



PIKE COUNTY SCHOOL DISTRICT **STAFF HANDBOOK**



• 770-567-8489

• www.pike.k12.ga.us

• 7454 Hwy 19 S, Zebulon, GA. 30295



Welcome

Welcome to Pike County Schools! This handbook provides an overview of our policies, procedures, and expectations. Please read it carefully and keep it for future reference. Your success is our priority!

Company Policies

Equal Opportunity Employer

We are committed to providing a fair and inclusive work environment for all employees.

Code of Conduct

We expect all employees to maintain the highest standards of professional conduct.

Confidentiality

Protecting company and client information is paramount. All employees are expected to sign a confidentiality agreement.

Mission, Vision, and Values

Mission

Developing engaged citizens ready for higher education or the workforce through rigorous learning experiences balanced with creative problem-solving opportunities.

Vision

Providing an educational experience of excellence that values the needs, interests and talents of all students.

Values

Seek Excellence, Take Ownership, Invest in Others

Theory of Action

If we equip and empower teachers to design and implement coherent, aligned, rigorous and highly engaging instructional units with a balance of content mastery and content application, then students will engage in the learning at high levels as critical thinkers who can solve problems and ultimately as graduates prepared for employment, enlistment, or enrollment.

District Leadership

Superintendent Shane Williamson, willias@pike.k12.ga.us

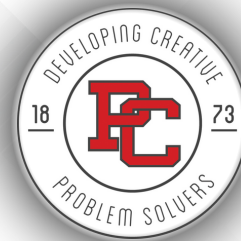
Assistant Superintendent/Director of Teaching & Learning Dr. Melissa Smith, smithm@pike.k12.ga.us

Assistant Superintendent/Director of Federal Programs Dr. Jenny Davis, davisj@pike.k12.ga.us

Assistant Superintendent/Director of Finance Debbie Woerner, woerned@pike.k12.ga.us



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Directors

Facilities Mick Rawls, rawlsw@pike.k12.ga.us

Federal Programs Dr. Jenny Davis, davisje@pike.k12.ga.us

Finance Debbie Woerner, woerned@pike.k12.ga.us

Human Resources Emily Johnson, johnsoe@pike.k12.ga.us

Logistics Kevin Huffstetler, huffstk@pike.k12.ga.us

Pupil Services Greg Green, greeng@pike.k12.ga.us

Safety Ross Iddings, iddingr@pike.k12.ga.us

Special Education Jessica Thomka, thomkaj@pike.k12.ga.us

Technology Richard Hendrix, hendrir@pike.k12.ga.us

Transportation Lori Wells, wellsl@pike.k12.ga.us

Principals

Pike County Primary School Dr. April Teal-Phagan, teala@pike.k12.ga.us

Pike County Elementary School Allison Peabody, peaboda@pike.k12.ga.us

Pike County Middle School Michael Teti, tetim@pike.k12.ga.us

Pike County Ninth Grade Academy Dr. Lindsay Busby, busbyl@pike.k12.ga.us

Pike County High School Chad Kollert, kollerc@pike.k12.ga.us

Personnel

Certified/Classified Hiring

The Pike County Board of Education seeks to employ qualified and effective individuals in positions within the school district as vacancies occur. While the School Board alone is authorized to approve for hire, the district recognizes the need to approve persons who have been selected to fill vacant positions to begin work between the regularly scheduled Board meetings on a provisional status.

Pursuant to this, the human resources department will assign individuals who have been selected through the district's selection process, a provisional status in accordance with the Georgia Professional Standards Commission rule 505-2-.42

Clearance Certificate, and effective Dec. 15,

Code: GBD-R, GCD-R

Complaints and Grievances

Implementing the provisions of O.C.G.A. 20-2-989.5, certified personnel shall have the right to present and resolve complaints at the lowest organizational level possible.

Code: GAE

Criminal Background Check

A criminal background check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a fulltime or part-time certified or classified position with this School District. For this purpose, the applicant shall be fingerprinted as required by state law. Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission including the Clearance Certificate.

