

**Washington County School District
Employee Handbook
2024-2025**



Teaching, Transparency and Trust

School District Calendar 2024-2025 School Year

WASHINGTON COUNTY BOARD OF EDUCATION 2024/25 EMPLOYEE WORK CALENDAR*

July 2024					August 2024					September 2024					October 2024					
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	
1	2	3	4	5				1	2				4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	
29	30	31			26	27	28	29	30	30					28	29	30	31		
			4				22	23				20	20				17	18		
November 2024					December 2024					January 2025					February 2025					
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	
				1	2	3	4	5	6			1	2	3						
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	3	4	5	6	7	
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	10	11	12	13	14	
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	17	18	19	20	21	
25	26	27	28	29	30	31				27	28	29	30	31	24	25	26	27	28	
		18	18				15	15				18	19				19	19		
March 2025					April 2025					May 2025					June 2025					
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	
						1	2	3	4				1	2		2	3	4	5	6
3	4	5	6	7	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	
10	11	12	13	14	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	
17	18	19	20	21	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	
24	25	26	27	28	28	29	30			26	27	28	29	30	30					
31		29	21				17	17				16	17							
July 2025																				
Mo	Tu	We	Th	Fr																
	1	2	3	4																
7	8	9	10	11																
14	15	16	17	18																
21	22	23	24	25																
28	29	30	31																	

- * 10 Month Employees will work all days as shown on this calendar between July 26, 2024 and May 23, 2025 and further defined in the text description shown below.
- * 11 Month Employees will work all days as shown on this calendar between July 26, 2024 and May 23, 2025 and further defined in the text description shown below, and will also work an additional 20 days between May 27, 2025 and July 31, 2025 as directed by the Employer.
- * 12 Month Employees will work all days as shown on this calendar between July 26, 2024 and May 23, 2025 and further defined in the text description shown below, and will also work all other days the Board of Education is open for operations from July 1, 2024 through June 30, 2025 as directed by the Employer.

Professional Development Days - Teachers Only

Asynchronous Learning Days - Students & Staff

School Begins - First Day of Semester for Students

End of 9 Week Period

School Holiday - Students & Staff

End 1st Semester - Early Release for Students

School Ends - Early Release for Students

= Number of Instructional Days in Month

= Number of Staff Days in Month

*Each month a Hawk character
attribute will be celebrated:*

August — Awesome

September — Successful

October — Self-Controlled

Nov/Dec — Honest/Hopeful

January/February — Kind

March — Knowledgeable

April — Wise/Winner

May — Athletic/Artistic

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Washington County School District

Our Guiding Principles

Our Mission

The Washington County School District prides itself on its approach to educating each child to ensure student success by utilizing every resource available within each school and within the community. Our Mission Statement – *“Expecting all children to excel in academics, arts and athletics”*- reflects this commitment.

A team of dedicated school administrators, teachers, and support staff work diligently to create an environment that is conducive to learning, student achievement, success, and growth.

Washington County School District has a school complex which houses the primary and elementary grades, one middle school, one high school and an alternative program.

Washington County School District has spectacular fine arts and career technology programs in addition to an awesome athletics program that further enhance our state mandated curriculum.

Although each school has its own unique culture, all schools share one common mission: *“Inspiring all children to excel in academics, arts and athletics,”* starting as young as our Pre-K following through to the completion of high school.

Our Vision

Washington County Schools will be a premier district that produces well-rounded students ready to lead in our community and a global society.

Value Statement

Developing the Whole Child

Belief Statements

- I. All students are unique and valued individuals and learn in different way.
- II. Students learn best in an orderly, safe and caring environment with well-maintained facilities
- III. A highly qualified staff in collaboration with industry will promote higher student achievement which leads to a well trained workforce.
- IV. Investing in the future of technology facilitates enhanced learning.
- V. Prompt regular attendance and professional dress by students and teachers leads to improved performance.
- VI. Honest, effective communication, both internally and externally, is vital.
- VII. Learning is maximized when students' physical, emotional, social and intellectual needs are met through extracurricular activities.
- VIII. On-going professional development is essential for the enhancement of the learning process.
- IX. Providing a financially sound school system is essential to success.
- X. The future of our community depends on the success of our public schools.

