

# **Faculty Handbook**

## **2015-2016**

**Jackson County School System**  
**Jefferson, Georgia**



**The mission of the Jackson County School System is to provide and support challenging and rigorous educational opportunities to ensure academic excellence for all students in a safe and caring learning environment.**

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# **Quality Service Standards**

*The Jackson County School System is committed to providing challenging and rigorous educational excellence for all students in a safe and caring learning environment. In order to do so, we are committed to the following Quality Service Standards for Success...*

## **Quality Service Standards for Instruction**

- Provide instruction grounded in research-based strategies and best practices to promote academic rigor and encourage higher-order thinking, creativity, and inquiry.
- Engage students in authentic learning by connecting instruction to the world beyond the school walls.
- Utilize next generation tools and innovative practices to inspire students, enhance learning, and individualize the learning experience.

## **Quality Service Standards for Assessment**

- Utilize a variety of common assessments and performance tasks to monitor student progress, guide instruction, and differentiate learning experiences.
- Consistently review student work to provide constructive and meaningful feedback that allows students to establish goals and monitor their progress.
- Ensure student mastery of standards via the use of multiple and meaningful data points to inform students of their progress and performance.

## **Quality Service Standards for a Challenging Academic Experience**

- Promote a climate of trust and respect through the development of lasting and meaningful relationships with students, families, and stakeholders.
- Provide rigorous, relevant, and engaging learning experiences for every student.
- Ensure flexibility and choice within student learning.

## **Quality Service Standards for Planning**

- Dedicate time for collaboration to create academically challenging lessons that are:
  - developed from the analysis of student work and assessment results;
  - based on the Georgia Standards of Excellence; and
  - designed to meet the needs of all learners.

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- Deliberately plan for student learning to be authentic and relevant.

### **Quality Service Standards for Family Engagement and Community Connections**

- Establish partnerships with businesses and postsecondary schools in an effort to advise and prepare students for career and workforce success.
- Provide experiences that contribute to a global perspective and link learning to community needs and opportunities.
- Maintain partnerships with families through open, frequent, and meaningful communication and collaboration.

### **Common Practices of Excellence**

In an effort to ensure that the above Quality Service Standards are provided consistently throughout the Jackson County School System, all schools are committed to the following Common Practices of Excellence:

1. Collaborate on a weekly basis to review student work and to use assessment results and DOK levels to plan academically challenging lessons.
2. Consistently communicate with families and stakeholders through quarterly community letters, monthly school newsletters, and weekly posts on social media and websites.
3. Ensure that every student has an advocate who assists with setting learning and life goals, monitoring progress towards those goals, and celebrating outcomes.
4. Prioritize a focus on rigor, differentiation, student engagement, authentic learning, and the use of data as the most important elements of student learning through PLC work and conversations.
5. Commit to flexible learning experiences that include the activation of prior knowledge, independent and guided practice, with closure and summarization of learning.

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# Career, Technical, and Agricultural Education (CTAE)

## **EXTENDED DAY/YEAR POLICY FOR AGRICULTURAL EDUCATION TEACHERS**

Agriculture Education personnel will be given a contract which includes provisions of the Supervised Agriculture Experience and Leadership Program (one hour daily minimum for after-school day activities, and 20 days minimum for after-school year activities), and the activities will comply with standards set forth in the Agriculture Education Standards and policy Manual. Teachers receiving 20 days extended year may utilize 5 days and teachers receiving 40 days extended year may utilize 10 days during the school year for activities beyond the regular school year contracted work days. Example: Fall Break, Winter Break, or Spring Break

Teachers must also submit a monthly report of all activities via the Ag. Ed. reporting system located on the Ag. Ed. web page: [www.gaaged.org](http://www.gaaged.org)

To qualify for extended day pay, teachers must comply with the following:

- Complete a POW which outlines activities to be conducted beyond the regular school day.
- Submit the completed POW online with local system approval.
- Conduct activities during the school year in accordance with the POW.
- Record and submit activities during the school year via the monthly report process.
- Monitor the POW to insure that standards are being met through approved activities.
- Complete the POW evaluation with appropriate completion percentages.

### **JROTC Extended Year Contract**

JROTC Instructors receive 40 days extended year beyond the normal 190 day teacher contract. A maximum of 10 days of the 40 days extended year supplement may be utilized during the 190 day teacher calendar year (Example but not limited to: Weekends, Holidays, Fall Break, Winter Break or Spring Break).

- A maximum of one day, of extended year, may be counted within one 24 hour day period.
- No extended year hours will be accepted from a calendar day where school is in session or it is a contracted teacher work day.
- Instructors must submit a monthly report of all Extended Year activities to the CTAE Director. Instructors who do not fulfill all contracted days by June 30 in a school calendar year will cause a reduction in their salary for that year and may affect the number of days of extended year available to receive in future years.

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# Assessments

## State Assessments

Jackson County Schools adheres to all Georgia assessment guidelines. Click [here](#) to access the GaDOE Student Assessment Handbook.

## Performance Assessment Calendars

System Assessment Calendar - Click [here](#) for access.

Elementary Assessment Calendar - Click [here](#) for access.

Middle Assessment Calendar - Click [here](#) for access.

High Assessment Calendar - Click [here](#) for access.

## SLO - Student Learning Objectives

Click [here](#) for access to the SLO Jackson County Handbook.

## Standards-Based Report Cards

Jackson County elementary students are evaluated quarterly using a standards-based report card. Standards-based reporting enables teachers, students, and parents to focus on the learning goals for each student. Communicating about a student's performance in relation to specific standards will provide clarity to the performance, products, and skills that a student has demonstrated to indicate his or her progress toward learning. End of the year performance should be reported as N, M, or Exceeds for each standard. In Progress (IP) should NOT be an end of the year performance score.

The marks and rubric for standards-based reporting in elementary school will be:

<b>NA= Not Assessed</b>	<b>N= Does Not Meet</b>	<b>IP= In Progress</b>	<b>M= Meets</b>	<b>E= Exceeds</b>
Standard is not assessed in current term or student has not had opportunity to provide sufficient evidence of learning.	Student has not made sufficient progress to meet the standard.	Student can not complete tasks independently. Student demonstrates some understanding, but is not currently meeting grade-level standards.	Student demonstrates understanding by showing clear thought processes through demands of task independently.	Student applies the skill or concept independently and correctly; shows higher level thinking or skill level significantly above current grade level.

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In grades 6 – 8, student learning will be reported using a numeric grade by standard. Teachers will gather evidence of learning for each standard through common formative and summative assessments. Teachers should review scores on individual assessments and require re-assessment for all summative grades that are failing. An overall average for each course will also be calculated to determine the student’s promotion/retention and eligibility in extracurricular activities.

The grading scale for grades 6 - 8 will be:

A	90-100 (Exceeds 95 – 100)
B	80-89
C	70-79
F	< 70

To provide consistency in student evaluation of learning, representative Jackson County teachers from each school and each grade level have written performance indicators for each standard to describe what it means for the student to “meet the standard” for each quarter. Teacher committees developed common assessments to be used by all teachers in Jackson County that align with the performance indicators and the standards. By using the common assessments and other assessment evidence, teachers will collect meaningful evidence of student mastery toward a standard. Teachers will meet regularly at each school by grade level/content area to review student work and to implement interventions for students not meeting the standard. Performance criteria for meeting and exceeding the standards are written to demonstrate a continuum of learning. All students should be challenged to learn continuously based on their abilities and current level of skill and knowledge.

**Click [HERE](#) to access the Standards Based Report Card Handbook.**

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# **STUDENT INFORMATION SYSTEMS**

## **Credit Recovery**

Credit recovery is an opportunity for a student to retake a course that he/she previously was not academically successful in earning credit towards graduation. Credit recovery options allow students that have completed seat time and calendar requirements to earn credit based on competency of the content standards. Credit recovery courses are complete courses containing all GPS (or GSE) content on which the student will demonstrate mastery.

## **Grades of “Incomplete”**

Grades of “incomplete” may be entered into Infinite Campus and reported on the student report card at the end of the semester.

- An incomplete grade needs to be resolved by June 10 of current school year.
- For eligibility purposes, all “incomplete” grades must be replaced with grades within 14 days of the start of the new semester. Students are ineligible until the work is completed successfully.

## **New Courses**

Schools that implement new courses for instruction must complete the New Course Approval Form. The district director/coordinator responsible for the content area should be consulted and should indicate approval by signing the New Course Approval document. The New Course Approval document with appropriate signatures included should be submitted to the Student Information System Coordinator prior to the beginning of the course. If the new course is in middle school, the Director of Curriculum and Innovation should be consulted to include standards for reporting on student learning.

## **Class Configurations**

### **Elementary and Middle School Heterogeneous Grouping**

Classroom configurations should consist of a heterogeneous mixture of students. During the school day there are several instances when teachers will group by achievement, such as during guided reading. However, this group should only be constituted for limited time. For example, reading ability groups should not extend into social studies and science. Such a grouping would constitute tracking of students. It is clear in case law that tracking leaves us open to allegations of de facto discrimination. More importantly, struggling students benefit from mixing with students of high abilities during the school day. Students with high abilities also benefit, though in a different way. Jackson County Schools does not track gifted students throughout all academic classes, nor does it track struggling students. In cases of reduced class

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EIP models, consult with the Director of Special Programs so grouping does not constitute tracking. In the middle school, tracking should be limited to reading and mathematics. If a school uses a gifted model additionally for another subject, those students should be mixed with others of differing abilities for other subjects.

#### Elementary Self-Contained Classrooms

In elementary schools, the basic classroom model is self-contained. Schools considering an innovative model for instruction should submit a proposal to be approved by Teaching and Learning. Science and social studies are taught each quarter (in lieu of alternating every 9 weeks). The reason for self-contained classes is to maximize instructional time during the day, to ensure that students have continuity particularly regarding reading instruction, and to continue the student-centered approach (not subject-centered) through the elementary years. Improvement in reading, writing, and mathematics is evidence that this basic approach is solid. Transition to middle school and high school departmentalization is not a rationale that should prompt changing a successful model. In considering certification standards, principals should attempt to hire teachers in grades 4 and 5 who are “highly qualified” and understand the self-contained elementary model.

### **160-5-1-.02 SCHOOL DAY FOR STUDENTS.**

#### **(1) DEFINITIONS.**

(a) **Instructional time** – all portions of the day when instruction or instruction related activities based on the Georgia Performance Standards/Georgia Standards of Excellence are provided by or coordinated by a certified teacher or substitute teacher.

1. Rest periods, recesses, breaks, class change time, and lunch periods are not considered to be instructional time.
2. A maximum of ten clock hours of early dismissal time for parent-teacher conferences may be counted as instructional time.

(b) **School day** – as specified by the local board of education, the period between the time students are required to be present and their dismissal.

(c) **Full-time equivalency (FTE) count day** – the specified school day for recording FTE as a picture of the scheduled instructional services provided at each school for students.

#### **(2) REQUIREMENTS.**

(a) Kindergarten shall be scheduled for not less than 4 ½ hours (270 minutes) of daily instruction.

(b) Any grade 1-3 shall have not less than a daily average of 4 ½ hours (270 minutes) of instructional time based on the 180-day school year.

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- (c) Any grade 4-5 shall have not less than a daily average of 5 hours (300 minutes) of instructional time based on the 180-day school year.
- (d) Any grade 6-12 shall have not less than a daily average of 5 ½ hours (330 minutes) of instructional time based on the 180-day school year.
- (e) For students in any grade 1-12, only days in which students are present for at least half of the instructional time required at each grade level (grades 1-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330) shall be counted in the 180 days of school as specified by law.
1. A school that alters its normal daily schedule shall adhere to the required instructional time.
  2. All students in grades 9-12 shall adhere to the required average instructional time.
  3. Regardless of a school's daily schedule on FTE count days, the FTE count shall be taken in accordance with provisions in Rule 160-5-1-.07 Student Data Collection.

### **Class Size Requirements for Scheduling**

All segments in grades K-8 will be at or above the state funding level. Funding level is specified in the maximum class size rule.

All special education segments in grades K-12 will contain a minimum of 5-7 students regardless of model used.

All segments of electives (connections) in grades 6-12 will be at or above the state funding level.

All segments of regular academic classes in grades 9-12 will be at or above the state funding level.

Advanced placement classes in grades 9-12 must contain a minimum of 15 students. Shared instructors and distance learning are appropriate.

When a variance is required, a written justification must be presented to the Director of Curriculum and the Director of Human Resources.

### **Class Size Rule**

**Code: IEC**

**160-5-1-.08 CLASS SIZE.**

**(1) DEFINITIONS.**

(a) **Areas of Exceptionality** – Areas of exceptionality with maximum class sizes are as follows.

1. S/L: Speech-Language Impairment
2. D/HH: Deaf/Hard of Hearing
3. LD: Specific Learning Disability

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4. EBD: Emotional and Behavioral Disorder
5. MID: Mild Intellectual Disability
6. SID: Severe Intellectual Disability
7. MOID: Moderate Intellectual Disability
8. OI: Orthopedic Impairment
9. PID: Profound Intellectual Disability
10. VI: Visual Impairment
11. DB: Deaf-Blind
12. SED: Severe, Emotional and Behavioral Disorder
13. SDD: Significant Developmental Delay

(b) **Early Intervention Program (EIP)** – Program to serve students in grades K through 5 who are at risk of not reaching or maintaining academic grade level to obtain the necessary skills to reach grade-level performance in the shortest possible time as specified in Rule 160-4-2-.17 Early Intervention Program.

(c) **Gifted Advanced Content Delivery Model** – Achievement-grouped advanced classes in academic content areas. The curriculum is differentiated in content, pacing, process-skills emphasis, and expectation of student achievement to provide challenge for gifted learners. (Examples: middle school Algebra I; Honors/AP/IB courses)

(d) **Gifted Resource Class Delivery Model** – Classes for gifted students that emphasize interdisciplinary enrichment. Although the curriculum has academic content, the instruction focuses on thinking skills, problem solving, research and communication skills, and creative productivity. (Example: Elementary Pull-Out Enrichment Class)

(e) **Individual Class Size Funding Ratio** – The number of students needed to earn state funds, calculated on the base amount, to pay for a single class in each of the QBE formula programs.

(f) **Instructional Extension** – a state-funded instructional program beyond the regular school day to address the academic needs of low-performing students.

(g) **Maximum Individual Class Size** – Maximum number of students that may be taught by a teacher in a class segment.

(h) **Physical Classroom** — The maximum class size for grades K-3 is applicable to the physical classroom. The physical classroom is the space used for the purposes of instruction to students. By way of example, to have more than twenty-one students in a K-3 classroom will require a divider, temporary or permanent. Whether the partition is temporary or permanent, the system shall obtain the approval of the fire marshal and the Facilities Division at the Georgia Department of Education.

(i) **Remedial Education Program** – an instructional program designed for students in grades 6-12 who have identified deficiencies in reading, writing, and math as identified by Rule 160-4- 5-.01 Remedial Education

(j) **Resource Delivery Model** – Instruction for students with disabilities outside the regular classroom for three or fewer segments of the instructional day.

(k) **Self-Contained Delivery Model** – Instruction for students with disabilities in one area of exceptionality for four or more segments of the instructional day.

(2) **REQUIREMENTS.**

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(a) Local boards of education and schools shall comply with maximum class sizes and schedules listed in Appendices A-F.

(b) Paraprofessionals may be used to increase class size only as provided in the appendices. Local boards of education shall ensure that state funds earned for paraprofessionals in kindergarten shall be used to provide paraprofessional services to all kindergarten classes.

(c) Local boards of education not complying with maximum class size requirements shall be subject to a loss of funding for the entire class or program that is out of compliance. A school shall not count for FTE purposes any class that exceeds the maximum class size as provided in the appendices. However, a school shall count vocational labs and remedial classes that exceed maximum class size only as regular classes, provided they do not exceed the maximum regular class size.

