference: Policy [GARH](#)*

Military Leave

Employees of the Board of Education are entitled to take leave for the purpose of complying with ordered military duty with full employment and reinstatement rights as provided by law. The term "ordered military duty" shall mean any military duty performed in the service of the armed forces of the United States or State of Georgia, 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 component of the United States or State of Georgia pursuant to orders issued by the competent state or federal authority, without the consent of the employee.

An employee shall be paid regular salary for a period or periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not to exceed a total of eighteen (18) days in any one federal fiscal year.

In the event the Governor of Georgia declares an emergency that results in an employee being ordered to military duty, the employee is entitled to leave not exceeding thirty (30) days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

A request for military leave (paid or unpaid) must be submitted to the employee's supervisor and the appropriate personnel administrator with a copy of the official military orders. *Reference: Policy [GARH](#)*

Annual/Vacation Leave

Annual leave is granted only to 12-month, annual (240 day) employees. Unless otherwise approved by the Board, annual leave shall be accumulated based on the number of verified continuous, consecutive years of service with the system, as follows:

12-Month Experience in Carroll Co.	Monthly/Annual Accrual
0-5 years	1 day/mo.—12 days/year
6-10 years	1 ¼ days/mo.—15 days/year
11 plus years	1 ½ days/month—18 days/year

Carroll County Schools leave accumulation service shall be credited on a fiscal year basis using the salary credit formula. If an employee breaks service with the system and is re-employed, leave accumulation reverts to zero (0) years of service. Regular part-time (at least fifty percent) employees in 12-month positions accrue annual leave in proportion to the percent of time worked. Employees are encouraged to use all earned vacation leave each year. Individuals may carry over up to but not more than twenty-five (25) unused days of annual leave from a prior fiscal year into the next fiscal year.

An employee will be paid for accrued, unused annual leave only if the employee leaves employment in good standing. Annual leave will be paid at the current rate of pay. If the employee is terminated, no payment for unused annual leave will be made. *Reference: Policy [GARH](#)*

Legal Leave

Each person employed in this school system shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee, for the purpose of attending any court as a juror or when subpoenaed to testify in a case arising out of the person's duties, such as the reporting of child abuse required by Georgia Code 19-7-5. Any employee who serves as juror or witness shall not have the jury or witness leave deducted from sick, personal or professional leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute to serve in his/her absence on such jury or witness leave. Employees who appear in court for reasons that are not job related are not allowed

to use legal leave, but are entitled to use personal leave. In the event personal leave is not available, loss of pay will result.

Reference: Policy [GBRIA](#)

PENSION

All employees who are employed at halftime or more in the Carroll County School System must belong to one of two retirement systems.

Teacher Retirement System (TRS)

The majority of Carroll County School System employees participate in the Teachers' Retirement System of Georgia (TRS). TRS administers the fund from which teachers in the state's public schools, many employees of the University System of Georgia, and certain other designated employees in educational-related work environments receive retirement benefits. TRS offers a defined benefit plan, guaranteeing a monthly benefit – based on a member's average salary (two highest consecutive years) and service – which is payable for the life of the member, and when applicable, transferable to a member's spouse or beneficiary(ies). The State of Georgia guarantees TRS members will receive retirement income for life. Also, depending on the plan of retirement chosen, a TRS retirement benefit can be passed to a beneficiary at a member's death, and the beneficiary continues to receive this income until his or her death. For detailed information, visit the TRS website at www.trsga.com.

Public School Employees Retirement System (PSERS)

The Public School Employees Retirement System (PSERS) serves all eligible Carroll County Board of Education employees not covered under the Teachers' Retirement System of Georgia. PSERS began in January 1970. The purpose was to provide a *supplemental* retirement plan for public school employees who did not belong to the Teachers Retirement System (TRS). This means that PSERS is intended as an addition to other retirement income. Members include bus assistants, bus drivers, bus shop personnel, school nutrition assistants, and maintenance and custodial personnel. Some managers in these positions are members of TRS. If you have questions about which system you are a member, please ask your payroll department. PSERS provides lifetime retirement benefits, disability benefits, and death benefits. These are available once you have enough years of service to qualify. For detailed information, visit the PSERS website at www.ers.ga.gov.

HELPFUL INFORMATION

Workers' Compensation Panel of Physicians

Tanner Occupational Health Center

802 Dixie Street
Carrollton, GA 30117
(770) 836-9445

Minor Emergency and Family Medicine

209 Cooley Drive
Villa Rica, GA 30180
(770) 456-0911

Caduceua Occupational Medicine

7421 Blvd, Suite A
Douglasville, GA 30135
(770) 949-8558

Pinnacle Orthopedics & Sports Medicine

Dr. Mark Duffield
6095 Professional Parkway
Suite B-203
Douglasville, GA 30134
(770) 949-8558

Carrollton Eye Clinic/

Dr. John E. Goddard

158 Clinic Avenue
Carrollton, GA 30117
(770) 834-1008

Resurgens Orthopaedics

Dr. Freddy Achecar, Jr.

Dr. Raj Bhole

Dr. Scott Levere

6001 Professional Parkway, Ste. 1040
Douglasville, GA 30134
(770)-949-7400

Payroll Calendar

The payroll calendar for all Carroll County Schools employees can be found by clicking on the following link [Payroll Information](#). The payroll calendar is also posted on the www.carrollcountyschools.com website under Budget and Payroll which is located under the Financial Services tab.