Revised 11/11/2015

Goals Structure for Student Success

Goal 1

Internal Processes

Goal 2

Teaching and Assessing for Growth

Goal 3

Student and Stakeholder Engagement

Schools Listing

Washington County Board of Education

501 Industrial Drive

P. O. Box 716

Sandersville, GA 31082

(478) 552-3981 Fax (478)552-3128

<https://www.washingtoncountyschoolsga.org/>

Mrs. Vickie Harden, Superintendent

Ms. Tracy Poole, Superintendent Admin Assistant and
Office Manager



Ridge Road Primary Grades P-2

(478) 552-6047 Fax (478)552-9020

P.O. Box 856

285 Ridge Road

Ms. Lynn Pool, Principal

Ms. Deborah Andrews, Assistant Principal

Dr. Felisa Cooper, Assistant Principal

Ms. Paulencia Smith, Counselor

Ms. Pam Forney, Secretary

Ridge Road Elementary Grades 3-5

(478) 552-2245 Fax (478) 552-0870

P.O. Box 857

285 Ridge Road

Ms. Christine McPherson, Principal

Mrs. Beth Nobles, Assistant Principal

Ms. Natasha Parker, Assistant Principal

Ms. Sheanna Chappell, Counselor

Ms. Tamarah Tarver, Secretary

IGAL

(478) 553-2040

Ms. Tamiko Watts, Director

Ms. Sharon Singletary, Secretary

T.J. Elder Middle School Grades 6-8

(478) 552-2007 Fax (478) 552-7388

P.O. Box 816

902 Linton Road

Dr. Darryl Gilbert, Principal

Dr. Mia Wuchte, Assistant Principal

Ms. Leigh Brooker, Assistant Principal

Ms. Kimberly Toliver, Assistant Principal

Ms. Befaney Roberson, Counselor

Ms. Kiara Smith, Secretary

Washington County High Grades 9-12

(478) 552-2324 Fax (478) 552-3140

P.O. Box 1057

420 Riddleville Road

Mr. Timothy May, Principal

Ms. Carla Poole, Asst Principal/Athletic Event Sup

Ms. Kelly Severance, Assistant Principal

Ms. Jamaal Wilcher, Assistant Principal

Ms. Christy Hinton, Counselor

Ms. Tiffany Holik, Counselor

Ms. Meghan McDade, Secretary

Washington County Achievement Academy

(478) 553-1243

446 Riddleville Road

Mr. Terry Stephens, Director

District Policies

Equal Opportunity

Washington County School District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Washington County School District expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Washington County School District will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

Washington County School District is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at **Washington County School District** and is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Washington County School District's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Washington County School District employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. **Washington County School District** will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race,

color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment: “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Washington County School District.

Complaint Procedure: Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to

one of the persons identified above All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Washington County School District will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Harassment Policy – GAEB 4/4/2002

It is the policy of this school district to forbid sexual, racial and other harassment of all employees and students at all times and during all occasions while at school, in the work place or at any school event or activity. Any act of harassment of student or employees by other student or employees based upon the race, color, sex, national origin, religion, age or disability of students or employees shall result in prompt and appropriate discipline, including termination of offending employees or suspension or expulsion of student guilty of harassment.

Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments or a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, as well as physical contact. There may be other speech or conduct which employees or students experience as illegal harassment which should be reported also; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

If a student or employee believes he or she is being subjected to harassment forbidden by this policy, the student or employee should promptly report the offense to the coordinator designated below. It will be the duty of the coordinator to interview the complainant and determine the acts or names of the perpetrators and any other relevant facts which will assist in investigating such acts. The coordinator shall investigate the complaint thoroughly by interviewing any individuals who may have knowledge of the allegations or may assist in resolving the complaint. The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons:

- a. If both the perpetrator and victim are students, to the principal of the school and the parents of the students;
- b. If the victim is a student and the perpetrator an employee, to the parents of the student, the principal where the student is enrolled, the supervisor of the employee and the Director of Human Resources of the school district;
- c. If the victim and perpetrator are employees, to the supervisor of the perpetrator and the personnel director of the school system.

The coordinator, to the extent it is reasonably possible, shall protect the confidentiality of students and employees as well, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations. All records generated by the investigation shall be considered as student records protected by FERPA or as part of the personnel records of the employees dealing with performance of the employees.