(d) The number of students taught by a teacher at any time after the first 15 school days of a school year may not exceed the maximum such number unless requested authorization for a specific larger number is approved by the State Board. The State Board may approve a request only in the limited circumstances where educationally justified and where an act of God or other unforeseen event led to the precipitous rise in enrollment within that system, or led to another occurrence which resulted in the local board's inability to comply with the maximum class size requirement. The State Board may approve requests for increases to maximum individual class sizes only. It shall not approve requests for increases to system average class sizes and it shall not approve requests for language arts, math, science, or social studies in grades 9-12. 3

(e) The maximum class size for the kindergarten and primary grades programs is defined as the number of students in a physical classroom. The maximum individual class size for all other purposes shall be defined as the maximum number of students that may be taught by a teacher in a class segment.

(f) Beginning with the 2007-2008 school year, each local board of education shall establish maximum class sizes for general education programs in mathematics, science, social studies, and language arts for grades 9 through 12 that shall not exceed the funding size by more than 39 percent (see DOE Class Size Exemption Document in JC Leadership) and shall annually report to the state board and to each school council in its school system such class sizes established. Compliance with maximum class size requirements for all other subjects in grades 9-12 shall be determined by the system average for applicable programs and grades. Individual class size for such programs and grades shall not exceed the applicable maximum system average by more than two students.

Authority O.C.G.A. § 20-2-151(b); 20-2-152(a); 20-2-153; 20-2-154; 20-2-182(g), (h).

**Adopted: August 9, 2007**

**Effective: August 29, 2007**

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Effective for the **2015-2016** school year only, the Jackson County Board of Education authorizes the Superintendent of Schools to increase the class size maximums to exceed the current requirements by:

- 1 to 5 students in grades K-12 in Regular Education\*,
- 1 to 5 students in English Language Learners (ELL)\*,
- 1 to 10 students in Gifted\*,
- 1 to 5 students in Early Intervention Program (EIP)\*,
- 1 to 5 students in Remedial Education Program (REP)\*,
- 1 to 5 students in Vocational (CTAE)\*,
- 1 to 5 students in Alternative Education Program (AEP)\*, and
- 1 to 5 students in Special Education classes\*
- meeting the system average if an individual class should exceed the maximum class size.

#### **Access to Student Information System (Infinite Campus)**

Interns and student teachers are not allowed access to the student information system. Long term substitutes are allowed access through an account setup for them. An employee should never give their account information to others to use. It is the responsibility of the administrative staff to ensure entry of student data when a teacher is on FMLA. Access to student data is controlled through user rights groups. Changes in access can be requested by Principal or Assistant Principal through Employee Status Form.

#### **Records Retention Schedules**

The Jackson County School System adheres to the RECORDS RETENTION SCHEDULES FOR LOCAL SCHOOL SYSTEMS. Additionally, when items are to be discarded, based upon the Records Retention Schedule, the Discarded Items Log is used.

Any questions concerning records retention should be referred to Miranda Storey.

Please make sure permanent records are filled out correctly in every respect. Follow procedures listed in “**Standardizing of Permanent Records**”.

Issue and/or mail report cards on the day designated by the system progress report calendar. A copy of final report cards must go in the permanent records. Five years’ worth of report cards are to be stored in permanent records.

#### **School Choice Options**

##### **In-District Transfer General Guidelines (HB 251)**

*Jackson County School Board of Education Policy JBCC*

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*School attendance zone lines are established by the Jackson County Board of Education in order to reduce overcrowding of facilities and to provide an adequate and efficient transportation system. Parents and/or guardians must provide proof of residency when enrolling in any Jackson County school. Students will attend the school in the attendance zone designated by their verified residency, unless a transfer request is granted by the Superintendent or designee in accordance with state and federal law. Siblings of students who are required to attend a specific school for enrollment in a low-incidence special needs program, may, at the discretion of the superintendent, attend the same school, providing the sibling qualifies for that school. Parents shall be responsible for transportation.*

**Georgia House Bill 251 School Choice -Jackson County Schools Compliance guidelines attached.**

Jackson County resident students and parents may request a transfer to a school outside of their attendance zone. Requests will be considered based on school, program, and class size limitations. The superintendent will review all aspects of the transfer request and make the final recommendation for transfer acceptance or denial.

In-district students may request a transfer using HB 251 and general board policy. Students who are approved for in-district transfer may be enrolled at said school through that grade band and do not have to re-apply each year. In-district requests have priority over all other transfer requests. In-district transfer requests may be submitted any time during the year but students are limited to one transfer per year through the in-district process.

**Process for In-District Transfers:**

1. Students may apply at any time.
2. The Principal at the school where child is requesting to attend should review enrollment numbers and program capacity to determine availability.
3. The chart below should be used in determining space available.

Mechanism for Determining Space Available	
Grade	Student Count
Kindergarten	under 20
Grades 1-3	under 21
Grades 4-5	under 28
Grades 6-8	under 28
EJCHS Capacity-1850	1758

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JCCHS Capacity-1200	1140
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4. The Principal makes a recommendation to the Superintendent to accept or deny based on enrollment and program availability.
5. Application with a recommendation noted should be sent to the Superintendent for final review and placement.
6. Upon review, the Superintendent will accept or deny and notify SIS Coordinator and Principal.
7. The Principal will notify parent(s) of acceptance or denial.

#### ***HB 251 2014-2015 Transition to In-District Approval Process***

HB 251 2014-2015 requests submitted prior to August 1, 2014 will be reviewed using the process noted above by August 4<sup>th</sup>. The SIS Coordinator will contact parent(s) of approval or denial. Transfer requests submitted after August 1, 2014 will be reviewed again on 5<sup>th</sup> day of school August 14<sup>th</sup>. Requests that were denied on August 4<sup>th</sup> will also go through the approval process again on August 14<sup>th</sup>.

*In-district transfer requests will only be accepted IF personnel does not have to be expanded.*

#### **Out of District Transfer General Guidelines**

Non-Jackson County resident students and parents may request a transfer to any Jackson County Schools. Requests will be considered based on school, program, and class size limitations. The superintendent will review all aspects of the transfer request and make the final recommendation for transfer acceptance or denial.

Out of district students may request a transfer using out of district application and parent/student contracts and general board policy. Students who are approved for out of district transfer may be enrolled at said school through the current school year and must re-apply each year. In-district requests have priority over all other transfer requests. Out of district transfer requests may be submitted any time during the year but students are limited to one transfer per year through the out of district process.

#### **Process for Out of District Transfers:**

1. Students may apply at any time.
2. The Principal at the school where child is requesting to attend should review student grades, attendance, behavior, etc.
3. The Principal at the school where child is requesting to attend should review enrollment numbers and program capacity to determine availability.

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4. The chart below should be used in determining space available.

Mechanism for Determining Space Available	
Grade	Student Count
Kindergarten	under 20
Grades 1-3	under 21
Grades 4-5	under 28
Grades 6-8	under 28
EJCHS Capacity-1850	1758
JCCHS Capacity-1200	1140

5. The Principal makes a recommendation to the Superintendent to accept or deny based on enrollment and program availability.
6. Application with a recommendation noted should be sent to the Superintendent for final review and placement.
7. Upon review, the Superintendent will accept or deny and notify SIS Coordinator and Principal.
8. The Principal will notify parent(s) of acceptance or denial.
9. Out of district students must apply each school year.
10. After initial approval, all subsequent years' students and parents are required to renew student/parent contracts.
11. Principal will approve or deny each subsequent year.

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**Jackson County School System (JCSS)  
Procedures for Senate Bill 10 (SB-10)  
Georgia Special Needs Scholarship Program**

Senate Bill 10 Georgia Special Needs Scholarship allows parents of students with disabilities who are enrolled in the Jackson County School System and have an active IEP to choose the educational setting – public or private – for their child.

**Georgia Special Needs Student Scholarship (GSNS) Eligibility Criteria**

The following criteria must be met for the student to participate in the SB-10 Georgia Special Needs Scholarship Program:

- The student's parent currently resides within Georgia and has been a Georgia resident for at least one calendar year; and
- The student has spent the prior school year in attendance at a Georgia public school in grades K-12 and was in attendance on both the October and March FTE counts; and
- The student was served under an IEP written by the public school in accordance with federal and state laws and regulations during the previous school year.

**Private School Choice**

JCSS students with disabilities that had an active Individualized Education Plan (IEP) during the prior school year will be allowed to apply for a transfer to an eligible private school. If the parent chooses to transfer their child to a private school, the parent is responsible for transportation.

More information about the Private School Choice and the Georgia Special Needs Scholarship Program is available at <http://public.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-Resources.aspx>

**Public School Choice**

A parent of a JCSS student with a disability who also had an active IEP during the previous school year may request a transfer to another school within the Jackson County School district. The parent requesting the transfer must contact the Special Education Office of the Jackson County School System and request a Transfer Request Form application.

The application deadline will be the Friday after Labor Day for elementary, middle and first semester high school students. The application deadline for second semester high school students will be one week prior to the Winter Holiday break.

The Transfer Request Form application must be completed and turned in to the Special Education Director. The decision to grant the transfer will be made based on availability of space and availability of appropriate programs.

If a decision is made to approve the transfer, the student is guaranteed a seat at the receiving school until they complete the grades at that school or graduate, while the parent is legally responsible for transportation to the new school.

A parent of a JCSS student with a disability who also had an active IEP during the previous school year may request a transfer to a school in another school system or, where applicable, one of the three State Schools for the Deaf and Blind if there is available space and the system has a program with the services agreed to in the student's existing IEP. The school system considering a transfer request has the authority to approve or deny a public school transfer request. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation.

Students will not be able to transfer into the Jackson County School System from another school system via the Senate Bill 10. Jackson County Board Policy currently restricts any student from attending a Jackson County school who lives outside the Jackson County attendance zone. This policy will be applied to any Senate Bill 10 requests.

**Jackson County School System Special Education Director: Melanie Brittain**

**Georgia Department of Education:** <http://public.doe.k12.ga.us>  
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# **MEDIA RESOURCE SPECIALISTS and MEDIA CENTERS**

The goal of the Media Resource Specialist is to provide resources, support, and professional development to help educators successfully integrate media and technology into the teaching and learning process. As new technologies evolve, Media Resource Specialists consider the educational and pedagogical possibilities that exist with these new tools and work with teachers to help them take advantage of those possibilities. In addition to technical training, Media Resource Specialists work in collaboration with grade-level, departmental and district-level planning committees to facilitate technology initiatives, co-teach technology enhanced lessons and explore the use of technology in creative ways.

## **MEDIA CHALLENGE**

### *A. Jackson County Board Policy states:*

The right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. School employees will handle complaints with courtesy and integrity.

Criticism of media and instructional materials in Jackson County Schools shall be submitted on an approved form furnished by the principal. All appeals forms are in the Media Handbook. The complaint form will be submitted to the school media committee. Materials that are questioned should be read and analyzed first by the school media committee. Core-adopted materials must be challenged at the system level. If no decision can be reached, appeal may be made to the system-wide committee. This system committee will read and analyze the material and reach a decision. The local Board of Education has the final decision-making power. The complainant has the right to appeal decisions to the next higher level.

### **B. Challenge procedures**

When a formal complaint against media or instructional materials is received, the principal, curriculum director, and media specialist must be informed. A meeting of the school media committee will be scheduled to review the material and the complaint. The complainant will be notified of the meeting and invited to attend in order to present their completed “Request for Reconsideration” form.

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Each committee member shall read, view, or listen to the material in question in its entirety and review professional evaluations pertaining to the material. The media specialist will compile professional evaluations of the material in question.

The deliberations of the media committee shall be in private. The media committee will meet to:

1. hear the concerns expressed by the complainant;
2. discuss the materials relative to values and faults, appropriateness to grade level, appropriateness to curriculum, etc.;
3. render a majority decision relative to requested actions. The committee is charged with answering the question, "Is the material in question appropriate for use by its designated audience?"

The committee's decision may be to:

1. take no removal action;
2. remove all or part of the challenged material from the total school environment (School Media Committee); or from the school system (System Media Committee);
3. limit the educational use of the challenged material; or
4. place the material at another grade level.

Within five working days of the media committee meeting, the chairman shall:

1. officially notify the complainant in writing of the decision reached and advise of the right to appeal; and
2. file a copy of the Request for Reconsideration Form and all communications with the Central Office.

Decisions made at the school level apply only to that individual school

### **C. Appeal procedures**

An appeal of the school media committee's decision must be made within ten working days following the official notification.

- The complainant shall address a written request for appeal to the curriculum director. The system media committee will be convened to review the appeal.
- The curriculum director shall notify other principals of the appeal.
- The system media committee may refer to "Checklist for School/System Media Committee Reconsideration of Material." (Appendix G)
- Appeal beyond the system media committee shall be directed in writing to the Superintendent and the Board of Education.

An appeal of the system media committee's decision must be made within ten working days after formal notification of the decision.

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- The complainant shall address a written request for appeal to the Superintendent and Board of Education.
- The curriculum director shall notify the principals of the action taken by the system media committee and/or Jackson County Board of Education.

In the event of a severe overload of challenges, the school or system media committee may appoint a subcommittee of members to review challenges and make recommendations to the full committee. The composition of the subcommittee shall approximate the representation of the full committee.

Request to reconsider materials, which have previously been before the committee, must receive approval of a majority of committee members before the materials will again be reconsidered. The committee shall act upon every completed Request for Reconsideration form.

### **Supplementary Materials and Guidelines for Their Use**

1. Supplementary materials, which may include but are not limited websites, prints, slides, sound recordings, software, and most printed material designed to enrich the regular instructional program and core texts, may be selected for use by local school faculties. Criteria for the selection of these materials shall be consistent with the general criteria for materials selection. Supplementary materials, which have not been purchased by the school system, must have prior approval by the administration for use in the classroom and include the period of validity.
2. The Supplementary Materials Approval form and the material for which approval is sought should be submitted to the Principal or the Principal's designee prior to its use.
3. The use of supplementary materials must be documented in teachers' lesson plans prior to use. A copy of the approval should be attached to the lesson plan.
4. Supplementary resources should be used only if they are an integral part of the unit or lesson. Objectives should be clearly stated and followed. Teachers should make every effort to incorporate supplementary materials into the lesson in an appropriate manner. (For example, stop a movie from time to time to discuss how it fits into the lesson.)
5. Any concerns about potentially sensitive material should be written on the approval form. The teacher should have a clear plan about how to handle any sensitive matter and should be present when the sensitive material is used. Teachers are encouraged to send a permission letter to parents if there is a concern.

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The preceding guidelines for using supplementary materials have been developed based on **Board Policy IFBD**, Section III Parts B and C, which state:

(B) .....Media Materials and equipment, including gifts and sponsored materials, non-school owned materials, and community resources shall be carefully selected on the basis of their potential contribution to the attainment of system goals and their appropriateness for the purpose and grade level for which they are selected....

(C) Any print of non-print media brought to the school by teachers, students, or parents for possible classroom use shall be subject to the same criteria as that established for school-owned materials. In no instance shall media and/or equipment be used in such a manner as to violate Board Policy or the law

### **Procedures for Copyright Compliance**

The Georgia Board of Education requires that each school system comply with the Federal Copyright Law (94-553). It is the intention of the Jackson County Board of Education to adhere to this law and policies governing “fair use” of materials for the classroom. Media specialists play an important role in helping teachers and administrators follow copyright guidelines when duplicating print, audiovisual media, or computer software within their building. It is the responsibility of the media specialist to inform the faculty of the copyright law and guidelines. It is the responsibility of the faculty to abide by this law and these guidelines. A summary of copyright guidelines for situations commonly encountered in schools is provided below. For more information you may wish to visit the United States Copyright Office on line at <http://www.copyright.gov> .