Code: GAK (1)-R (2)

Disciplinary Action

The Pike County School District is committed to maintaining a productive and respectful work environment. Instances of insubordination will be addressed promptly and may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Suspension without pay
- Termination of employment

Disciplinary measures will be determined based on the severity of the insubordination, the employee's history, and the impact on the school or district operations. The district reserves the right to escalate disciplinary actions as deemed necessary to maintain a respectful and orderly work environment.

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 public safety and welfare. In accordance with this declaration, the Board of Education prohibits the use of the above referenced drugs and controlled substances and declares to adhere to the drug free work force policy.

Code: GAMA (Procedures GBD-R (1) & GCR-R (1) GAMA-R (1)

Drug Screening of Bus Drivers

The Pike County Board of Education provides safe and efficient transportation for students transported on school buses. Thus, the Board recognizes that safe transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing of employees in safety sensitive functions. This Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees.

Code: GCRA (1)

Employee Tobacco Use

In accordance with the “Georgia Smoke Free Air Act of 2005”, Pike County Schools prohibits smoking/vaping by employees and visitors in any school building or property owned by the district or in any school owned vehicle including school buses or at any on or off campus school sponsored event at any time. Employees shall not use, store or possess tobacco, tobacco-related products, vaping devices, or vaping paraphernalia on their person or in their belongings in such a manner that such products are visible to students. In addition, this prohibition always includes the use of tobacco/vaping products by employees and visitors when supervising students.

Code: GAN

Employee Transfer Procedures

The Board provides opportunities for employees to voluntarily request transfers to other schools and departments based upon Board approved procedures. This procedure does not limit the Board’s right, through the Superintendent, to assign or reassign any employee.

Code: GBC-R

**Equal Opportunity
Employment**

The School District does not discriminate based on race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Code: GAAA

**Federal Family and Medical
Leave Act**

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 leave are eligible to take unpaid leave under the Family and Medical Leave Act. The Board does intend to enact certain options as the act authorizes.

Harassment

The Pike County Board of Education prohibits any acts of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age, or disability always and during all occasions while at school, in the workplace or at any school event or at any school event or activity. Any violation of this policy by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Code: GAEB

Insubordination

Insubordination is defined as the refusal to obey reasonable directives from a supervisor, disrespectful behavior, or the failure to follow established policies and procedures of the Pike County School District. All employees are expected to conduct themselves in a professional and respectful manner, adhering to the guidelines and directives provided by their supervisors and the administration.

The following actions constitute insubordination and are subject to disciplinary action:

- Refusal to Follow Directives: Willfully ignoring or refusing to comply with lawful and reasonable instructions from a supervisor or administrative authority.
- Disrespectful Behavior: Exhibiting rude, defiant, or unprofessional behavior toward a supervisor or administrative authority.
- Non-Compliance with Policies: Failing to adhere to the established policies, procedures, and regulations of the Pike County School District.
- Disruption of School Operations: Engaging in actions that disrupt or undermine the efficient operation of the school or district functions.
- Insubordinate Communication: Using inappropriate language, tone, or manner in communications with supervisors or administrative authorities.

Leaves and Absences

All employees are required to adhere to the work calendar(s) established by the Board. The employees of the Board may take approved leave only in accordance with the Board policy governing personnel leaves and absences or other leave policies enacted by the Board of Education. Professional Learning Days are “protected” days and not authorized for leave, unless approved by the Superintendent or designee. Unless otherwise provided by the Board of Education, principals, and other supervisors are not authorized to rearrange the work calendars of employees. Each employee of the Board is entitled to sick leave with full pay, computed based on one and one fourth (1 ¼) working days for each completed month (20 school days of service). The leave provided for under this policy is available to employees in accordance with the Board Policy.