The coordinator shall report to the complainant and complainant's parents, if complainant is a student, at the conclusion of the investigation the conclusions reached and the recommendations of the coordinator. If the complainant is not satisfied with the manner in which the matter has been resolved, the complainant may appeal to the Superintendent, who shall review all circumstances

surrounding the allegations, conduct such further investigations as the Superintendent, who shall review all circumstances surrounding the allegations, conduct such further investigations as the Superintendent believes appropriate and take such additional action or make recommendations as the Superintendent determines is warranted. The Superintendent shall inform the complainant and his/her parents, if complainant is a student, who is dissatisfied may request this Board to review further the substance of the complaint. The Board will conduct a review or convene such hearings as the Board believes the circumstances warrant and will resolve the matter appropriately. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

It is the duty of all employees to report harassment forbidden by this policy to the coordinator designated below promptly. It is also the duty of all supervisors or personnel to instruct their subordinates as to the content of this policy and through appropriate staff development to enlighten employees as to the varied forms or expression of illegal harassment. The principals of all schools in this district shall insure that student and parents are informed through student handbooks and verbally that harassment is strictly forbidden, how it is to be reported and the consequence for violating this policy.

Confidential Information

The protection of confidential business information is vital to the interests and success of Washington County School District. Confidential information is any and all information disclosed to or known by you because of employment with Washington County Public Schools that is not generally known to people outside Washington County Public Schools about its business. An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the building Principal or Superintendent.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Emergency Closings

Washington County School District will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

Employee Code of Ethics

Effective October 15, 2019

505- 6 -.01 THE CODE OF ETHICS FOR EDUCATORS

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

(2) Definitions

- (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.
- (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.
- (f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- (g) “Revocation” is the invalidation of any certificate held by the educator.
- (h) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- (i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(l) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(m) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

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

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

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

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

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

(i) For the purposes of this standard, an educator shall be considered “under the influence” if the educator exhibits one or more of the following indicators, including but not limited to: slurred

speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

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

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

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

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

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

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

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

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

(h) Standard 8: **Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

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

(i) Standard 9: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(j) Standard 10: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

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

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate
6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

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

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

DEFINITIONS FOR "SEXUAL ABUSE" AND "SEXUAL MISCONDUCT"

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

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

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.

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

Faculty/Staff Bring Your Own Device Procedures

The Washington County Board of Education provides a wireless network which is available for access by users who have a compatible personal wireless device and a current network user account. Use of this provision is governed by the system's Acceptable Use Policy and by logging onto the network the user is deemed to have agreed to abide by Washington County Board of Education Acceptable Use Policy. A guide to the content of the Acceptable Use Policy can be found on the district webpage. We do not want to discourage anyone from bringing a personal device that can be used to enhance classroom instruction.

Any user utilizing the school district's wireless connection should be aware of and agree to conditions of use including but not limited to the following:

1. The WCBOE assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the wireless network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused. The wireless network provides basic data encryption between the access points and the end user device. It is recommended that users make a backup copy of any settings before configuring their equipment for use on the wireless network. It is the responsibility of the user to protect their wireless devices through use of up-to-date virus protection, personal firewall and any other suitable measures.
2. Wireless access is provided as a free service on an "as is" basis with no guarantee of service. The wireless network may be subject to periodic maintenance and unforeseen downtime.
3. IT staff will not assume any responsibility for configuring personal devices.
4. The WCBOE filters ALL Internet access as required by the Children's Internet Protection Act. If a device is brought into the classroom for instructional use, the device needs to be connected to the WCBOE wireless network. 3G, 4G or other personal data plans should not be connected in the classroom and should remain turned off. This ensures that the appropriate filters are implemented. The device owner assumes the risk of all content displayed with students.
5. While on the school system's network all Internet and data network use is monitored and logged.
6. The WCBOE may request that special client software or antivirus software be installed on the personal devices. If the user disagrees with this installation, the device must be removed from the school.

7. Printing access is not available via the wireless network for personal devices. If the user desires to print, they will have to make their own suitable alternative arrangements.
8. Any attempt to bypass procedures or any unauthorized attempt to access networks may result in permanent disconnection from the wireless network.
9. If a user does not agree to the above terms, please do not configure any device for wireless connection. If a user has configured their device but no longer wishes to make use of the provisions or they no longer agree to the terms above please remove any configuration from the device immediately.

FRAUD PREVENTION POLICY-AED 07/07/2011

Fraud, Waste, and Abuse Policy

I. Purpose:

In compliance with White House Executive Order 12731, the Washington County Board of Education provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Washington County Board of Education shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

II. Definitions

1. **“Fraud”** means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Washington County Schools that could result in a tangible or intangible benefit to themselves, others, or the school system or could cause detriment to others or the school system. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.
2. **“Waste”** means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the school system to the detriment or potential detriment of the school system. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, system, or controls.
3. **“Abuse”** means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the school system; or extravagant or excessive use so as to abuse one’s position or authority.