### **Copyright Clearance Form**

A copyright clearance form should be completed to request authorization to duplicate and/or use copyrighted material. The superintendent will appoint an individual who is responsible for providing copyright information and managing copyright question and clearance on a system-wide basis. The media specialist will serve in this capacity at the building level. (Appendix D)

### **Audio Visuals (Videos, DVDs, etc.)**

Jackson County policy states that any audio visual (av) materials shown for classroom purposes must be included in the teacher’s lesson plans with objectives for showing the materials. AV materials brought in from outside sources must be approved in advance of showing. (See Supplementary Materials policy.)

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According to widely accepted copyright guidelines, programs (including news broadcasts) aired on regular television may be recorded and can be shown for up to 10 days after the broadcast. They may be kept for an additional 45 days for evaluation purposes. Recordings of TV broadcasts from educational television may be made and used for educational purposes for a maximum of seven days. AV materials may be rented provided use takes place in areas designated for classroom instruction and are used as part of the instructional program. AV materials must be used in face-to-face instruction and may not be shown for a reward or simply to enrich students (unless public performance rights have been purchased). Students in the classroom cannot be excluded from watching the av materials as a punishment. The av material must be a legal copy. It is illegal to copy programs transmitted via subscription television cable services or “pay” programs via satellite such as HBO or Showtime.

### **Audio**

Teachers may copy portions of recordings for academic purposes other than performances and use them with students. Multimedia guidelines suggest limiting the portion used to 10 percent and no more than 30 seconds.

### **Multimedia**

Authoring for curriculum-based projects may include material from CDs, books, the Internet, and other sources. The resulting projects cannot be distributed outside the classroom community, although they can be shared with family members.

### **Literary Works**

A teacher may make single copies of the following if they are to be used in the classroom or for research: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem; a chart, diagram, drawing, cartoon, or picture from a book, newspaper, or periodical. All printed copying must bear an appropriate reference.

An educator may not copy in order to replace or substitute for anthologies, compilations, or collective works.

### **Consumable Materials**

Educators may not copy from “consumable” works such as workbooks, exercises, standardized tests, or answer sheet.

### **Sheet Music**

Emergency copies of sheet music may be made for an immediate performance if additional copies have been ordered, but are not available. Any such copy must include a copyright notice. The emergency copies must be destroyed upon arrival of the purchased copies.

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**Internet**

Taking text and graphics off the Web and using them in projects is acceptable, but posting them back online is not. Posting on an Intranet is permissible since it is viewed as remaining inside the classroom community.

**Computer Software**

It is illegal to load the contents of one disk into multiple computers without a license; to load the contents of one disk into the local network without a license; to make or use illegal copies of copyrighted programs on school equipment; or to allow any student to illegally duplicate computer software.

(Remember, any material not part of the school collection must be approved using the *Supplementary Materials* form. Additional information on copyright and supplemental materials use is available in the Media Center.

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# **Multi-Tiered System of Student Support** **(MTSS)**

The Multi-Tiered System of Student Support is in place in Jackson County to help educators determine if students are progressing as expected or if students need additional help to be successful in school. It is a proactive approach that does not wait for students to fail before intervening. It focuses on identifying students who are struggling and those who are in need of enrichment/acceleration and then provides layers of intensive interventions and progress monitoring. For specific information regarding MTSS, click [here](#).

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# **State and Federal Programs**

## **State Pre-Kindergarten Program**

Georgia's Pre-K Program is a state lottery funded educational program for all age eligible four-year-old children in Georgia. The purpose of Georgia's Pre-K Program is to prepare children for success in Kindergarten and later school years.

Each elementary school will maintain their Pre-Kindergarten class(es). System guidelines require students to live in the school attendance zone in which they apply. After applicants apply, there is an annual lottery to select students for the Jackson County Schools Pre-Kindergarten Program.

Click [here](#) for additional details in the Jackson County Pre-Kindergarten Parent Guidance Handbook.

### **Early Childhood Entrance – Age Requirements**

Pre-Kindergarten students must be 4 years old on/before September 1 of the current school year. 5-year-olds are appropriately served in the regular kindergarten program. Therefore, they are not considered for Pre-Kindergarten.

Kindergarten students must be five years old on/before September 1 of the current school year. Parents may elect to keep children at home until they are six years old before enrolling in kindergarten. Enrollment in kindergarten is still optional in Georgia. Children who are six on/before September 1 are required to attend school in Georgia. They may be placed in either kindergarten or first grade.

## **English Speakers of Other Languages and Limited English Proficient Programs (ESOL/LEP)**

### **Philosophy**

The ESOL Program in Jackson County will ensure the equal worth and dignity of all English Language Learners making available the opportunity to fully gain access to programs and services provided by the State and Local Education Agencies so that English Language Learners can achieve to high standards, in both English Language proficiency and content mastery, as needed to be successful at the postsecondary level and/or when entering the workforce.

### **Initial eligibility – ESOL**

Under State Board of Education Rule 160-4-5.02, all students whose parents have indicated on a Home Language Survey that a language other than English is spoken in the home or by the students, must take an English language proficiency test to determine eligibility for the English

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to Speakers of Other Languages Program (ESOL) or alternative placement for language assistance. So defined, students who are non-English language background shall be administered a screening test known as the WIDA-ACCESS placement Test (W-APT), to determine their English language skills. Students scoring below a 5 are entitled to receive English language assistance (ESOL) without further assessment.

### **Continuing Eligibility and Exit**

All students receiving language assistance services through the ESOL program or placement in an alternative program shall be administered the ACCESS for ELs annually to determine progress and/or readiness to exit. Scores must be kept on file to document learning gains and to provide data for program accountability. All data related to student eligibility, progress and readiness to exit must be maintained in the student's permanent file. These files will also be maintained on Infinite Campus.

### **ESOL Instructional Program Models**

State-funded delivery models that foster the acquisition of language, both social and instructional includes: 1) pull-out outside the academic block, 2) push-in within the academic block, 3) cluster center, 4) resource center/laboratory, 5) an ELL exclusive scheduled class period, or 6) an alternative approved model.

## **Gifted Program**

### **Gifted Program Philosophy**

The schools of Jackson County strive to provide opportunities for all of their students to reach their full potential and develop their individual talents commensurate with their abilities. Therefore, in keeping with the Georgia State Board of Education recognition (Georgia Board of Education Rule 160- 4-2.38) of the need to provide gifted education services to students who have the potential for exceptional academic and creative achievement in grades K-12, the Jackson County School System provides differentiated curriculums and programs for intellectually gifted and talented students.

### **Definition of Gifted**

The Jackson County School System (JCSS) defines a gifted student as a student who demonstrates a high degree of intellectual and/or creative ability (ies) or excels in specific academic fields and who needs specialized instruction and/or ancillary services to achieve at levels proportionate to his or her abilities.

### **General Gifted Program Structure**

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The JCSS Gifted Education Program incorporates the concepts of enrichment, multi-disciplinary content, and acceleration that are appropriate for the individual student and are beyond the experiences offered by the regular classroom. The program follows the state required programming standards for meeting the needs of gifted and high ability learners.

Click [HERE](#) for the JCSS Gifted Program Manual for more information regarding the Gifted Education Program.

Click [HERE](#) for the Georgia Resource Manual for Gifted Services.

## **Federal Programs**

Title I is a part of the No Child Left Behind Act of 2001 (NCLB). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards. Click [here](#) for the Jackson County Federal Program Guidance for specific program details.

### **Homeless Students**

The McKinney-Vento Homeless Assistance Act, a federal law, requires school systems to enroll and educate "homeless children and youth." The Act imposes special requirements on school systems to appoint a liaison person and, at times, provide transportation to homeless children moving from school to school based on a determination of what is in the child's best interest.

**Definition: Homeless Child or Youth** – individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals; or
5. Awaiting foster care placement.
6. Moreover, the following children are included in the definition: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above. (McKinney Vento Homeless Act 42 U.S.C. § 11431 *et seq.*)

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## **Instructional Materials**

Any supplemental instructional materials which are required as a part of the curriculum must be purchased by the local school or the local board of education. Students will not be required to purchase these materials.

Sound professional judgment, appropriate community standards, and copyright laws should guide the selection of all school materials. While textbooks and media are officially approved in the course of acquisition procedures, all other supplementary materials are the responsibility of individual teachers and administrators. Supplementary materials should be directly related to the curriculum.

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# **Professional Learning**

## **Professional Learning**

Professional learning is at the core of school improvement. All learning is aligned with the system's continuous improvement plan and school continuous improvement goals. Professional learning and development takes place at three levels: a) District, b) School, and c) Individual and must be based on theory, research and sound practice.

A professional learning unit, typically known as a PLU, is a unit of credit awarded for every 10 contact hours or attendance in a pre-approved professional learning course or activity. Courses that offer professional learning credit must meet standards for high quality, effective professional learning and must be approved for credit PRIOR to the training experience. The following state guidelines apply in determining the number of PLUs applicable based on the number of actual contact hours of training:

A PLU is a unit of credit based on 10 contact hours of formal instruction or its equivalent (preparation phase) and on verification that the intent of the formal instruction has been implemented on the job (on-the-job performance phase) or on mastery verification conducted during the preparation phase.

The minimum contact time for one PLU activity shall be 10 contact hours (one PLU). Training activities for more than one PLU shall be in multiples of 10 contact hours. Partial PLU's or fractions of PLU's may not be awarded. No more than eight contact hours of instruction shall be conducted per day with a maximum of four PLU's earned per week.

Contact hours include actual clock hours of formal instruction received during the preparation phase of a PLU activity. Such contact may also include time spent in on-line computer courses where actual contact time can be verified. Contact may also include supervised practicum experiences that are an integral and necessary part of an instructional program.

If participants attend a Professional Learning that pays a stipend, the participant must attend 100% of the professional learning to receive the stipend. Partial stipends will not be paid.

When attending a professional learning course, professional dress is expected.

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# Special Education

Federal guidelines ensure that Jackson County Schools adhere to the following:

**(1) PURPOSE.** These rules are designed to:

(a) Ensure that all eligible children with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living; [34 C.F.R. § 300.1(a)]

(b) Ensure that the rights of children with disabilities and their parents are protected; [34 C.F.R. § 300.1(b)]

(c) Assist educational agencies to provide for the education of all children with disabilities; and [34 C.F.R. § 300.1(c)]

(d) Assess and ensure the effectiveness of efforts to educate children with disabilities. [34 C.F.R. § 300.1(d)]

Jackson County School System (JCSS) adheres and complies with the Federal Individuals with Disabilities Education Act (IDEA). In providing a Free Appropriate Public Education (FAPE) to students with disabilities, we have developed a manual for specific information regarding procedures and system expectations in the area of Special Education. The manual can be found at the following link:

## **For Your Information**

- Students with disabilities are entitled to FAPE until the student graduates with a regular education diploma or until the age of 22
- Students with disabilities can be suspended out of school for no more than 10 days without being provided services- be careful when assigning bus suspension and ISS (these could also be considered one of the 10 days if student do not receive services)
- Medication cannot be a condition for students to attend school, be evaluated or receive services
- ESY may take place during the school year or summer
- Only the Jackson County administrators and teachers directly involved with the student's education have access to the student's educational records. Once this confidential information has been obtained, it cannot be released to a third party without parental consent.
- Each school has 1 representative on the System Assistive Technology Team and 1 representative on the Autism Collaboration Team.

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## **Section 504 of the Rehabilitation Act**

Students may be eligible for protection under Section 504 of the Rehabilitation Act of 1973 and as amended in 2008. This Section prohibits discrimination against qualified individuals with disabilities in federally funded programs and activities.

In order to qualify for protection, a student must have a record of a disability which is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include but are not limited to: caring for oneself, performing manual tasks, hearing, eating, sleeping, walking, breathing, learning, reading, concentrating, communicating and working. The manual can be found at the following link:

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# Student Support

## **Teachers as Advisors**

The Teachers-as-Advisors Program is a, systematic method of delivery wherein an entire student population in grades 6-12 is assigned, in small groups, to a trained, caring adult advisor. The Adviser advocates for his or her advisees and facilitates sessions focused on academic achievement, career planning, and life skills. Middle school and high school students in Jackson County Schools will meet with their advisors at least once a month to assist individual students with educational and career development and planning.

## **BRIDGE Bill**

The implementation of the BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act provides middle- and high-school students with career counseling and regularly-scheduled advisement to choose a focused plan of study.

● The most critical parts of the BRIDGE Act Mandate all students in middle and high school receive counseling and regularly-scheduled advisement.

● The second mandate is that students choose a career area, create an Individual Graduation Plan, and graduate high school prepared to go to college or to enter the workforce.

● The third mandate requires regularly-scheduled advisement for all high- and middle school students.

### **Middle School Requirements**

Schools must provide the following for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students:

- Counseling
- Regularly-scheduled advisement
- Career awareness
- Career interest inventories
- Information to assist students in evaluating their academic skills and career interests
- 8<sup>th</sup> Graders must complete and Individual Graduation Plan prior to entering high school

### **High School Requirements**

Schools must provide the following for high school students:

- Career counseling
- Career guidance

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- Regularly-scheduled career advisement
- Information to enable students to successfully complete their individual graduation plans, preparing them for a seamless transition to postsecondary study, further training, or employment.

The BRIDGE Act must be developed in consultation with parents/guardians, students, school counselor or teacher-as-advisor. Each school must develop a plan to comply with the BRIDGE Act mandate.

### **High School Registration**

High school advisors assist students with the selection of courses and help to create an IGP (Individual Graduation Plan) that is based on the student's selected academic and career area to prepare them for their chosen career. An annual conference with the advisor and each student is held to register the student for high school courses for the following year. Parents are invited and encouraged to attend this conference.

### **Elementary and Middle School Transitions**

It is an expectation that elementary, middle and high schools provide appropriate transition activities for students and their parents to help prepare them for the next level of education. Activities should include orientations, shadowing, school tours, etc.

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## **Teacher Keys Effectiveness System**

**The Teacher Keys Effectiveness System (TKES) consists of multiple components, including the Teacher Assessment on Performance Standards (TAPS), Surveys of Instructional Practice, and measures of Student Growth and Academic Achievement. The overarching goal of TKES is to support continuous growth and development of each teacher.**

**Click [HERE](#) to access the 2015-2016 TKES Handbook**

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# Human Resources and Student Services

## Human Resources

The Jackson County School System is committed to recruiting, hiring, developing, and compensating the very best professional educators possible to achieve the vision and mission of the school system.

## Benefits

### **Retirement Options for JCSS Employees**

- **Teachers Retirement (TRS)** – (Administration/Teachers/Parapros/Secretaries)
  1. Mandatory 6% of your gross salary – not an option
  2. After 1<sup>st</sup> check – enroll at [www.trsga.com](http://www.trsga.com)
  3. Review yearly statements online only
  4. Phone number – 800-352-0650
  
- **Public School Employees Retirement System (PSERS)** – (Food Service, Custodians, Bus Drivers)
  1. Mandatory – not an option
  2. Deduction from September thru May only
  3. Current members - \$4.00 monthly deduction
  4. New member \$10.00 monthly deduction
  5. Access a handbook at [www.ers.ga.gov](http://www.ers.ga.gov)
  6. Phone number – 800-805-4609

### **Additional Retirement Option**

- **403B and 457B Supplemental Retirement Plan – Lincoln Financial**
  1. Not an open enrollment option - Can opt in at any time
  2. Can have this in addition to TRS or PSERS
  3. You choose a percentage to deduct each month. As little as 1% can be deducted
  4. Can be increased or decreased at any time

Contact – Diego Sarmiento – 404-620-9697 or [diego.sarmiento@lfg.com](mailto:diego.sarmiento@lfg.com)  
Lincoln Financial customer care center: 1-800-234-3500

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## **Other Benefits Available to JCSS employees**

Please refer to the Benefits Portal at <http://www.myjacksonbenefits.com/> for information regarding benefits available to JCSS employees. Open enrollment occurs each year in the Fall for the following calendar year.