Code: GBRH/GARH-R (1) Reference: GBRI-R (1)

Personnel Dress Code

All employees of Pike County schools serve as role models for the students and as representatives of the Pike County School District. Consistent with these roles, all personnel shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Code: GBRL-R (1)

Professional Personnel Work Loads

The minimum workday for which basic state pay is earned is eight hours and the minimum workweek is forty hours or equivalent annual minutes based on the employee work calendar. A schedule designating the beginning and end of each workday for teachers will be set by the Superintendent or the Principal of each school. Circumstances sometimes necessitate a longer workday on campus.

Code: GBRC

Professional Personnel Lay-Off

The minimum workday for which basic state pay is earned is eight hours and the minimum workweek is forty hours or equivalent annual minutes based on the employee work calendar. A schedule designating the beginning and end of each work day for teachers will be set by the Superintendent or the Principal of each school. Circumstances sometimes necessitate a longer workday on campus.

Code: GBRC

**Professional Personnel
Promotion (Career Ladder):**

Vacancies in the school system at the assistant principal level or above will be filled by educational personnel within the system whenever possible given that internal applicants have a history of successful performance in the Pike County School System.

Code: GBJ

Staff Political Activities

Employees should always differentiate between their activities as individuals and their official positions with Pike County School System.

Code: GAHB

Social Media

Pike County School District recognizes that many of our staff, students, parents, and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you participate online in a respectful, relevant way that protects your reputation and the reputation of Pike County School District, and that respects the relationship among employees, students, parents and community members.

For the purposes of this document, social media includes, but is not limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, responses to media stories and any other activity involving connecting or communicating with others.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place at Pike County School District.

We encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, antiharassment, anti-bullying, and copyright/fair use. All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. We ask that you carefully consider the public forum you are participating in and act in a way that accurately represents both your professional reputation and Pike County School District.

Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity, or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information. Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Code: GAGC (R1)

Your Personal Responsibility:

We encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, anti-harassment, anti-bullying, and copyright/fair use. All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. We ask that you carefully consider the public forum you are participating in and act in a way that properly represents both your professional reputation and Pike County School District.

Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information.

Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Specific Guidelines to Consider:

- Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights to free speech, it remains good practice to never post anything that would embarrass you or Pike County School District, or would call your professional reputation into question.
- You are personally responsible for the content you publish online. "Content" includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share or re-post.
- Any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are "private" may be subject to discovery in legal actions.

- Once something is posted, you cannot take it back. In most instances, deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
- Ask yourself if you would want your post in the media. Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is “no,” then the content is best not shared.
- Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they could end up in the public realm.
- Content should not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- The lines between personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. Other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work at Pike County School District.
- Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
- Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way in to the public domain.
- Use your personal email addresses on personal social sites and while engaging in off-duty social media activities or sites that are not connected with or approved by the district. Never use your district email address on personal sites.

- At no time should you claim to be speaking or issuing opinions on behalf of Pike County School District, except with prior consent from the appropriate supervisor. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Pike County School District.
- Employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Pike County School District. You are ultimately responsible for your comments and Pike County School District recommends that you thoughtfully consider your rights and responsibilities prior to posting.
- Do not post photos or videos that contain identifying information concerning any students on personal sites. Do not post identifying information of co-workers without their permission. For district-sanctioned sites, such as school Facebook pages, do not post items of students who have opted out, as per district media policy, but you may post items of public events of students and staff who have not opted out, as long as it's not derogatory in nature.
- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.
- Show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including but not limited to images found on Google and the like. You should never quote more than short excerpts of some- one else's work, and always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it, thus reducing the risk of being accused of plagiarism.
- Do not use any school logo or image without permission on personal sites. You may use them on district-sanctioned sites.
- Do not create any social media account, blog or website intended to represent Pike County School District without express prior consent from the superintendent or designee. It is important for the district to protect its brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by the district.
- Any content posted by an employee will be subject to all District policies, rules, regulations, and guidelines. The District is free to

view and monitor an employee's website or web log at any time without consent or previous approval. Where applicable, employees may be asked to disclose to the District the existence of and to provide the District with access to an employee's website, web log or other personal social media network as part of an employment selection, review, promotion, or disciplinary process.