Examples of fraud, waste, and abuse (not all inclusive):

- Personal use of district-owned vehicles
- Long distance personal telephone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policies
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement

- Theft or misuse of school funds or property
- Neglect of duty

III. Statement of Administrative Regulations

Any and all reports of suspicious activity and/or suspected fraud, waste, or abuse shall be investigated. The Washington County Board of Education shall not tolerate fraud, waste, or abuse of any kind, and any reported cases of suspected fraud, waste, or abuse will be thoroughly investigated to determine if disciplinary, financial recovery, and/or criminal action should be taken.

IV. Confidentiality

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

V. Procedures and Responsibilities

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Washington County Board of Education at 501 Industrial Drive, Sandersville, Georgia 31082.
2. Any employee of the Washington County Board of Education (part-time staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (478) 552-3981. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Washington County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Washington County Board of Education website.
7. A report shall be made to the Chairman of the Washington County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.
8. Each employee shall annually receive a hard copy of this document and will sign that he or she has indeed received this information and understands its contents.

Employee Policies

Policies for the Washington County Board of Education are reviewed annually.

During the school year there may be occasions when certain policies must be revised as mandated by changes in legislation at the federal or state level.

Washington County Board of Education policies can be found on the website at www.washingtoncountyschoolsga.org under in the quick links section “Board Info Agenda & Policies.

Cellular Phone Use Policy

Employees should not use cellular phones during the school day (7:45a.m.-3:45p.m). Exceptions to this will be in an emergency situation, for parental contact, and during employee planning time. Cell phones may be used during teacher workdays with no restrictions.

Professional Learning Policy

Days have been designated during the school year for professional learning. Teachers and staff are expected to participate in all opportunities offered.

Attendance Policy

All staff members are expected to be at work and on-time regularly. It is understood that situations may arise, and employees are expected to contact your reporting school in the event of tardiness or absence.

Child Abuse Reporting Policy

All incidents of child abuse must be reported to the building Principal, if the principal is not available then to the Assistant Principal. Educators are mandated reporters under federal law.

Professional Dress Procedure

All employees of the Washington County Board of Education are expected to dress appropriately as to their job requirements. The exception will be spirit day. The principal may adjust the dress code as needed for special events such as Homecoming Week and Spirit Friday (non-ripped jeans, and spirit wear with Washington County Logos). This will be left up to the discretion of the building administrator.

Criminal Background Check Policy

Effective July 1, 2000, all personnel, non-certificated as well as certificated, employed by the Board shall be fingerprinted and have a criminal record check. It is the policy of the Board that subsequent criminal record checks of non-certificated personnel continued in employment in the school district shall occur every 5th year of employment.

Employment Opportunities

Certificated vacancies are posted in accordance to Washington County School District’s Board Policy GBA *Professional Personnel Recruitment* and Policy GBB *Professional Personnel Positions*. Certificated vacancies will be posted using a combination of the following: listed at www.teachgeorgia.org, local publications, system wide e-mail, and recruitment and career fairs. Non-certificated positions will be posted in accordance to Washington County School District’s Board Policy GCB *Classified Personnel Positions* and Policy GCC *Classified Personnel Recruitment*. Vacancies will be posted using Washington County School District website, system-wide email and the local newspaper.

Throughout the school year as positions become vacant, the Human Resources department will work under the directive of the superintendent and principals to review the applications currently on file. Applications will be reviewed to match the qualifications and experience of each applicant to the job description of the vacant position.

The most qualified applicants will be selected for an interview.

After a selection has been made, the building principal is responsible for submitting the recommendation form to central office for processing and board approval. No one may be hired without the approval of the school board. The Washington County Board of Education is an Equal Opportunity Employer.

Job Descriptions

Job descriptions are maintained by the Director of Human Resources. As positions evolve, it may become necessary to revise and update current job descriptions. Job descriptions are reviewed annually and when a vacancy occurs.

Employee Evaluations

Each employee of the Washington County Board of Education will have an annual performance evaluation according to state law and local policy. Evaluations will be conducted by the employee's immediate supervisor or school administrator.