## **Certification**

The State of Georgia is adopting a tiered certification system beginning July 1, 2014. More information will be included in this handbook as details are made available and clarified by the GaPSC. All certificated personnel are expected to monitor and maintain appropriate certification as a condition of employment with JCSS. For more information regarding certification, please refer to the GaPSC certification web page at <http://www.gapsc.com/Certification/Home.aspx>

### **Renewal of Certification Process**

Applicants for re-certification may apply for renewal beginning in January of the year in which the certificate expires. Each individual employee is responsible for providing the application for renewal to the Director of Human Resources. Certificates with an expiration date of June 30, 2015 will **not** require professional learning units to renew a Georgia clear renewable educator certificate or for the renewal of a paraprofessional certificate. However, paperwork for renewal is still required.

All certification paperwork for upgrades, name changes, or other additions should be processed through the Human Resources office.

Employees must receive a criminal record check prior to having a certificate renewal processed.

## **Code of Ethics**

All Employees of the Jackson County School System are expected to know and adhere to the Code of Ethics as presented by the Georgia Professional Standards Commission. Failure by any employee to adhere to the Code of Ethics is considered unacceptable and will result in disciplinary action by the district and possible referral to the GaPSC, if applicable. The Jackson County School District utilizes Compliance Director, an on-line self-paced tool, for training and annual review of the Code of Ethics and other compliance requirements. For more information

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on the Code of Ethics, please see the reference forms in the addendum or go to GaPSC ethics web page at <http://www.gapsc.com/Ethics/Home.aspx>

## **FMLA**

### **FMLA Eligibility**

- An employee who has worked for the company for at least a year ... **or** ...
- An employee who has worked at least 1,250 hours during the previous year

### **Reasons to consider applying for FMLA**

- To recuperate from a serious health condition
- To care for a family member with a serious health condition
- The birth of a child or adopted child

### **FMLA guidelines**

- Employees may take up to 12 work weeks of leave in a 12-month period (60 working days)
- Leave renews every 12 months, as long as the employee continues to meet the eligibility requirements set out above

### **FMLA procedures**

- Your doctor must complete Family Medical Leave paperwork
- Paperwork must be completed prior to going out on leave
- Fax paperwork to Shannon Kendrix at 706-367-9457

## **Worker's Compensation**

### **Worker's Compensation Procedures**

- Complete a First Report of Injury, Employee Injury Report and Refusal of Doctor's Care (If applicable). All 3 forms must be completed.
- Fax paperwork to Telaka Holbrook at the central office at 706-367-5151
- If employee needs to see a doctor, Shannon will call it in to a doctor on the Panel of Physicians
- "Panel of Physicians" must be posted at your school
- Accident Investigation and or Strain Investigation Report should be completed and remit to Dennis Patrick at the central office.

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- Services rendered by a non-paneled physician could become the employees responsibility for payment

## **Payroll**

### **Purpose of JCSS Status Form**

- To be sure new hires will be paid
- To be sure retirements/resignations/terminations will not be overpaid
- To be sure an employee is paid out of the correct budget number due to a transfer

### **Employee Status Form Procedures**

A status form should be done as soon as a change takes place. See list below.

- New hires
- Retirement/Resignation/Termination
- Transfers
  1. From one school to another
  2. From one position to another in the same school
  3. Changing hours (example 8 hours to 5 hours/day)
- Supplement Changes (Additions or Removal)
- Include additional information in comment section
  1. Who are they replacing (if applicable)
  2. When will they begin or retire/resign/term (date)
  3. What will they be doing (Teaching 2<sup>nd</sup> grade)
  4. How will they be paid (grant monies, supplement,etc)
  5. Was a resignation letter submitted
  6. Did they come from or are they going to another school system

### **Importance of correct date on Employee Status Form**

The date tells us when the employee starts or ends his time at Jackson County. This in turn determines how many days are left to work in the year or how many days the employee has worked. The employee's salary is then based on these days.

### **New Hire timelines**

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- February is the last month to hire full time classified employees. March is the last month to hire a full time certified employee. Any later in the year, the employee will not have enough salary to cover benefits.

### **Tax status changes forms**

- Forms are available on webpage
- Complete, sign and send back to Barbara Banks

### **Timeframe for tax status changes for payroll**

- If form is received prior to the 15<sup>th</sup> of the month the change will take place for that payroll. If received after the 15<sup>th</sup>, change will take place the next month

### **JCSS Pay Dates**

- Pay dates are the last working day of the month. There are no exceptions.
- Pay dates can be found at [www.jackson.k12.ga.us](http://www.jackson.k12.ga.us)
- Click on Faculty & Staff and then click on payroll cut-off dates/pay dates
- For November and December payrolls, all checks will be mailed

### **Direct Deposit of Payroll Checks**

Qualification for direct deposit: Hourly employee must work **90 consecutive days** to be eligible

#### **If you have a checking account:**

- Complete direct deposit form and attach a “voided” check (form found on “Teaming”)
- No counter checks; checks must be pre-printed with employee name

#### **If you have a savings account:**

Information needed on bank letterhead for savings account:

- State in the letter that it is a savings account
- Include employee name, account number and routing number
- Signed by bank employee

#### **If you do not have a checking or savings account:**

Information needed on bank letterhead for Reloadable Payroll Debit Card:

- State in the letter that it is a Reloadable Payroll Debit Card and money can be reversed if needed
- Include employee name, account number and routing number
- Signed by a bank employee

**Return signed paperwork and “voided” check to Barbara Banks at the central office**

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\*

**The employee is responsible to notify payroll if their bank information changes 5 days prior to the pay date. A delay in notification could result in payment to employee being postponed for as many as 10 business days after the pay date (see below).**

## **Employee Leave Information**

**Sick Leave** – Must be entered into Aesop

- Allotment is given at the end of each month
- Can be used in as little as 15 minute increments
- Can be used for doctor or dentist appointments
- Can be used for yourself or immediate family members (spouse, child, mother, father (in-laws) or grandparents)

**Personal Leave** – Must be entered into Aesop

- 3 days allotted each year
- Cannot use personal leave before or after a holiday
- Part of your sick leave, so hours will be deducted from your sick leave total
- No reason needed for personal leave

**Leave taken before or after a holiday** – Must be entered into Aesop

- Leave taken before or after a holiday will be deducted as without pay unless prior approval has been received from your principal and the superintendent

**Death in the Family** – Must be entered into Aesop as sick leave

- For immediate family only – spouse, child, mother, father (in-laws) or grandparents
- 5 days granted – deducted from your sick leave
- If you do not have sick leave – 5 days can still be taken, but it would be without pay

**Sick Bank** – Can be used for employee illness or immediate family member illness

- Membership requirements – Must be full time with 1 year of service and 3 sick days
- Open Enrollment period is September – October of each year
- Membership also requires a commitment from the employee that 1 additional day may be taken if the bank balance falls below 25% of the members in the bank.
- Sick Bank is for catastrophic illnesses only ... for example (cancer, transplants, heart disease, AIDS, Leukemia, Lupus, etc)
- Purpose of Sick Bank is to provide employees who suffer catastrophic illness with additional sick leave days upon exhaustion of accrued leave

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- Sick Bank Committee consists of Teachers, Principals, Non-Certified Staff Members and Director of Personnel

**2015-2016**  
**DAYS NOT AVAILABLE FOR PERSONAL LEAVE**

\*\*Personal days are not allowed before or after holidays, all planning days, snow make-up days and the first or last day of your scheduled work calendar.\*\*

July 1, 2015 (240 Day)	January 15, 2016
July 6, 2015 (240 & 230 Day)	January 19, 2016
July 13, 2015 (220 Day)	February 12, 2016
July 20, 2015 (210 Day)	February 16, 2016
July 27, 2015 (205 Day)	February 17, 2016 (Bus Drivers/Nurses/Food Svs)
July 28, 2015 (Nurses)	March 10, 2016 (Bus Drivers/Nurses/Food Svs)
August 3, 2015 (Pre-Planning)	March 11, 2016 (Planning)
August 4, 2015 (Pre-Planning)	March 14, 2016 (Bus Drivers/Nurses/Food Svs)
August 5, 2015 (Pre-Planning)	April 1, 2016
August 6, 2015 (Pre-Planning)	April 11, 2016
August 7, 2015 (Bus Drivers)	May 24, 2016 (Bus Drivers)
September 4, 2015	May 25, 2016 (Food Service)
September 8, 2015	May 25, 2016 (Post-Planning)
October 9, 2015	May 26, 2016 (Post-Planning))
October 13, 2015	May 27, 2016 (240/230/220/210/205 Day)

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November 20, 2015	May 31, 2016 (240/230/220/210/205 Day)
November 30, 2015	June 10, 2016 (205/210 Day)
December 17, 2015 (Bus Drivers/Nurses/Food Svcs)	June 17, 2016 (220 Day)
December 18, 2015	June 24, 2016 (230 Day)
January 4, 2016	June 30, 2016 (240 Day)
January 5, 2016 (Bus Drivers/Nurses/Food Svcs)	

*Any personal leave requests for these dates must be approved prior to the date by your principal and the superintendent to avoid without pay.*

## **Personnel**

### **New Hires**

Potential new employees to Jackson County Schools should be brought to the attention of the Director of Human Resources. Positions should be posted on the District HR website.

Applications should be made for all positions using the online application. Principals and Supervisors should use the JCSS New Hire Checklist with every new hire to ensure that all Federal, State, and local procedures and guidelines are followed. Failure to complete each section of the New Hire Checklist will result in a delay in the hiring process. Questions should be brought to the attention of the Director of Human Resources for clarification.

### **Evaluation of Personnel**

Each system employee will be evaluated annually. TKES/LKES is the adopted program for certified personnel. Each administrator will be credentialed and will follow the guidelines and procedures of the program. The locally developed observation form for certified personnel may be used as a supplement. Certified staff evaluated through TKES shall receive an orientation prior to being evaluated. Media Resource Specialist, speech and language pathologist, and counselor evaluations will follow state and/or locally approved procedures as well.

The appropriate locally developed employee evaluation form will be used annually for the evaluation of all categories of non-certified personnel.

Staff members who receive a variable supplement shall have an end of year evaluation and conference; the supervisor/direct report will submit a written recommendation to the superintendent for appropriate supplemental salary adjustment.

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## **Confidentiality**

All aspects of the evaluation process and results are confidential and are to be shared only with the appropriate personnel. Within the same school district, official evaluation records, documentation, and attachments may be transferred. However, they must not be transferred to other school districts, organizations, or individuals without permission of the person evaluated. Administrators have the option of using appropriate school employees to assist in the preparation of forms and records; however, administrators must provide them with clear instructions regarding confidentiality and control of records.

## **Appeal Procedures**

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

1. A conference to discuss observation results may be requested in writing by the teacher within 10 working days of receipt of results. Upon request, the evaluator is required to hold such a conference. The evaluator should sign and date the request when received and maintain this written request in the teacher's evaluation file.
2. Teachers may attach written comments to the evaluation records such as Observation Records, Annual Evaluation Summary Reports, Professional Development Plans, and any documentation related to the TKES/LKES or local observation instrument. The attachment must be submitted within 10 working days of receipt of these records. When comments are attached to the evaluation records, the teacher should indicate presence of the attachment in the appropriate space on the form. These written statements must be maintained as a part of the official record.
3. In cases where observations were conducted by evaluators other than the principal and the complaint is the result of an alleged violation of approved procedures, and where the complaint is not resolved in the conference with the evaluator, the teacher may request in writing a conference with the principal within 10 working days of the conference with the evaluator. The principal is required to hold the conference. The principal should sign and date the request when received and maintain the written request in the teacher's evaluation file.
4. Teachers who wish to pursue alleged violations of approved procedures beyond complaints registered at the school level shall follow the appropriate procedures of the policies of the local unit of administration.

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## Recruitment and Hiring of Personnel

### Certified Personnel

1. Applications for prospective certified employees are maintained online, accessible only with a user identification and password.
2. Following verification of a vacancy with the personnel office, principals may interview approved applicants. **Prior to making a recommendation, the principal should review his/her selection process with the Director of Human Resources.** Principals will make recommendations to the Superintendent based on qualifications and certification, the principal's rating of the interview, and applicant references. Applicants should not be recommended unless they are Highly Qualified as defined by the guidelines of No Child Left Behind and by the state.
3. Recommendations for employment should be made using the New Hire Checklist and district Status form. All information concerning the applicant should be included and the application for employment should be returned with the recommendation. Criminal Record Check forms must be completed and fingerprinting requirements must be met. Include a copy of the New Hire Checklist with the recommendation.
4. All school-to-school transfers should be completed by the May BOE meeting.

### Non-Certified Personnel

1. Applications for prospective non-certified employees are also maintained online. Some paper copies are on file at the central office. These applications may be checked out through the secretary for personnel.
2. Following verification of a vacancy, principals may interview available applicants. Principals will make recommendations to the Superintendent based on qualifications, experience, the principal's rating of the interview, and applicant references. Paraprofessionals should not be recommended unless they are Highly Qualified as defined by the guidelines of No Child Left Behind and by the state.
3. Recommendations for employment or any change of employment status should be made on the Recommendation for Employment and Notification for Employment Status form. Fill in all information required on this form. Non-certified employees will be fingerprinted on a 5-year rotating schedule based on the last 4 digits of their social security number.
4. All school-to-school transfers should be complete by the May BOE meeting.

**Lay coaches, parent volunteers, etc. should receive criminal background checks only if they work alone with students, unsupervised by a certified school system employee. The principal is responsible for assuring that no discriminatory practices are used in recruitment and hiring of personnel.**

## Student Services

### School Social Workers

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School Social Workers (SSW) are mental health professionals licensed to provide services that promote social, emotional and behavioral adjustment in school and in society. SSW are employed by the school system and are certified and licensed with the state. SSW help parents strengthen the relationship they have with their children and the school by acting as a bridge between home and the school. SSW offer academic, emotional and social support. If teachers and administrators are having a hard time reaching parents, school social workers are trained to intervene and contact the parents in order to relay the information. SSW also help to identify student's needs and solutions before the issue gets bigger. Through assessment, crisis intervention, and coordination of community services, school social workers help students, families, and school systems overcome barriers that interfere with learning.

### **SSW Referral Process**

- Contact your school social worker via the referral link on our school website. On the referral form make sure you give detailed information about what you need from the family (ie. signed documentation, conference information, information about their child, etc.) or what the issue is with the student.
- If documentation needs to be signed, please mark clearly where the signature needs to go. Give a brief description of what you would like the parents to know.
- When you request a home visit be sure to inform the School Social Worker of any pertinent information about the family.(ie. family is hostile towards school, suspected substance abuse, aggressive dogs, other people that live in the home, etc.)
- If there are siblings enrolled in Jackson County Schools, be sure to let the SSW know. Also communicate with the siblings teachers to see if they have any issues they would like discussed with the family.
- If the family calls/resolves the issue please let the SSW know immediately so she/he doesn't go to the home and anger the parent.
- Understand that it may take several days to contact the family at home.

### **Attendance Protocol**

- The school is responsible for sending out attendance letters once a student misses 3 unexcused days and then again once the student reaches 5 unexcused absences. Included with the 5 day letter should be a date and time for the parent to come in and meet with an administrator and the school social worker.
- If a parent(s) does not show up to the 5 day meeting and they have 7 or more unexcused absences, they are referred to the ARB. Schools should notify the School Social Worker and send out the 7 day letter – certified. If they have less than 7 the SSW will call the parent and reschedule the 5 day meeting or clear it up over the phone by asking them to send in doctor excuses.
- Parents may write notes to the school excusing up to 5 absences per school year without documentation.