Employee-Student Relations

The district recognizes the role that communication and collaboration between employees and students play in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for your own and students' protection.

- Employees are strongly discouraged from accepting friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
- Employees must exercise great care in connecting with students on social media sites for professional purposes. Do not send permission-based friend or follower requests to students, such as a Facebook friend request. It is Pike County School District's recommendation that if an employee decides to use social media sites for professional purposes the building principal and parents must be notified and access must be granted to everyone.
- The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities, such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.
- Any employee-student communications or relationship via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act.

- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for immediately reporting to the district any inappropriate communication received from a student. This is as much for the employee's protection as the student's. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

Expressing Your Ideas and Thoughts

- Always express ideas and opinions in a respectful manner. Make sure your communications are in good taste. Do not denigrate or insult others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Remember that our communities reflect a diverse set of customs, values and points of view.
- Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content. Just by identifying yourself as a district employee, you are creating perceptions about your expertise and about the district by community members, parents, students, and the general public; and you are creating perceptions about yourself with your colleagues and managers.
- Are you adding value? Communication associated with our District should help fellow educators, parents, students, and co-workers. It should be thought-provoking and build a sense of community and engagement. If it helps people improve knowledge or skills, do their jobs, solve problems, or understand education better—then it's adding value. Keep the conversation informative and educational for all. Be sure that all content is consistent with your work and with the district's beliefs and professional standards.
- Keep your cool. One of the aims of social media is to create dialogue, and people will not always agree on an issue. When confronted with a difference of opinion, stay cool. Express your points in a clear, logical way. Be accurate. Don't pick fights or look for an argument. Sometimes, it's best to ignore a comment and not give it credibility by acknowledging it with a response.

- If you make an error, correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper, deal with it quickly, and/or ask for additional assistance.
- Be honest and transparent. Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Nothing gains you notice in social media more than honesty or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out.

Help Students Leverage Social Media

Students should learn how to use social media to empower, not just connect. With more and more employers and educational institutions looking at prospective candidates online, it is important that we help educate and instruct on best practices for our students using the various social media channels. Connecting with a purpose requires thought and discipline - as connecting with the wrong people could lead to improper associations.

Teachers and administrators should be teaching students how to leverage their connections, associations and level of engagement as a way to strengthen their individual brands online. This increases their chances of being seen in a positive light for potential employers, colleges or universities – as character becomes more and more a consideration for enrollment or hiring in today's

[Important Retirement and Social Security Information](#)

Social Security - HB37

As a school system employee, it's important to know whether you're contributing to Social Security. Social Security taxes are **NOT** withheld from your paycheck, and you are **NOT** earning credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act.

Business Management

Direct Deposit

This employee convenience feature deposits your monthly paycheck in the bank of your choice. Depending on your bank, pay will be deposited in your account early on the morning of payday. Contact the Payroll office for details.

Food Service Management

The Pike County School Nutrition Program budget does not allow charging of meals by students or teachers. A progressive charge protocol can be found in Administrative Rule: EEA-R (1) and Code: EE-R (1). Inquiries may be directed to the School Nutrition Program Director.

Mileage

Mileage is reimbursed for the number of miles to your destination according to the most direct, reasonable route as determined by online sources Google Maps or MapQuest from the home or office/school, whichever is closer.

Payday Schedule

Payday is the last workday of each month. The annual exception is December to accommodate the holiday schedule. Other exceptions are Thanksgiving and Spring Break month, as necessary. Check the pay date schedule posted at www.pike.k12.ga.us.

Purchasing

Purchase order approval by the Superintendent or Finance Director is a prerequisite for all purchases. Obligation made prior to such approval will be your own financial responsibility. Contact your school or department budget control designee for help with purchasing. Reference the Purchasing administrative rule at www.pike.k12.ga.us for complete details.