Salary Scales

The salary scales for classified and certified employees can be found by clicking on the following link: [Salary Scales](#). The salary scales are also posted on www.carrollcountyschools.com under Budget and Payroll which is located under the Financial Services tab.

Work Calendars

The work calendars provide the scheduled work days for all categories of employees. The calendar also includes holidays and school closings. Some categories of employment have floating adjusted work calendar days that will be scheduled by the supervisor. The calendars can be found by clicking on the following link: [Work Calendars](#). The work calendars are also posted on www.carrollcountyschools.com under Budget and Payroll which is located under the Financial Services tab.

THE CODE OF ETHICS FOR EDUCATORS

Introduction

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

Definitions

- “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- “Educator” is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- “Revocation” is the invalidation of any certificate held by the educator.
- “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.
- “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

Standards

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

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

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

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

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

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

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;

4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

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

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

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

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

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

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

Standard 8: Abandonment of Contract - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

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

Standard 9: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

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

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

Reporting

Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

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

Carroll County Teacher Essentials

The CCSS Teacher Essentials were created in an effort to clearly define the attributes that are expected of all Carroll County teachers. To have a premier school district, Carroll County must first have premier teachers. The attributes on the following page are considered to be essential qualities of premier teachers, thus all teachers in Carroll County will exhibit these attributes.



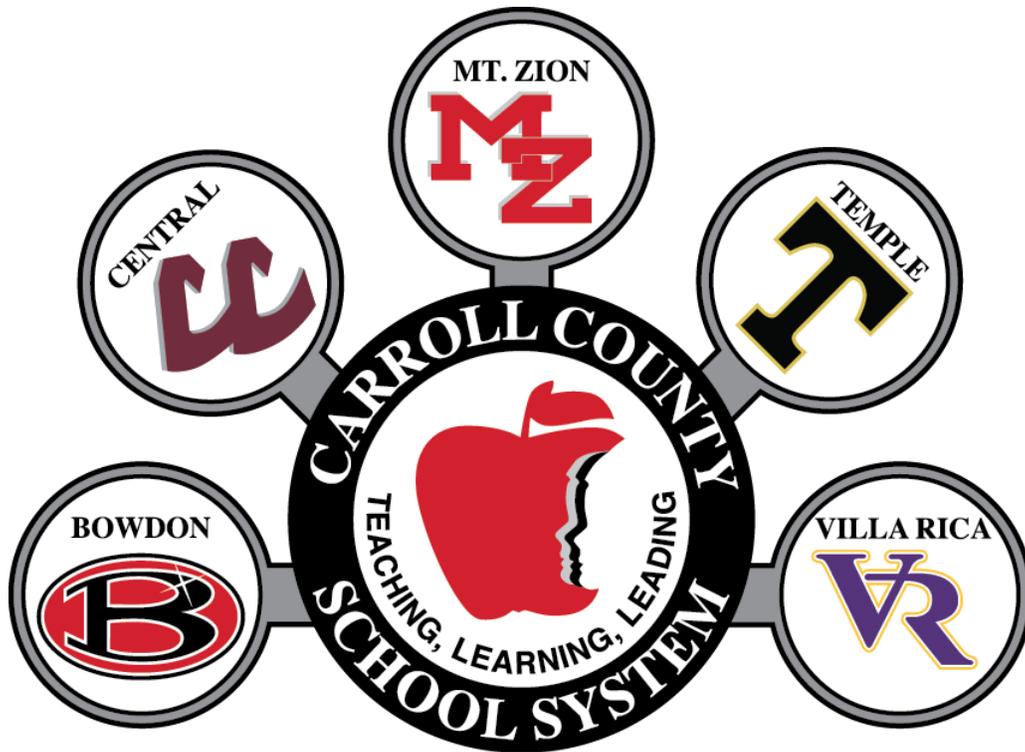
Carroll County Schools Teacher Essentials

March 31, 2015

Teachers who are Passionate for All Students • Committed • Courageous • Self-Aware

<p>Lead by Example</p>		<p>Serves as a role model in the way they deliver instruction and the way they look, communicate, treat people, and treat information.</p>	<ul style="list-style-type: none"> • Exhibits a professional demeanor • Implements quality instruction • Uses effective pedagogy • Displays curricular and content knowledge • Contributes to the profession
<p>Build Relationships</p>		<p>Works in a collaborative way that builds credibility, mutual respect, trust and positive relationships with students, parents and peers.</p>	<ul style="list-style-type: none"> • Establishes a positive learning environment • Engages students • Cultivates equity and inclusiveness • Plans collaboratively • Communicates effectively
<p>Accept Ownership and Accountability</p>		<p>Demonstrates self-efficacy by embracing responsibility for student performance and professional growth.</p>	<ul style="list-style-type: none"> • Takes initiative • Improves student achievement • Creates a well-organized and managed classroom • Assesses for learning • Provides GREAT service
<p>Embrace Change to Drive Improvement</p>		<p>Seeks and uses innovative practices to improve student achievement.</p>	<ul style="list-style-type: none"> • Influences a positive school culture • Improves student literacy skills • Uses technology effectively • Differentiates student learning • Provides rigorous learning opportunities

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Equal opportunity employer and service provider
Produced by the Human Resources Department
August, 2016