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- Once a parent is referred to the ARB they must go to the courthouse and clear up the situation unless they send in doctor excuses or parent notes to the school 24 hours before the ARB is scheduled. If a parent does not show to the ARB, it will be an automatic warrant issued against the parent of the child.

\*Once a warrant is issued, the school cannot stop the warrant.

## **Code of Student Conduct**

JCSS has established a Code of Student Conduct that is the foundation for student behavior and discipline for all students enrolled in Jackson County schools. Please refer to the Code of Student Conduct in disciplinary situations. Contact the Director of Student Services with any questions regarding the Code of Student Conduct and disciplinary procedures.

## **Health Services**

### **Maintenance of Student Health Certificate Files**

The principal is responsible for ensuring that records concerning immunization ( Georgia State form 3231) and hearing, vision, dental and BMI (Georgia State form 3300) are maintained in the permanent record of each student applicable.

## **Immunization Requirements**

Rules of the Department of Public Health  
Chapter 511-2-2  
Immunization of School Children  
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511-2-2-.01 Definitions

511-2-2-.02 Immunizations Required

511-2-2-.03 Official Immunization Schedules

511-2-2-.04 Certificate of Immunizations

511-2-2-.05 Certificate of Immunization Issued for Child with Physical Disability

511-2-2-.06 Certificate of Immunization for a Child Immunized Outside of Georgia

511-2-2-.07 Religious Objectives to Require Immunizations

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### **511-2-2-.01 Definitions**

- (a) “Childcare facility” means any public or private day center or nursery intended for the care, supervision, or instruction of children, including pre-kindergarten programs;
- (b) “County Board of Health” means a county board of health organized pursuant to O.C.G.A. section 31-3-1 et seq.;
- (c) “Department” means the Georgia Department of Public Health;
- (d) “Epidemic” means an outbreak, or rise in incidence rate, or spread of incidence of a contagious or infectious disease so as to constitute a clear and present risk of infection to the public at large or to congregated groups thereof;
- (e) “Physician” means a practitioner of the healing arts licensed in accord with O.C.G.A. Section 43-34-20 et seq. or the equivalent laws of the practitioner’s jurisdiction if outside Georgia;
- (f) “School” means any public or private educational program or institution instructing children at any level or levels, kindergarten through twelfth grade, or children of ages five through nineteen if grade divisions are not used;
- (g) “Tdap vaccine” means a single vaccine that protects against tetanus, diphtheria, and pertussis.
- (h)

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12

**511-2-2-.02 Immunization Required** Except as otherwise provided, immunization against the following diseases shall be required of all children entering a school or childcare facility operating in the state:

- (a) Diphtheria;
- (b) Haemophilus influenza type B (not required on or after the fifth birthday);
- (c) Hepatitis A;
- (d) Hepatitis B;
- (e) Measles;
- (f) Meningitis;
- (g) Mumps;
- (h) Pertussis;
- (i) Pneumococcal (not required on or after the fifth birthday);
- (j) Poliomyelitis;
- (k) Rubella (German Measles)
- (l) Tetanus; and
- (m) Varicella (chickenpox).

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- (1) A parent or guardian must submit a valid Certificate of Immunization for any child entering a school or childcare facility in the state of Georgia for the first time.
- (2) School or childcare facility officials may allow a child without a valid certificate of immunization to attend for no more than 90 calendar days after the first day of attendance provided that the parent or legal guardian either shows that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedules, or presents an affidavit of religious objection as provided in DPH Rule 511-2-2-.07.
- (3) Effective July 1, 2014, for entrance into Georgia school grades kindergarten through twelve, students must have a total of two doses of measles vaccine, two doses of mumps vaccine, one dose of rubella vaccine, and a total of two doses of varicella vaccine.
- (4) Children attending any childcare facility must show evidence of protection against pneumococcal disease.
- (5) Children born on or after January 1, 2006 who are attending any childcare facility or school must have proof of protection against hepatitis A disease (vaccination or serology).
- (6) Requirements for hepatitis A, hepatitis B, measles, mumps, rubella, and varicella vaccines may be waived with serologic proof of immunity. Requirements for varicella vaccine may be waived also with a healthcare provider diagnosis of varicella disease or healthcare provider verification of history of varicella disease.
- (7) Effective July 1, 2014, children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into Georgia school in grades eight through twelve, must have received one dose of Tdap vaccine.
- (8) Effective July 1, 2014, children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into a Georgia school in grades eight through twelve, must have received one dose of meningococcal conjugate vaccine.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12.

**511-2-2-.03 Official Immunization Schedules.**

- (1) An immunization regimen equivalent to the current immunization schedule developed by the Advisory Committee on Immunization Practices (ACIP), adopted by the Department and published in the official state immunization program manual shall be deemed the minimum regimen of immunization which satisfies the requirements of this Chapter. Immunization certified by County Boards of Health shall be accomplished in accord with the departmental immunization schedule.
- (2) Any other immunization schedule which includes the immunizations itemized in Rule 511-2-2-.02, Immunizations Required, and equals or exceeds the minimum requirements

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of the Departmental Immunization Schedule shall be deemed to satisfy the requirement for Issuance of a Certificate of Immunization.

- (3) Copies of the Departmental Immunization Schedule may be obtained from the Department or County Board of Health.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12.

**511-2-2-.04 Certificate of Immunization.**

- (1) A certificate of Immunization may be issued by a physician, physician's assistant, advanced practice registered nurse, or qualified employee of a County Board of Health or the State Immunization Program, on a form provided by or approved by the Department, for any person that has been vaccinated against a specific disease in compliance with this Chapter.
- (2) A certificate of Immunization may be issued for a child who has not received all required immunizations with the conditions that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedules. Such a certificate must be retained and monitored for currency by the school or childcare facility while the child continues in attendance and must be made available for inspection during normal business hours by authorized officials of the Department or County Board of Health.
- (3) A certificate for a child who is in the process of receiving all required vaccines must show a date of expirations, which shall be the date on which the next required immunization is due or the date n which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or childcare facility within thirty days after the expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.
- (4) If a child transfers to another school or childcare facility, then the certificate of immunization shall be transferred to the new school or childcare facility. If a child ceases to attend without transfer, then the certificate shall be returned to the parent or guardian.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12.

**511-2-2-.05 Certificate of Immunization Issued for Child with Physical Disability.**

- (1) If a child has a physical disability, condition, or physiological idiosyncrasy which might cause a specific immunization to endanger life or health, then a physician may issue a Certificate on Immunization indicating "medical exemption." A Certificate of Immunization indicating medical exemption shall be valid for one year, and may be reissued form year to year until the physician determines that immunization or specific immunization may finally be accomplished without danger to the child's health.

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Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12.

**511-2-2-.06 Certificate of Immunization for a Child Immunized Outside of Georgia**

A County Board of Health or physician may issue a Certificate of Immunization as provided by rule 511-2-2-.04 upon receiving written proof attested to by a physician licensed by Georgia, a physician licensed in another state, or an authorized representative of a public health authority of another state or nation, that all required immunizations have been accomplished for the child. Such proof shall indicate each vaccine type administered and the date of each dose. A County Board of Health or physician may issue a Certificate of Immunization indicating medical exemption as provided by Rule 511-2-2-.05 upon receiving written proof attested to by a physician licensed by Georgia or another state that the child has a physical disability, condition, or physiological idiosyncrasy which might cause a specific immunization to endanger life or health.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12.

**511-2-2-.07 Religious Objections to Required Immunizations**

- (1) Except as provided in subsection (2) below, a child shall be exempted from the required immunizations if the parent or legal guardian furnished a written statement swearing or affirming that such immunizations conflict with his or her religious beliefs.
- (2) When the Department or a County Board of Health determines that an epidemic or the threat of an epidemic exists, said department or Board shall immediately notify the governing authorities of all school and childcare facilities within the affected area. Under those circumstances, said Department or Board may require immunization for those who object on the grounds of religious beliefs, or may alternatively prohibit attendance at schools or childcare facilities within the area by unimmunized children.

Authority: Secs. 21-2A-6, 20-2-771, 31-12-3, 49-5-12.

**Standards for Issuing and Filing Certificates of Immunization  
Policy Guide 3231INS**

**Standards for Issuing and Filing Certificates for Immunization  
[Form 3231 (Rev. July 2014)]  
For Georgia Facilities and Schools**

**Who is required to have the Certificate of Immunization (Form 3231)?**

Children attending any childcare facility, pre-kindergarten, Head Start program, nursery, or school are required to have this form on file. This includes public and private operations and all enterprises, educational programs and institutions involved in the care, supervision or instruction of children. Certificates are required for all children through grade 12.

**Who may issue certificate?**

Only a licensed Georgia physician, Advanced Practice registered Nurse, Physician Assistant or qualified employee of a local board of Health or the State Immunization Office may issue this certificate. The physician, APRN, PA or health department is responsible for interpretation of

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and compliance with the requirements set forth in Chapter 511-2-2 of the *Rules of the Department of Public Health*.

**How to file and maintain the certificates:**

- (1) A valid certificate for all children must have the following information legibly completed:
  - Child's name
  - Birth date
  - Name, address and phone number of a physician or Health Department
  - Certified by signature
  - Date of issue
  - Dates (month, day and year) in the vaccine history (dates vaccines administered) section and/or 4 digit year in the "disease dx", "serology+", "disease hx" or "medical exemption" boxes.
- (2) A valid certificate for children under 4 years for age must have:
  - All of the information in item #1 and a "date of expiration" noted in the appropriate space.
- (3) A valid certificate for a child age 4 years or older must have:
  - All of the information in #1 and a date of expiration or
  - All of the information in #1 and X in the "complete for K through 6<sup>th</sup> grade" box "a" with a "Date of expiration" indicated for 7<sup>th</sup> vaccination requirements.
- (4) Valid certificates marked "complete for 7<sup>th</sup> grade or higher" do not expire.
- (5) The certificate becomes invalid on the expiration date indicated. If a current certificate has not been submitted within 30 days after the expiration date, the child must be excluded from attendance until a current certificate is obtained.
- (6) A school/facility official is responsible for keeping track of certificates with expiration dates and for notifying a parent/guardian of an upcoming expiration date and requesting that an up-to-date certificate be submitted.
- (7) A valid certificate of immunization must be kept on file by the school/facility and be available for inspection by health officials. The school/ facility is not responsible for the accuracy of immunization information filled in by certifying authority.
- (8) If a child attends more than one school/facility, a photocopy of this form must be on file at the second school/facility.
- (9) If a child leaves or transfers to another school/facility, this certificate should be given to a parent/guardian or sent to the new school/facility.
- (10) Any school/facility official who does not enforce the requirements and any parent/guardian who intentionally does not comply with the requirements shall be guilty of a misdemeanor. See *Official Code of Georgia Annotated 20-2-771 (h)*.

**Instructions for completing certificates:**

- (1) All dates must include month, day and year.
- (2) The "child's name" and "birthdate" must be filled in.

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- (3) The “date of expiration” is the date of the child’s next immunization is due or the date a review of the medical exemption is due.
- This date must be filled in when a child is in the process of receiving the required number of vaccine doses appropriate for age as set forth in *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*.
  - The date filled in may be the date a review of a medical exemption for a vaccine is due. The “date of expiration” must be filled in if neither “complete for school attendance” box is marked. If there is an X in “complete for K through 6th grade” box, an expiration date must be documented.
- (4) Put an X in the “complete for K through 6th grade” box if a child who is four years of age or older has completed all the immunization requirements for first time attendance in a school in Georgia as set forth in *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*. Note that requirements for kindergarten (age 5 years) include doses indicated by the ACIP for 4-6 years. The “complete for K through 6th grade” box must be filled in with the “date of expiration” indicating due date for 7th grade vaccination requirements.
- (5) Put an X in the “complete for 7th grade or higher” box if a child born on or after January 1, 2002 entering or transferring into 7th grade and any “new entrant” 8th through 12th grade has proof of an adolescent pertussis (whooping cough) booster vaccination (called Tdap) and an adolescent meningococcal vaccination (MCV4) as set forth in *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia*. The “complete for 7th grade or higher” box must be filled in if the “date of expiration” is not.
- (6) The Georgia Department of Health establishes for immunization for school/facility attendance in accord with the *Recommended Childhood Immunization Schedule, United States*, developed and approved annually by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). See *Policy Guide 3231REQ, Vaccine Requirements for Attending Facilities and Schools in Georgia* for requirements for doses for age, minimum ages, and minimum intervals between doses for children who are behind schedule.
- (7) Hib and PCV vaccine are not required on/or after the 5th birthday. The number of doses for both vaccines is dependent on age at first dose and/or the brand of vaccine administered. If the “complete for K through 6th grade” box is marked for a child who is 4 years of age, dates for HIB and PCV vaccine must be filled in.
- (8) The Hepatitis A, Hepatitis B, Measles, Mumps, Rubella and Varicella vaccine requirements may be waived with serologic proof of immunity. Filling in a 4-digit year is required for each requirement waived.
- (9) For Varicella vaccine, the dates for each dose given must be entered or the 4-digit year in one of the columns indicating “diagnosed” disease, “serology+ (serologic evidence of immunity), “history” of disease or “medical exemption” must be filled in. The varicella vaccine requirement may be waived with (a) a physician’s diagnosis of disease; or (b) a

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health care provider's interpretation that a parent/guardian description of chickenpox disease history is indicative of past infection. Filling in a 4-digit year for the year of infection is required.

(10) In the interest of having a more complete record, providers are requested to fill in dates of recommended vaccines the child has received, but are not required to do so.

(11) The certificate is not valid without a printed, typed or stamped name, address and phone number of the certifying authority in the certification section in the lower right corner. There must be a written or stamped licensed physician's signature, APRN, PA, or signature line. A stamp of a physician, APRN, or PS's signature with official title is permissible when cosigned by an office staff.

(12) The "date of issue" is the date a child's immunization status was reviewed and the certificate was issued. It must be filled in.

(13) During times when vaccine shortages may necessitate deferral of doses of specific vaccines, the GA Immunization Program will follow the recommendations made by the ACIP and will send providers the interim plans for issuing certificates based on these temporary recommendations.

**Exemptions:**

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

(1) Medical: Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption. *O.C.G.A. 20-2-771(D)*

(2) Religious: for a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized affidavit stating that immunizations conflict with his or her religious beliefs. There is no standard form for religious exemption. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of an immunization certificate. Affidavits denoting religious exemption do not expire. *O.C.G.A. 20-2-771(E)*

**Certificate ordering and computer generated facsimiles:**

(1) Certificates of immunization (form 3231) may be ordered in bulk from:

Georgia Immunization Office  
2 Peachtree St N.W. Suite 13-276  
Atlanta Ga 30303-3186

The order form 3184 can be printed from: <http://dph.georgia.gov/health-care-professionals/>

(2) Computerized versions of the certificate of immunization (form 3231) must contain all the information included in the current form provided by the Georgia Department of Public Health and must be approved by the *Georgia immunization office prior to use. References: Official Code of Georgia Annotated 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.*

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## **Infectious Diseases**

### 160-1-3-.03 Infectious diseases

#### (1) Definitions

- a. Centers for Disease Control and Prevention (CDC) – a major operating component of the United States Department of Health and Human Services with responsibilities at the national level for monitoring health, detecting and investigating health problems.
- b. Family Educational Rights and Privacy Act (FERPA) – Federal legislation applicable to all educational institutions receiving Federal funds that protects the privacy of students' personal identifiable information.
- c. Infectious Disease – an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.
- d. Personal Protective Equipment (PPE) – any type of face mask, glove or clothing that acts as a barrier between infectious materials and the skin, mouth, nose, or eyes.
- e. Local Education Agency (LEA) – a local school system pursuant to local board of education control and management.
- f. Standard Precautions – a set of precautions designed to prevent the transmission of infectious diseases which include, but not limited to, hand washing procedures, use of protective gloves, and directives on covering the mouth and nose when coughing or sneezing.
- g. Tasks with Exposure Potential – tasks associated with the evaluation and treatment of students with actual or potential infections.