Tax Documents and Withholding

Annual tax reporting (W-2's) will be available to you as early as possible in January but always by the end of the month. If you would like to make changes in Federal or State tax withholding anytime during the year, please access your account in iVisions. Remember that you are responsible for the amount of tax withheld from each paycheck. You can view your current withholding status in iVisions portal.

Travel

You can, with prior approval, be reimbursed for travel expense associated with work activities. State of Georgia travel regulations and local administrative rule govern all travel activities and reimbursements. See the rule "Employee Travel Regulations" for details and updates. Necessary travel forms can be found under the Faculty & Staff page on the District website.

Transportation

Special Use of School Buses

School buses can only be used for school purposes by in-school groups. Field trips must be approved by school principals at least 10 school days before the trip is to be made. The proper field trip submission and approval process must be made via school principal to the Transportation Coordinator. Additionally, all system field trip rules and procedures must be followed. Non-school groups, except 4-H clubs, will not be permitted to use school buses.

Who to Contact: Superintendent's Office and/or Transportation Coordinator

Admin Rule reference: IFCB-R (1) IFCB_R (2) Form

Reference: Appendix – PC Field Trip Request Form

Code: EDDA-R (1)

Fiscal Management

Purchase Orders and Purchasing

The prerequisite for all purchasing is approval of a purchase order. Purchasing, with a few exceptions such as emergencies in maintenance or transportation, must follow the purchasing life cycle with all necessary pre-approvals. Obligations to purchases created out of sequence and without approval will be the responsibility of those creating such obligations.

Facilities

Chemical Waste and Hazardous Material Disposal

It shall be the responsibility of the Principals and Directors to inventory their facilities and areas for excess chemicals and hazardous materials on a semi-annual basis. All items listed will be added to a master list of items to be disposed of by an organization in good standing with the Georgia Department of Natural Resources. All documentation shall be filed by and retained by the Facilities, Technology and Maintenance Director for permanent record keeping and retained by that department.

Code: FDBA-R (1)

Facility/Energy Use Request

A request form shall be completed and e-mailed to the facilities director for each activity in his or her area which will need energy before or past the standard operating hours of 8:00 A.M. and 4:00 P.M. Monday through Friday for all schools. The Administrative Services Office hours are from 8:00 A.M. until 4:30 P.M. Monday through Thursday and 8:00 A.M. until 4:00 P.M. on Friday. Request shall in made no less than 48 hours of the event.

Code: FA-R (1)

Facility Change Request

All modifications to Pike School Buildings/Grounds must be submitted to and approved by the Superintendent/Director of Technology and Operations before the start of any project.

Instruction

Athletics Field Trip

A written or electronic schedule with HOME and AWAY dates, game times and planned bus departure times shall be submitted to the Principal and/or Athletic Director at least one month before the first scheduled date of an away trip.

Code: IFCB-R(1)

Educational: IFCB-R (2)

Diversity Celebration Plan

Principals shall establish and coordinate a cultural diversity plan in each school that will plan and execute learning opportunities for students K-12. There will be a monthly focus for cultural studies, and activities shall correlate with GPS/Common Core Curricula.

Code: IDAH-R (1)

Electronic Technologies

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Pike County School business. All emails will be deleted after 12 months. Sending and forwarding of advertisements, emails for personal gain, chain letters, junk mail, jokes and executable files is prohibited. Refer to Administrative Rule for Data Storage Limitations (e-mail, desktop, and my docs).

Code: IFBG-R (1) ECG-R (1)

Grading System

The Pike County School System believes that students must be engaged in a rigorous curriculum with multiple and various opportunities to demonstrate progress and mastery. Accordingly, an appropriate system for reporting academic progress and attainment is necessary. Code: IHA-R (2)

Internet Acceptable Use

It is the belief of the school system that the use of telecommunications, including the internet, in instructional programs is an educational strategy that 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.