#### (2) Requirements

- a. LEAs shall develop policies, regulations, and procedures related to the impact of infectious diseases on school system management and operations.
- b. LEAs shall annually provide employees with information, education, or training related to infectious diseases, including transmission, risk education, and standard precautions, based on CDC guidelines or recommendations.
- c. LEAs shall make personal protective equipment (PPE) readily available and appropriate to tasks with exposure potential.
- d. Where LEAs have reasonable suspicion to believe that an employee or student has an infectious disease, school authorities shall counsel that person immediately, or if the person is a minor, notify his or her parent or guardian of the need to obtain an appropriate medical evaluation.
- e. Operational decisions related to employees or students infected with communicable diseases shall be made in conjunction with the school nurse, state and/or local public health agency representatives, health care professionals, and school system administrators.

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- f. Each LEA shall limit the disclosure of health-related information of its employees and students. FERPA prohibits the unauthorized disclosure of information from educational records except in certain limited circumstances, such as a health and safety emergency as described in 34 C.F.R.99.31 (a) (10) and 99.36. Additionally, the disclosure of certain confidential health information may be a misdemeanor punishable under O.C.G.A 24-9-47.

Authority O.C.G.A. 20-2-240  
Adopted: October 12, 2011  
Effective: November 1, 2011

## **Home Visits and Lice Procedures**

### **Home Visits**

Home visits are an excellent way to build a relationship with a family and are useful in resolving barriers to parent involvement in education. These barriers include lack of time to attend meetings or to read materials sent home, not feeling valued and welcome at school, not understanding the school system language and lack of transportation. The school social worker's (SSW) ability to listen to family needs, to link families with needed resources and to coordinate activities across the home-school setting contributes to parent involvement. School social workers are trained to meet the client where they are, to look at their strengths and work to help the student succeed. School Social Workers are able to go to a home without the emotional attachments which enables them to work with families without crossing any boundaries. School Social Workers are also trained in assessment. They are able to go to a home and be able to assess the true needs of the family and offer appropriate assistance.

Home visits should not be made alone by school personnel unless they have been trained in home visitation skills and safety. School personnel should always go on home visits with their SSW. A home visit is not necessary unless the school has attempted to contact the parent by a phone call and/or letter home and the parent does not respond. If the school cannot contact the family a referral should be made to the School Social Worker. Home visits made by untrained personnel can be dangerous and potentially ruin the possibility of a relationship in the future. They can also cause the family to become overly dependent on the school for emotional and financial assistance.

### **Home Visits should be conducted when:**

- A student is in crisis and the school cannot contact the parent.
- When a parent does not have a working phone number and contact cannot be made any other way.
- A parent cannot come to the school for a meeting but would like talk about what will/did occur at the meeting. (ie. parent teachers conferences, IEP, SST, POI)

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- Documentation needs to be signed by the parent but the school cannot contact the parent.
- Explaining Special Education Documentation
- A child is having difficulty at school and the parent cannot come to the school for a timely meeting. (ie. anger issues, failing grades, social anxiety)
- A parent requests that someone come to the home for assistance.
- A child has not shown up for school for several days and there has been no contact with the family.
- When a parent cannot provide appropriate paperwork to prove residency in Jackson County.

**Home visits should NOT be conducted when:**

- There are concerns about the cleanliness of a child or the child has lice.
- Frustration because the child does not do well in class.
- If the parent is known to be violent or has made threats against school personnel.
- Suspicion that a student is being abused (As a mandated reporter, you should call DFCS)
- There is a suspicion of family members using drugs.
- There is not a specific reason to go to the home.
- A student is tardy for school.

**Recommended Lice Procedure**

The American Association of Pediatrics recommends that "no-nit" policies should be discontinued. Students diagnosed with live lice do not need to be sent home early and can remain in class, but should make sure they do not allow themselves to be in close head contact of other students. Head lice have not been linked to disease.

If live bugs or nits are found the following steps are recommended:

- The principal of the school should always be updated about the student's lice situation – and it will be up to the principal whether or not he or she feels the child should go home. If the principal is not available, please speak with the assistant principal for the final decision.
- Always maintain confidentiality when dealing with a lice situation.
- Notify the child's parent or guardian by telephone or send a note home with the child including a treatment guide. We would like to encourage you to contact the parent by phone if it's the first time their child has had lice, just in case the parents have questions or need financial help with treatment supplies.
- A student is allowed to return to school after they have been treated for live head lice. The nurse or school personnel may recheck the child's head when they return to school. Our county does allow one excused absence per year for the treatment of head lice.

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Missing class time because of lice should be kept at a minimum to ensure that multiple absences do not occur and valuable instructional time missed due to head lice. If you have a student with a reoccurring or chronic case of lice, please inform your school nurse and/or school social worker. Home visits may be made in order to educate the family, but please know the school is not responsible for cleaning the home or treating the student, we will only give suggestions.

## **Homebound Instruction**

### **Hospital/Homebound Services**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplement regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

### **Student Eligibility**

Eligibility for HHB service is based on the following criteria:

1. The student must be enrolled in the public school system in which he or she is requesting this service. Private or home school students are NOT eligible for HHB services from a Georgia public school.
2. The student must have a medical and/or psychiatric condition that is documented by a physician licensed by the State of Georgia. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder. The psychiatric condition presented must be listed in the latest edition of the Diagnostic and Statistical Manual (DSM). The referring licensed physician and/or licensed psychiatrist must be the treating physician or psychiatrist for the medical and/or psychiatric condition for which the student is requesting HHB services. Examples include the following: A student with leukemia may not request HHB services with a medical statement

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from a pediatrician. A statement from the oncologist currently treating the student is required. A student with paranoid delusions may not request HHB services with a medical statement from a psychologist or pediatrician. The medical request must be from the licensed psychiatrist currently treating the student.

3. The student must be anticipated to be absent from school for a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year.

4. If the school is on an approved block schedule, then the ten day minimum requirement is reduced to five consecutive or five intermittent days during the school year.

5. Students who have been declared emancipated by a court or are 18 years of age or older are eligible to sign the Hospital/Homebound (HHB) Services Request Form and the Compliant Authorization for Exchange of Health and Education Information (The Health Insurance Portability and Accountability Act - HIPAA).

6. Students who have any form of influenza or other airborne contagious diseases will not be provided services until the licensed physician certifies that the student is no longer infectious.

7. The local education agency (LEA) may require the parent, guardian, emancipated minor, or student 18 years of age or older to sign the HIPAA form relating to the reason for the request for HHB services. If the LEA requires the HIPAA form, it must be submitted before services can be provided.

8. Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be approved.

### **Application Process**

1. The parent/guardian, emancipated minor, or student 18 years of age or older should contact the school's HHB contact (school counselor) to discuss HHB services and to obtain an application for these services. This application can also be found on Infinite Campus.

2. The parent/guardian, emancipated minor, or student 18 years of age or older should read and sign a document to certify his or her understanding of the HHB policies, procedures and application process. The school should begin looking for a HHB teacher while the parent and medical professional is completing the required paperwork

3. The parent/guardian, emancipated minor, or student 18 years of age or older should take the HHB application to the licensed physician or licensed psychiatrist treating the student for the

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medical condition. The completed application must be returned to the school HHB contact. An incomplete application may cause a delay in services.

4. Once the application comes back, the school counselor should send it to the school social worker and it will be reviewed to ensure that the student meets the minimal eligibility requirements. The HHB teacher should be included on this form. Once approved, the application will be forwarded to the board of education.

5. Within five school days of receiving the approval notification, the school social worker shall notify the parent, guardian, emancipated minor or student 18 years of age or older of the time and place of the school team or IEP meeting to discuss HHB services. A telephone conference call or other electronic communication may be considered a meeting.

6. The school team or IEP team will develop an Educational Service Plan (ESP) for each designated HHB student. This plan must address the disabling condition, anticipated length of absence, accommodations and modifications recommended by the licensed physician or licensed psychiatrist, instructional delivery method, place of instruction, adult parent designee if the student is under 18 years of age, team members participating, and strategies for the student's reentry to school upon his or her return.

7. The plan does not need to be lengthy, but it must give all parties enough information to adequately serve the student's needs.

8. The ESP shall identify the number of hours necessary to meet the instructional needs of the student. To comply with the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services and meet attendance requirements, a minimum of three hours of instruction per week must be provided.

9. The ESP shall identify the appropriate course load for the student during the approved period of HHB instruction. It is noted that HHB instruction is not structured to supplement the regular school day and may, therefore limit the number and type of classes offered.

10. The homebound attendance code should not be entered until the HHB services begin. We cannot backdate HHB services. Your school social worker will code the attendance section once approved.

11. Once the student has been released from the doctor and is back at school, please notify your school social worker.

## **Homeless**

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The McKinney-Vento Education for Homeless Children and Youth program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool, as other children and youth.

Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment

**Definition: Homeless Child or Youth** – individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred as “doubled up”)
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals; or
5. Awaiting foster care placement.
6. Children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
7. Children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings
8. Migratory children or formally migratory children who qualify as homeless because they are living in circumstances described above.

Under the McKinney-Vento Act, children in homeless situations have the right to:

1. Go to school, including public preschool, no matter where they live or how long they have lived there
2. Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
3. Receive transportation to a from the school of origin (including out of zone school)
4. Enroll student immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records, or immunization/medical records
5. Enroll, attend classes, and participate fully in all school activities while the school arranges transfer of records
6. Have access to the same programs and services that are available to all other students including transportation and supplemental education services

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7. Attend school with children not experiencing homelessness; segregation based on a student status as homeless is prohibited
8. Qualify for the Free and reduced Lunch Program

This program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (McKinney-Vento Homeless Act 42 U.S.C. § 11431 *et seq.*)

The local homeless liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Please contact your school social worker or local homeless liaison if you have students that meet the above definition of homeless.

## **Registration**

Schools are expected to conduct registration procedures that are in accordance with JCSS policy and procedures. First day papers are expected to be distributed to all students and appropriately collected and stored to allow for efficient recovery and usage, if needed.

## **Student Teaching and Internships**

The School System encourages student teaching and internships when sanctioned by an accredited college or university. Principals should be contacted by the college, not the student, when requesting placement for a student teacher.

In addition to following his/her college guidelines for student teaching, student teachers and interns must adhere to system policies and procedures. It is the responsibility of the supervising teacher and principal to ensure system policies and procedures are followed.

Student teachers must submit to a Criminal Records Check.

The supervising teacher, principal and superintendent must approve student teachers.

## **Teacher of the Year**

Schools should select their Teacher of the Year prior to October 1. Classroom teachers in kindergarten through grade 12 may be nominated. All certified teachers including special

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education, physical education, art, music and media specialists may also be nominated. Since counselors are not eligible at the state or national level, they will not be eligible at the school or system level. Selected teachers should spend the majority of their time teaching students in a classroom setting. Supervisory and administrative responsibilities should be of secondary consideration. School winners must be able to show documented evidence of increased student achievement over the last two consecutive school years.

School winners will compete for the system level Teacher of the Year through a peer interview process. This usually occurs in late October or early November . The selection committee will consist of an elementary, middle and high school teacher, including the previous year's System Teacher of the Year, and a representative from RESA.

## **Operational Support Services**

### **Business Office**

#### **Accounts Payable, contacts**

Angela Brooks

Benton Elementary  
East Jackson Elementary  
East Jackson Middle  
East Jackson High  
Central Office/District

Sharon House

Maysville Elementary  
Gum Springs Elementary  
North Jackson Elementary  
South Jackson Elementary  
West Jackson Elementary  
West Jackson Middle  
Jackson Co. Comp High

#### **Purchase Order Cut-off**

All purchase orders should be submitted no later than April 15<sup>th</sup> of each year.

#### **Travel**

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Travel approved in advance will be paid per the System's travel reimbursement rates. Refer to the System's most recent travel regulations for instructions on completing the form, reimbursement limits, resident reduction calculation, excess lodging preapproval and related forms.—

- The travel reimbursement form is available in Excel, with prepopulated formulas.
- Immediately following completion of travel, but no later than 60 days from the earliest travel date listed on the form, submission of the travel reimbursement should be completed. To avoid reimbursement becoming taxable income for the employee and per District's travel policy, reimbursements submitted more than 60 days beyond the 1<sup>st</sup> day of travel will **not** be approved for payment.
- All professional development travel forms go to Deborah Riddleberger, special education to Elaine Gunter, Title I to Teresa Strickland, Pre-K to Teresa Strickland, CTAE to Todd Shultz, social workers and nurses to John Canupp, and bookkeepers school related travel to Principal.
- Once completed and submitted to the designated principal/director for approval, it is forwarded to the Accounts Payable Department for confirmation of totals and accuracy of budget number, it is then reviewed/approved by the Finance Director and Assistant Superintendent. It is then entered into the accounting software and checks are cut. Depending on accuracy and completeness of form reimbursement should be made within 2-4 weeks of submission.

## **Vendor Choices**

Bookkeepers should ensure the correct vendor is chosen when there are multiple vendors with the same name or vendors with similar names.

## **Business Office Services**

**Accounting Handbook** – The principal is responsible for following fiscal procedures as described in the System – Principal's Accounting Handbook. Principals and bookkeepers must sign a statement indicating they have read the system accounting handbook. The principal is responsible for educating staff of the guidelines in the Accounting Handbook assuring compliance.

- For accounting procedures, please refer to the **System - Principal's Accounting Handbook** in the appendices.

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## Fund Raiser/Candy Sales

### Fund Raising

#### 1) Items Purchased for Resale

- a) School activities are generally exempt from sales tax. Exceptions: purchases of non-educational items such as flowers, gifts, and fund raisers are subject to sales tax. *“GA Code 560-12-2-.79(8) Miscellaneous Sales. Where public schools hold doughnut sales, candy sales, carnivals, etc. and such purchases for resale are made from public funds, the tax must be paid to vendors at the time of purchase at the purchase price thereof. Proceeds from the resale of such property, which go directly into “School Revolving Funds” or “Unappropriated School Funds,” are not taxable.”*

#### 2) Student Organization Fund Raising

##### a) Elementary and Middle Schools:

- i) Limit each club or school organization to one (1) fund-raising project per academic year. Students are prohibited from involvement in door-to-door fund-raising sponsored by school or school related organizations. The door-to-door selling of items or solicitation of contributions, pledges, or orders is expressly prohibited. This does not restrict parent involvement in fund-raising activities or prevent the school from sponsoring festivals or fairs.

##### b) High School:

- i) Limit each club, class or school organization to one product per academic year, with the exception of contractual agreements, and student produced products, such as barbecues. School spirit items such as pep tags are permitted to be sold on a regular basis that coincides with the event or activity.
- ii) All school fund-raising projects are under the direct control of the building principal and must have his/her approval.
- iii) Selling of goods during regular instructional classes is strictly prohibited. Students may purchase fund-raising items such as class T -shirts and spirit items at meal periods as long as no instructional classes are interrupted.
- iv) The collection of funds from the sale of goods is prohibited during regular instructional classes. Collection of funds from fund-raising projects is allowed at meal period as long as no instructional classes are interrupted. Collection of funds from fund-raising projects is prohibited while students are transported on school buses.

#### 3) Requests for Approval of Activities

Requests for fund-raising projects must originate with the club sponsor and must be approved by the building principal and submitted to the superintendent’s office for Board of Education Approval. **Fundraising activities will be presented to the BOE for approval at the August and December BOE meetings.**

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## Lost Textbook Reimbursement

Collect monies for all lost and/or damaged library and textbooks. This money must be turned in to the central office in December and June.

## Travel

**Effective January 1, 2015**, the State Accounting Office issued revisions to the state travel policy in conjunction with official travel. *The mileage reimbursement rate has been increased to \$.575.* In order to expedite reimbursement, please follow these procedures when submitting travel reimbursement forms (please see **Travel Form** in appendices).

1. All travel forms must be completed in ink.
2. The following items must be filled in:
  - a) Tag Number;
  - b) Month Ending;
  - c) Employee's Name;
  - d) Headquarters/School where based;
  - e) Social Security Number;
  - f) Check Mailing Address – use **home** address;
  - g) Date;
  - h) Time Departed / Arrived;
  - i) Destination From / To;
  - j) Odometer Ending/Beginning (Ending in top block/ beginning in bottom block);
  - k) Number of State Miles;
  - l) Total Mileage Expense (Number of State Miles multiplied by \$0.575);
  - m) Details of Subsistence;
  - n) Name of Homebound student (if applicable); and,
  - o) Name and location of conference attended and/or purpose of travel
3. Lodging is limited to \$100.00 per night unless an **Excess Lodging Approval Form** (please see **Excess Lodging Approval Form**) (Revised 12/01/2012) has been approved by the Assistant Superintendent ***prior to departure***. ***If per night lodging expense exceeds the \$100.00 limit and approval for a higher amount was not obtained prior to departure, you will be reimbursed at the \$100.00 per night limit.***
4. “From, To” destinations must be clearly identified. Do not use “ditto” marks. If you do not drive your car to a meeting, but do eat and stay overnight, the date, time, and from/to information must still be filled out with meals and lodging.

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5. Odometer readings should be rounded to the nearest mile. (Example: 5718 instead of 5718.2)
6. **Meals – Per Diem Rates.** Per Diem rates are calculated based on the last location of the travel day. For *non-overnight travel*, the calculation is based on the last business location. For *overnight travel*, the calculation is based on the location of lodging for each night of travel.
  - a. The per diem rate for meals is limited to \$28.00 per day for 3 meals. If only one or two meals are claimed, charges are limited to \$6.00 for Breakfast, \$7.00 for lunch and \$15.00 for dinner. Meals included as part of the cost of conference registration should not be considered eligible in the calculation of per diem.
  - b. The meal limit per day in the “*High Cost Counties of Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond*” for three meals is \$36.00. If only one or two meals are claimed, charges are limited to \$7.00 for Breakfast, \$9.00 for lunch and \$20.00 for dinner. Meals included as part of the cost of conference registration should not be considered eligible in the calculation of per diem.
  - c. For *NON-OVERNIGHT TRAVEL*, employees on System business who **travel more than 50 miles** from home or headquarters on a work assignment, **AND** are **away for more than twelve (12) hours** may receive 75% of the total day’s per diem rate, even when there is no overnight lodging.
  - d. For *OVERNIGHT TRAVEL*, employees are eligible for **75% of the allowable per diem rate on the day of departure and the day of return.** *Example:* If the allowable per diem on the first and last day of travel is \$28, the amount that can be claimed for reimbursement is \$21 ( $\$28 \times .75 = \$21$ ). When meals are provided, at no cost in conjunction with travel events on the departure or return day, the allowable per diem is reduced by the full amount of the appropriate meal **AFTER** the 75% proration. *Example:* Per diem allows a \$28 total reimbursement and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$14 [ $(\$28 \times .75) - \$7 \text{ lunch} = \$14$ ].
7. **Lodging Expense.** Travelers on System business are allowed lodging expenses when their *destination is located more than 50 miles from both their headquarters and residence.* Written pre-approval must be obtained when lodging is required within this 50 mile radius. *Principals, Grant Coordinators or System Directors determine whether or not an overnight stay is justified and reasonable.* The pre-approval must be submitted with the travel reimbursement request.

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8. Receipts are required for all expenses except meals, taxi fares, parking and bridge tolls. Individual expenses must be reasonable and based on necessary items only.
9. Each expense statement must be approved by the individual's supervisor prior to reimbursement. (The immediate supervisor is the Principal and/or the Program Director.)
10. Sign and date each page.
11. **Expense Reimbursement Timing.** Completed forms should be submitted to either Sharon House or Angela Brooks (District Office Accounts Payable Clerks). Since travel reimbursements are processed on a weekly basis, it is no longer necessary to wait for cut-off dates to submit Travel Expense Statements.
  - a. *Travel reimbursements submitted during the fiscal year:* Approved/completed Travel Reimbursement forms should be submitted within 30 days of completion of the travel but no later than 45 calendar days. Note: Per new IRS travel regulations, in order for reimbursements of travel expenses to be excluded from the traveler's taxable income, Travel Reimbursement forms submitted in excess of 60 calendar days from the completion of the travel or event WILL NOT be approved for reimbursement.
  - b. *Travel reimbursements submitted at year-end:* To be eligible for reimbursement, all travel forms must be submitted no later than July 7 for travel on or before June 30.
12. The Mileage reimbursement effective January 1, 2015, is \$.575 per mile.
13. **Resident Reduction.** If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, **with a reduction** for normal one-way commuting miles to base headquarters. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, **with a reduction** for normal one-way commuting miles. See Examples 1 & 2 below. (Effective October 1, 2006 – The State Accounting Office)

*(Please note, failure to record the Residence Reduction when traveling from home to a destination, will result in the return of the travel form, which will delay reimbursement.)*

### **Resident Reduction Examples**

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Date	Time	Destination From / To	Odometer	Number of State Miles	Mileage Rate (.56/mi.)	Total Mileage Expense
	Departed Arrived		Beginning Ending			
1/1/2014	8:00 AM	Home (Athens) to Macon	79,900	100	0.56	\$56.00
	1:00 PM		80,000			
1/1/2014		Residence Reduction		-18	0.56	-\$10.08
1/1/2014	1:00 PM	Macon to Home (Athens)	80,000	100	0.56	\$56.00
	3:00 PM		80,100			
1/1/2014		Residence Reduction		-18	0.56	-\$10.08
				<b>Total Miles</b>	<b>164</b>	<b>\$91.84</b>

Date	Time	Destination From / To	Odometer	Number of State Miles	Mileage Rate (.56/mi.)	Total Mileage Expense
	Departed Arrived		Beginning Ending			
1/1/2014	8:00 AM	Home (Athens) to Macon	79,900	100	0.56	56.00
	1:00 PM		80,000			
1/1/2014		Residence Reduction		-18	0.56	-10.08
1/1/2014	1:00 PM	Macon to Work (Jefferson)	80,000	118	0.56	66.08
	3:45 PM		80,118			
				<b>Total Miles</b>	<b>200</b>	<b>112.00</b>

Statewide Travel Regulations are available at the following website: <http://sao.georgia.gov>

## **Food Services**

### **School Nutrition Facilities - Use by School Affiliated Groups**

Facilities in which food supplies and food service equipment have been purchased and/or maintained with School Nutrition Program (SNP) funds must be secured and protected from abuse and theft. Use of food service facilities is regulated by the School and Community Nutrition Division of the Georgia Department of Education. All use of these facilities should be

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only by the SNP and school affiliated groups authorized by the Superintendent. If a group is authorized, the school nutrition manager or his/her designee must be physically present during the entire time the facility is being used. The school nutrition employee must be compensated at his/her salary rate, or 1.5 times the regular rate if the work exceeds forty (40) hours in the week. No food or supplies purchased by the SNP or donated by the United States Department of Agriculture may be utilized. Kitchen facilities are not available for use for groups outside the school system.

### **Sale of Foods of Minimal Nutritional Value**

It shall be the policy of the Jackson County Board of Education for all schools to participate in a state-approved nutrition program. To maximize student participation and quality meals in the school nutrition program all snack foods and beverages sold must meet the Smart Snacks regulatory standards. The law specifies that the nutrition standards shall apply to all foods sold outside the school meals programs, on the school campus, and at any time during the school day. The standards do not apply to items sold during non-school hours, weekends, or off-campus fundraising events.

### **Other Foods**

The Smart Snacks nutrition standards apply to all foods sold to students on the school campus during the school day, including food prepared and/or sold by culinary education programs. Foods served in the classroom are not to replace the student's lunch meal. In order to support the district wellness program and to maintain a healthful environment, "fast foods" from commercial establishments shall not be permitted to be delivered or otherwise provided to students during school hours.

### **Procedure for Charging Meals**

- Elementary and middle school students are allowed to charge up to five meals.
- High school students are not allowed to make charges.
- Bills will be sent home with students or mailed to the household once a week when a student has a negative balance. Students cannot buy a la carte items when they owe a balance on their accounts. Any monies will be applied toward unpaid charges and change from future cash sales will also be applied toward unpaid charges.
- The cost of adult meals is not reimbursable from state and federal funds, therefore, adults must pay full cost for their meals. It is our desire for all adults to pay for their meals at the time of purchase.
- All charges must be cleared by June 5, 2016

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## **Prohibition against Denying Meals And Milk To Children as a Disciplinary Action**

The denial of meals and milk as a disciplinary action against any child participating in the Child Nutrition Program is prohibited.

### **Meals for Field Trips**

Students taking school-sanctioned, single-day field trips must take a lunch prepared by the school nutrition staff or brought from home. Classes will not be permitted to stop at a restaurant as part of single-day field trips. Requests for exceptions to this procedure should be made to the Director of School Nutrition.

## **Information Technology**

### **Internet Access**

We receive E-Rate funding from the FCC's USAC agency, to continue receiving funding we must comply with the program's requirements. We are required to provide a best effort to prevent access to pornographic content or any content considered to be detrimental to children under the guidance of the Children's Internet Protection Act (CIPA). As an adult, you can bypass the filter by authenticating with your Novell user id and password, this allows for greater Internet content access, but some categories are still blocked.

### **BYOT**

BYOT (or BYOD) is an acronym for Bring Your Own Technology (Device). We have separate wireless networks for student and employee Internet access. The wireless network can be accessed using notebook computers, tablets, and smart phones. Currently, one must complete an Acceptable Technology Use form as well as a BYOT form. In the future, an automated system will be in place to allow for self provisioning by all consumers our our wireless services.

### **Technology Acquisition**

If you are considering a new piece of technology, whether software, hardware or a combination, contact your Media Tech or other Technology Department personnel. If you seek a commodity (laptop/desktop/tablet) type purchase, we can provide options we know work well in our environment and have competitive pricing. For software packages, we will make sure we have

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the capacity to support it. It is very important we collaborate to determine the feasibility of any new system being considered.

## **Technology Repairs**

At the heart of our support operation is the ticketing system. This allows us to have a system for prioritization of repair needs. Additionally, the system is used to perform research on systems to aid us in decision making. The first point of contact for any school should be their Media Technician, who will be the primary designee for all tickets. In case of an “emergency” (see below), attempt to contact in the following order: Media Technician, Media Resource Specialist, the Core services team, and finally the Director of Technology

## **Emergency, Technology**

Our first concern is the safety of our students and staff, thus communications and security systems are critical in response needs. Our next greatest item is instruction, we want to ensure instruction is not being interrupted or compromised due to a technology issue.

## **Technology Acquisition, Outside Organizations**

The process for this scenario is the same as mentioned in item 3. In a nutshell, make sure you have a plan for what you want to do with a technology purchase! Please note for ANY new technology acquisition utilize the following process:

- a.) Define what is to be addressed (i.e. 3 grade math)
- b.) Identify potential software/websites/cloud resources
- c.) Verify the effectiveness of the program
- d.) Identify hardware requirements
- e.) Determine costs/deployment strategy
- f.) Buy!

## **Wireless Access, Guests**

We offer a “guest” wireless network for personnel visiting your school/building. Currently, the individual must complete an Acceptable Technology Use form as well as a BYOT form. In the future, an automated system will be in place to allow for self provisioning by all consumers of our wireless services. Please have the guest fill out these forms and return them, if at all possible, a few days before their visit!

## **Log-in Requirements**

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We have to be able to account for every computer and person on our network at any given moment in time. Requiring a login is one step to ensure the security of our systems. We are audited annually by the state concerning our security measures.

### **Employee/Guest Acceptable Use Policy for Jackson County School District's Technology**

The Jackson County School District's (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, Technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors. The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

**Users should have no expectation of privacy regarding their use of JCSS technology!**

**Please note, this policy is to be adhered to when using JCSS issued technology away from the workplace.**

It is the responsibility of all employees of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that such activities are conducted in a manner that supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

#### **Acceptable Uses**

- Technology use will be limited to the educational and business objectives of the JCSS
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, passwords
- Chat/blogs/e-mail or other means of direct electronic communications will only be utilized educational or business purposes only
- Social Networking sites are utilized only for educational or business objectives
- Technology may be used for incidental personal use but only during duty-free time
- Restrictive Internet content filters in place may be bypassed by authentication by an individual but this does not allow for completely unfiltered Internet access

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- Sites may become unblocked by submitting an unblock request in the HelpDesk system. The educational/business justification must be explained in the ticket, the Information Services and Technology Department will research the site and either approve or deny the request

### **Unacceptable Uses**

- Physically damage, vandalize, or alter technology equipment or resources..
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous e-mail
- Using another person's account and/or password or identifiers, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes
- Accessing, transmitting or downloading large files or a large collection of files, such as iTunes libraries (one example), or full length videos
- "Chain letters" or any type of "pyramid schemes"
- Violating copyright law
- Bypassing or attempting to bypass the security built into systems, internal or external to JCSS, such as using false information, other user logins, system administration ids or attempt to gain such information.
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity.
- Illegal purposes
- Altering the configuration of any technology without direction from the Technology Department
- Installing or attempting to install any software not authorized by the Technology Department
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks.

### **Penalties for Unacceptable Use**

- Individuals shall be responsible for damages, losses or costs incurred by the school system relating to or arising from any violation of the rules. Physical damage/loss will be calculated using replacement cost, damages/losses requiring service personnel will be based on the servicing entities costs to the school district.
- The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS. Furthermore, violation of this policy may result in disciplinary action including reprimand, suspension, or dismissal.

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- If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud.