Code: IFBG

Media Programs

The System-Level Media Committee shall be responsible for developing procedures for the school media centers on:

1. Selecting media and instructional materials,
2. B. Handling requests for reconsideration of materials, C. Considering gifts of instructional resources,
3. Using non-school owned materials, and
4. Complying with copyright law.

These above procedures are further detailed in the System Media Handbook and reviewed annually for appropriate updates.

Code: IFBC-R (1)

Supplementary Materials Selection and Adoption

Learning resources and textbooks used by the Pike County School System shall be selected by the Learning Resources Adoption Committee appointed by the Director of Teaching and Learning. The Committee shall consist of central office administration, teachers from appropriate subject areas and grade levels and other appropriate school personnel. The selection process shall be guided by state board regulations and any procedures implemented by the Superintendent. Furthermore, educators should exact great caution when introducing supplementary materials into the classroom that can be divisive, inflammatory, insensitive, or in bad taste.

Code: IFAB-R (1)

Students

Equal Educational Opportunities

The School District does not discriminate based on race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures provided by the district, which can be found at the District's website by selecting District, Board of Education, Policies.

First Aid/Automated External Defibrillators

It is the primary goal for the system to maintain and provide adequate safety to employees, students, and its community. Every building owned by the Board of Education will be equipped with a defibrillator in assisting trained individuals in CPR and emergency situations.

Protection of Pupil Rights Amendment (PPRA)

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The request shall be made in writing to the school principal. The principal shall schedule a conference with the parent within five business days and make the instructional materials available. Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students. A list of non-required information may be found in the code of conduct under PPRA.

Code: JR

Seclusion or Restraint of Students

Physical restraint may only be used when a student is harming themselves, others, or imminent danger is present. Staff members who handle discipline, or have historically been called upon to physically restrain students, must be trained in Mindset. Mindset trains educators in de-escalation techniques; when to use restraint, and how to safely restrain students. Parents must be notified in writing utilizing the incident report (Restraint Incident Report Form), within one school day from the use of the restraint. The Special Education Department Chair, at each school, is responsible to file and maintain all incident reports. A debriefing meeting will take place by the end of the school day with all involved staff (at least one of these persons must be trained in Mindset). At this time, the restraint incident will be discussed and a behavior intervention plan, along with a functional behavior assessment, will be created or modified as needed. The use of seclusion, which is leaving a student unattended or alone in a room, is prohibited.

It is required and it is the duty of teachers, administrators, guidance counselors, visiting teachers, social workers, and school psychologists to report abuse within 24 hours upon reason or cause to believe that any child is being or has been abused.

All reporters listed above are mandated reporters held liable in reporting child abuse.

Spills/Infection Control

Employees should review the procedures for the handling of blood and other bodily fluids, which can be found at <http://www.pike.k12.ga.us>.

Code: GANA-R (1)

Student Accident Report

Student Accident Insurance is a secondary plan that covers parents of students that are not insured or their expenses exceeds the family health insurance. All students participating in sports and /or activity during school time are eligible for the maximum amount on the benefit schedule. The student accident report must be filled out and submitted as a supporting document for all injuries not related to drugs, intoxication, or non-prescribed medication. Supervisors/Sponsors must complete this report concerning all injuries occurring on school property.

Student Reporting

Any student, 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 a verbal report of the act to any teacher, counselor, or administrator at his/her school.

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.

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 a verbal 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 and to the 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.

Please reference with Board Policy JCAC.

Waste, Fraud, Abuse and Corruption

Fraudulent Activities

(1) Purpose: To ensure the reporting of suspicion of fraudulent activity, the District provides employees, clients, and providers with confidential channels for such reporting.

(2) Definitions: Fraud: A false representation of a matter of fact, whether by words, by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

Waste: The thoughtless or careless expenditure, consumption, mismanagement and use of resources owned or operated by the District. Waste also includes incurring unnecessary costs because of inefficient practices, systems, or controls.

Abuse: The excessive or improper use of something, or the use of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the school district. Examples:

- Forgery or alteration of documents (checks, contracts, purchase orders, invoices, time sheets, leave records)
- Misrepresentation of information on documents (employment history, timesheets, leave records, travel reimbursement requests, financial records)
- Theft, unauthorized removal, or willful destruction of district records, property, or the property of others.
- Misappropriation of funds, equipment, supplies or any other asset.
- Authorizing or receiving payments for goods not received or services not performed.
- Authorizing or receiving payment for hours not worked.
- Inappropriate use of District-provided electronic devices such as computers, cell phones, or email.

(3) Statement of Administrative Regulations: The District thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

(4) Confidentiality: All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in

the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

(5) Procedures and Responsibilities:

- Anyone suspecting fraudulent activity should report their concerns to Jenny Davis at 770-567-8489.
- Any employee with the District (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
- Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
- The District shall conduct investigations of employees, providers, contractors, or vendors.
- If necessary, the person reporting will be contacted for additional information.
- Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

District Complaint Procedures for Federal Programs

**Federal Programs for Which
Complaints Can Be Filed**

5. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
6. Title I, Part B, Subpart 3: Even Start Family Literacy
7. Title I, Part C: Education of Migrant Children
8. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
9. Title I, Part F: Comprehensive School Reform
10. Title I, School Improvement Grant 1003(a)
11. Title II, Part A: Teacher and Principal Training and Recruiting Fund
12. Title II, Part D: Enhancing Education through Technology
13. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
14. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
15. Title IV, Part A, Subpart 2: Community Service Grants
16. Title IV, Part B: 21st Century Community Learning Centers
17. Title V, Part A: Innovative Programs
18. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
19. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
20. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
21. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
22. Race to The Top, RT3
23. SIG 1003(g)
24. McKinney-Vento/Homeless

Dispute Resolution

- The complaints process may be initiated at the school or directly to the Federal Programs Director.
- Parents, guardians, or unaccompanied youth who initiate a complaint, may do so in writing.
- Written notice should be complete, as brief as possible, and simply stated.
- The Federal Programs Director will provide a written response to the dispute within 5 school days.
 - o The response will include a notice of the right to appeal, to the Superintendent of School, the decision of the Federal Programs Director.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Federal Programs Director, an appeal may be filed with the Superintendent of School.
- The Superintendent will provide a written response to the appeal within 5 school days.
 - o The Superintendent's response will include a notice of the right to appeal his/her decision to the Local Governance Board.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Superintendent, an appeal may be filed with the Local Governance Board.
- Within thirty working days of receipt of the appeal of the Superintendent's decision, the Superintendent will present the matter to the Governance Board at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Federal Programs Director, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- The Governance Board will either uphold the recommendation of the Superintendent or require the District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Governance Board or as a separate written statement that will include the right to appeal to the Georgia Department of Education. The Board will be the final reviewing authority within the system.

- If the parent, guardian, or unaccompanied youth is dissatisfied with the decision of the Local Governance Board, an appeal may be filed with the Deputy Superintendent of Teacher and Student Support at the Georgia Department of Education, 1854 Twin Towers East, Atlanta, GA 30334.

- GADOE Complaint procedures/form located here:
<http://www.gadoe.org/School–Improvement/Federal–Programs/Pages/default.aspx>

Complaint Form for Federal Programs

Name of (Complainant):

Mailing Address:

Phone Number (home):

Phone Number (work):

Person/department complaint is being filed against:

Date on which violation occurred:

Statement that the District has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):

The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):

List the names and telephone numbers of individuals who can provide additional information. Please attach/enclose copies of all applicable documents supporting your position.

Signature of Complainant:

Date:

Date Received:

Response to Claimant:

Date of Response to Claimant:

Pike County Schools Disclaimer:

The most current version of this document can be located on the Pike County Website www.pike.k12.ga.us. Board Policies and Administrative Rules posted on the Pike County website will supersede anything that can be found in this Employee Handbook.