**Employee/Guest**

I have read and discussed the JCSS Acceptable Technology Use Policy, I will use the technology provided by Jackson County Schools for educational and business purposes only. I additionally will enforce to the best of my ability this policy.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(If employee) Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(If Guest) Company \_\_\_\_\_

Jackson County Schools Technology and systems include but are not limited to:  
**Desktop computers, laptop computers, network equipment, network cabling, wireless networks, servers, projectors, SmartBoards, wireless network access points, document cameras, printers, fax machines, telephones, point of sales machines, televisions, video announcement monitors/boards, Internet, Internet content filters, firewalls, caching engines, heating/air conditioning controls, electrical controls, intercom, video surveillance, cameras, camcorders, MP3 players, iPods, tablet computers, cell phones**

**Student Acceptable Use Policy for Jackson County School District’s Technology**

The Jackson County School System’s (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA). As used in this policy, technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors. The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. **Users should have no expectation of privacy regarding their use of JCSS technology!**

It is the responsibility of all employees and consumers of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that said activities are conducted in a manner that

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supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

#### Acceptable Uses

- Technology use will be limited to the educational objectives established by teachers
- Personal communications must approved by a teacher or school administrator.
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, and passwords
- Chat/blogs/e-mail or other means of direct electronic communications will only be utilized when approved by a teacher or administrator and for educational purposes only
- Social Networking sites are utilized only for educational objectives as directed by a teacher or administrator. Examples include but are not limited to FaceBook, MySpace, Twitter, InstaGram, and/or Pinterest

#### Unacceptable Uses

- Physical damage, vandalism, or alteration of technology equipment or resources.
- Plagiarism in any form
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous e-mail
- Using another person's account and/or password or identifiers, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes
- Accessing, transmitting or downloading large files or a large collection of files, such as iTunes libraries (one example) or full length videos
- "Chain letters" or any type of "pyramid schemes"
- Violating copyright law
- Bypassing or attempting to bypass the security built into systems, internal or external to JCSS, such as using false information, other user logins, system administration ids or attempt to gain such information. **Immediate revocation of technology privileges for a minimum of one month**
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity. **Immediate revocation of technology privileges for a minimum of one month**

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- Illegal purposes
- Altering the configuration of any technology
- Use teacher or administrator assigned technology without direct supervision of said person
- Installing or attempting to install any software
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks. **Immediate revocation of technology privileges for a minimum of one month**

**Penalties for Unacceptable Use**

- Parent(s) and/or guardian(s) shall be responsible for damages, losses or costs incurred by the school system relating to or arising from any violation of the rules by your child. Physical damage/loss will be calculated using replacement cost. Damages/losses requiring service personnel will be based on the servicing entities costs to the school district
- The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS and other applicable Code of Conduct discipline measures
- If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud

**Student**

I have read and discussed the JCSS Acceptable Technology Use Policy with my parent(s) and/or guardian(s) for the use of technology at school. I will use the technology provided by Jackson County Schools for educational purposes only and will restrict it to classroom assignments.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Teacher**

As the sponsoring teacher, I am familiar with the Jackson County School District’s policies and procedures regarding technology and have explained this information to the student. I certify that the student has received instruction on proper conduct while utilizing Jackson County School technology.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Jackson County Schools Technology and systems include but are not limited to:  
**Desktop computers, laptop computers, network equipment, network cabling, wireless networks, servers, projectors, SmartBoards, wireless network access points, document**

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**cameras, printers, fax machines, telephones, point of sales machines, televisions, video announcement monitors/boards, Internet, Internet content filters, firewalls, caching engines, heating/air conditioning controls, electrical controls, intercom, video surveillance, cameras, camcorders, MP3 players, iPods, tablet computers**

## **BYOT Agreement for Jackson County School District's Technology**

In an effort to promote attitudes and behavior which are enabling and empowering of students, faculty, staff, support personnel, and guests (stakeholders), the Jackson County School System will allow personal technology to utilize JCSS facilities. Stakeholders wishing to participate must adhere to the following responsibilities and guidelines.

### **Technology Types**

For the purpose of this agreement, the phrase "personal technology" means an individual's portable electronic device that has the capability to connect to a wireless (Wif-Fi) network. The devices include, but are not limited to: laptops, netbooks, tablet computers, iPods, Kindle Fires, Nooks, and smart phones.

### **Guidelines**

- Any stakeholder must read and sign this agreement and submit it to an authorized technology representative for approval to utilize JCSS's wireless facilities. Approval for permission is at the discretion of the Technology Department.
- The stakeholder assumes full responsibility for their device and must keep it in their possession or secure it while on school property. JCSS is not liable for any loss/damage/theft of personally owned technology.
- The school reserves the right to inspect the stakeholder's device if there is reason to believe there has been a violation of JCSS policies, administrative procedures, school rules, or engaged in other misconduct while using their personal technology with JCSS facilities.
- The stakeholder is responsible for the condition of the technology brought to school, including updates, antivirus software, and repair.
- The stakeholder is responsible for the proper care of their personal technology, including any costs of repair, replacement, or any modifications needed to use the technology at school.
- Violations of any JCSS policies, administrative procedures or school rules involving a stakeholder's personally owned technology may result in the loss of use of the technology in the school system, technology privileges, and/or disciplinary action.
- Stakeholders must comply with teacher or administration requests to shut down the device.

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- Personal technology shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects.
- The use of any technology or any visual and/or audio recording technology in locker rooms or restrooms is prohibited.
- The JCSS uses a web filter to block inappropriate content from reaching stakeholder technology. However, despite every effort for filtering, all stakeholders are advised that access to the network includes the potential for access to inappropriate content. Every stakeholder assumes responsibility for their use of the network and will make every effort to avoid inappropriate content. Every stakeholder must report security or network problems to a teacher, administrator, or technology personnel.
- Stakeholders must have an acceptable technology use agreement on file.
- Any device that can utilize a cellular data service must be configured to use only the JCSS wireless (Wi-Fi) network for Internet/data access when on school property. This is to ensure CIPA compliance criteria are being met.

**BYOT User Agreement Violations and Consequences**

It is one of the technology goals of the district to ensure that each stakeholder’s interactions with technology contribute positively to the learning environment both at school and in the community. The JCSS supports the positive use of technology for the purpose of enhancing and supporting learning at any time of the day. It is therefore expected that users will comply with JCSS BYOT policy and rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

The above agreement and guidelines will apply to the following technology:

Manufacturer: \_\_\_\_\_  
 Device type: \_\_\_\_\_  
 MAC Address: \_\_\_\_\_  
 User Type: Teacher/Admin/Employee/Student/Guest  
 If Guest, Company: \_\_\_\_\_

**Agreement**

I, the undersigned, as a stakeholder of the Jackson County School System, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**If the stakeholder is a minor**

I, the undersigned parent/guardian, have reviewed the BYOT policy for the Jackson County School System. My child, \_\_\_\_\_, is also aware of the terms and conditions.

Guardian Name (please print) \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Safety and Security**

### **Emergency Preparedness, Severe Weather & Building Evacuation Plans**

A Building Evacuation Plan showing primary and secondary exits must be posted in each occupied area of the building (classroom, office, cafeteria, and kitchen). Fire Drills must be held monthly and reports filed online with the Fire Marshall at:

<https://www.oci.ga.gov/publiceducation/schoolfiredrills.aspx>

Each school should develop a Severe Weather plan using the safest portions of the building. Remember that students cannot be housed in portable classroom units and large, open areas with freestanding walls during severe weather. If you need assistance, contact the Director of Administrative Services.

The principal or his/her designee is responsible for developing and updating the building level Emergency Management Plan. Building-level plans should include evacuation routes, names and responsibilities for crisis team coordinators, building and area liaisons, medical liaisons, communications liaisons, and others as necessary. Building-level plans should be maintained as addendum to the system Emergency Management Plan. Plans should be turned in to the Director of Administrative Services no later than the end of August.

Each school should have an Emergency Committee that is responsible for training and implementing the Emergency Management Plan. This committee should also coordinate emergency drills throughout the school year.

Each school will maintain an emergency kit in order to treat accident victims. Proper emergency personnel should be notified and relied upon for the treatment of all serious injuries.

The principal shall distribute the Jackson County Emergency Management Plan to each employee and shall be responsible for training each employee in its use. School Resource Officers are an excellent resource for training assistance.

### **Building Access and Security Protocol**

In order for visitors to gain access to school buildings, they should be verified through the surveillance system employed at each building. The following procedure should be implemented.

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1. The front desk attendant should greet the visitor and ask him/her to do the following:
  - state his/her name
  - state the reason for the visit
  - show identification
2. The front desk attendant will evaluate the legitimacy of the information provided by the visitor and assess any potential threat.
3. If the attendant determines a threat, notification to an administrator must be made.
4. If there are any aggressive acts made by the visitor, the attendant should press the panic button, notify an administrator and the school should proceed with lock down procedures.
5. If the visitor is there for legitimate reasons, and the attendant feels comfortable, the visitor should be granted entry.
6. Once the visitor has gained access through the front door of the building, they should be greeted at the next access point (front desk/pass through window).
7. The front desk attendant should verify the identity of the visitor through the Georgia Sex Offender Registry database.

If the front desk attendant has verified the visitor completely and feels comfortable with granting him/her entry to the building, a visitor pass should be provided.

## **Supervision of Students**

It is the responsibility of the principal to see that every child is under supervision at all times. This includes when the child first boards a school bus in the morning and gets off the bus in the afternoon. Children must not leave the bus except at school or home without prior approval of the principal or teacher.

“All times” can be defined as:

- a. That period of time a child is riding to and from school on a school bus.
- b. When the child is on the school campus during a regular school day. This means the very moment the child enters the school grounds and until he leaves school grounds. Students should not arrive on campus prior to 7:00 a.m.
- c. All extracurricular activities held at school or away from school that are sanctioned by the school, including school sanctioned after-school programs.

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All staff members with supervisory responsibilities are to be at school before the arrival of students or those to be supervised, and are to stay at their station until their students, or those being supervised, have left the campus.

## **Transportation**

### **Mission Statement: Providing Transportation for the World's Most Precious Cargo**

Student safety is the No.1 priority of every employee, representative and community member in the Jackson County School System. Your child's school bus is an extension of the school and as such it is important for students to follow the rules on the bus as they would in the classroom. Riding the bus is a privilege extended to the youngest members of our community, not a right. Well-behaved riders allow our drivers to focus on driving safely, not disciplinary issues. Please take a moment to review these safety expectations and standard protocol procedures.

The goals of the JCSS Transportation Department include the following:

- a) Provide a safe method of transportation for students
- b) Ensure that all students are following bus protocols
- c) Establish safe loading and unloading zones
- d) Easily locate students in emergency situations
- e) Maintain accurate student records for routing purposes

### **Bus Safety Protocols**

1. Students will follow the directions of their bus driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will cross the roadway in front of the bus after the bus has stopped, the cross arm and stop sign has been fully extended, they have looked in both directions for traffic; left, right, left, and then only after the driver signals for them to safely cross.
4. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
5. If bus has assigned seats, students will go directly to their assigned seat when entering the bus. Students will keep the aisles and exits clear.

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6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands and feet to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students should carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and /or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, feet or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will remain seated until time to get off the bus. The open door is the signal to the students that will be exiting the bus to get up from the bus seat.
14. Students will assist in keeping the bus clean and in good, safe condition.

### **On the Bus**

1. Be courteous, and obey the driver's instructions.
2. Keep the aisles clear and remain seated until your stop.
3. If seats are assigned, sit in your assigned seat.
4. Keep your hands, arms, feet, legs and head away from others and inside the bus.
5. Talk quietly. Do not yell, or use vulgar or abusive language.
6. Do not bring any of the following banned items onto the bus: glass objects other than eyeglasses; skateboards; tobacco; alcoholic beverages; illegal, dangerous and other non-prescribed drugs; weapons; explosive devices and harmful chemicals.
7. Insects, reptiles and other animals are also prohibited.

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8. Keep cases, band instruments and other belongings under control at all times.
9. Parents who wish for younger siblings to sit with an older brother or sister may do so, but those students must sit in a location determined by the driver.

### **Disciplinary Action**

Bus riders are under the direct authority of the school administrator and bus driver in collaboration with parents, guardians and community members. All students shall observe established and appropriate standards of classroom behavior and dress. Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Video cameras may be used to monitor behavior on buses. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students. **Bus-riding privileges may be denied to a student who violates the rules of conduct.** Students whose behavior is a violation of this transportation policy or student code of conduct may also be removed from the bus, suspended or expelled from school, in addition to removal from the bus. Under Georgia law, parents or guardians may be charged for the cost of damage done to district property by their children.

### **Bus Behavioral Referrals**

1. The Jackson County Transportation **Bus Behavioral Referral Form** (Please Reference Form in Administrative Handbook Appendices ) will be used to provide documentation by the bus driver to report unsafe or inappropriate behaviors or habits while on the bus. The Form will also list consequences for different levels for each action depending upon the severity of the consequences.

### **Field Trips**

1. All school field trips must be approved by the superintendent and the BOE the month prior to the trip. (Please Reference Request for **Field Trip or Extra Curricular Activities for Buses** Form in Administrative Handbook Appendices). Also see **Procedures for Requesting Driver for a Field Trip** on the next page.
2. Students will not be allowed to participate in a field trip without having a signed **Jackson County Schools Permission Slip to Parents Form** (Please Reference Form in the

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Administrative Handbook Appendices) on file. The principal is responsible for confirming parental permission for all students.

3. A check for the total amount of the bus driver and bus mileage reimbursement should be written from the school activity funds or designated sponsor(s) and submitted to the central office along with the Driver Reimbursement Form located in the Admin. Handbook.
4. Principals should assess the potential value of field trips for students. The following items should be considered when making decisions regarding the approval process:
  - a. There should be a direct relationship between the trip and some important aspect of the instructional program, and this relationship should be readily observable.
  - b. Trips should be practical from a financial standpoint - they should not be unduly expensive for students and/or parents.
  - c. Trips should be justifiable in terms of their value in relation to the instructional time that will be missed.
  - d. Trips should be reasonable in terms of the amount of time spent en route in relation to the amount of time spent productively engaged in the field trip activity.
5. Students will not be denied a field trip because of the inability to pay.
6. Discretionary field trips, such as to museums, club events and plays, require reimbursement for the driver's pay as well as operational costs for the bus. Operations reimbursement per mile is indicated on the field trip form, subject to change based on operational costs. Co-curricular and extra-curricular trips, such as band/chorus competitions and ball games require reimbursement from the school.

### **Procedures for Requesting a Driver for a Field Trip**

1. Completely fill out the field trip request as usual, and give to the principal to sign and keep for their records. Send a copy to the transportation department .
2. After teacher secures principal's approval for the field trip, schools should secure field trip drivers from within the pool of drivers serving that school/community. If assistance is required, e-mail Michel Reynolds or David Farmer with the number of drivers needed, the time of departure, return time, and date of trip.
  - a. Transportation department will e-mail the drivers name and contact number back to the person making the request.
  - b. The person requesting the trip will need to make contact with the driver and make all arrangements.

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- c. Once the person requesting the trip gets the drivers information from the transportation department all contacts should be with the driver.
  - d. After the driver commits to the field trip, it is the driver's responsibility to find a new driver if for any reason the driver cannot drive the trip.
3. All field trips required for extracurricular activities, instructional, and athletic programs will be charged based on fuel, operations cost, and driver.

### **Driver Reimbursement for Extra-Curricular Activities**

Schools are responsible for payment of drivers, travel, and operational cost.

### **Afternoon Transportation Changes**

Changes to student afternoon transportation should be supported with written documentation. Phone calls should not be accepted as a form of transportation change. A written request should be provided through written note, email, or fax (verifiable means).

### **Bus Changes/Student Address Changes**

Students who move during the school year must have all address information updated in Infinite Campus before transportation can be provided. The student will be allowed to change/ride the bus only after address information has been updated in Infinite campus. Once all information is updated, school personnel should give the bus driver a print out of the new address changes. The driver is not to transport a student without proof of address change. This can be printed from Infinite Campus. Hand written notes will not be accepted.

### **Transporting Inflated Balloons & Flower Bouquets on School Buses**

Many parents and friends send flowers and/or balloons to students on special occasions. Large bouquets of flowers and inflated balloons impair the vision of bus drivers and, therefore, create safety hazards for all persons on the bus. For this reason, inflated balloons will not be transported home on school buses. In addition, bouquets in glass containers and bouquets large enough to create a safety problem will be prohibited. For the convenience and safety of all concerned, we ask that parents make arrangements to pick up students and their balloons or flowers at school when such occasion arises.

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## **Student Travel Request Form**

Please submit a **Student Travel Request Form** (Please Reference Form in Administrative Handbook Appendices ) for principal approval in any instance when you wish to transport student or students to any competition, field trip, or activity when a school bus will not be used as the mode of transportation. This applies to any student travel except when an administrator provides emergency transportation to a student. It is the responsibility of the employee to provide insurance when transporting students in his/her vehicle. Send a signed copy of the form to the Director of Administrative Services.

## **Evacuation Drills**

- All bus drivers are required to have an evacuation drill once each month during the school year. Evacuation drill cards should be filled out completely, signed by the driver and the principal or (his/her designee), and submitted to the Transportation Director as soon as possible after each drill is conducted.

## **Evaluations and Performance**

Bus drivers will be formally evaluated each year by the Transportation Director and principal. The principal and Transportation Director will complete and sign an evaluation for each driver.

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