Drug Free Workplace Policy- GAMA Revised 04/02/2002

Purpose

The employees of the Board of Education are a valuable resource and their health and safety is therefore a serious concern. The Board will not tolerate any drug or alcohol use which imperils the health and well-being of its employees or threatens its business.

The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in the Board's business.

Furthermore, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers and their families.

The Board of Education is therefore committed to maintaining a safe and healthy work place free from the influence of alcohol and drugs. In addition, the Board will vigorously comply with requirements of the Drug-Free Workplace Act of 1988.

Drug Free Awareness Program

To assist employees and their families to understand and to avoid the perils of drug and alcohol abuse, the Board has developed a comprehensive Drug-Free Awareness program. The Board will use that program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The Drug-Free Awareness Handbook will inform employees and their families about: (1) the dangers of alcohol and drug abuse in the workplace; (2) the Board's Alcohol and Drug Abuse Policy; (3) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) the sanctions the Board will impose for violations of its Alcohol and Drug Abuse Policy.

Employees who voluntarily Seek Help

The Board of Education recognizes that substance abuse is a medical problem which can be successfully treated. Almost all substance abusers deny they have a problem, however, and ordinarily do not seek treatment voluntarily. This denial is the single most significant obstacle to

successful treatment. Recognizing this reality, although the Board encourages voluntary drug and alcohol abuse treatment, it will take strong action against employees who do not seek treatment on their own. This strong action is designed to break through the denial barrier and convince substance-abusing employees of the need for treatment.

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, for economic return to the work force, and for reduced personal, family, and social disruption. The Board encourages the earliest possible diagnosis and treatment for alcohol and drug abuse. The Board supports sound treatment efforts. Whenever feasible, the Board will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol and drug abuse is primarily the individual employee's responsibility.

Employees who voluntarily request assistance in dealing with an alcohol or drug abuse problem prior to being found in violation may do so without jeopardizing their continued employment with the Board if they meet all of the conditions and requirements of the treatment program. Voluntary requests for assistance will not prevent disciplinary action for violation of the Board's Alcohol and Drug Abuse Policy, however, employees who undergo voluntary counseling or treatment and who continue to work or return to work after a period of hospitalization must meet all established standards of conduct and job performance.

Supervisory Training

The Washington County School System will train its supervisors in (a) identifying and documenting job performance and on-the-job behavior that may reflect the impact of drug and/or alcohol abuse, (b) identifying evidence of on-the-job use of, or impairment by, alcohol or drugs, (c) procedures for referral for testing of employees suspected of violating the Board's Alcohol and Drug Abuse policy, and (d) procedures for conducting workplace inspections.

Arrest or Conviction under Criminal Drug Statute

As soon as reasonable, practicable, but in no event any later than five (5) days, employees must notify their principal or immediate supervisor and Assistant Superintendent for Administration/Personnel of any arrest or conviction under any criminal drug statute or ordinance.

Prohibitions

Board of Education policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
2. Unauthorized use or possession of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours; manufacture, distribution, dispensation or sale of a controlled substance on Board premises or Board business supplied vehicles, or during working hours;
3. Unauthorized use, manufacture, distribution, or sale of alcohol at a Board work place during working hours or while operating a Board vehicle;
4. Being under the influence of an unauthorized controlled substance or illegal drug on Board premises or Board business, in Board supplied vehicles, or during working hours; being "under the influence" of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ratio of milligrams per liter.
5. Being under the influence of alcohol at a Board workplace during working hours or while operating a Board vehicle. "Under the influence" of alcohol is defined as a blood alcohol content of .04 or higher.

6. Use of alcohol off Board premises that adversely affects the employee's work performance, his/her own or other's safety at work, or the Board's regard or reputation in the community;
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Board premises that adversely affects the employee's work performance, his/her own or other's safety at work, or the Board's regard or reputation in the community;
8. Switching or adulterating any urine sample submitted for testing;
9. Refusing consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by appropriate Board officials;
10. Refusing to submit to an inspection when requested by Board officials;
11. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
12. Conviction under any criminal drug law;
13. Arrest under any criminal drug law under circumstances which adversely affect the Board's regard or reputation in the community;
14. Failure to notify the Principal or immediate supervisor and Assistant Superintendent of Administration/Personnel of any arrest or conviction under any criminal drug law within five (5) days of the arrest or conviction;
15. Refusal to complete a Medical Questionnaire and Consent Form prior to testing.
16. Smoking shall be prohibited at any time in any school building or property owned or leased by the school district, or at any time in any school-owned vehicle, including any school bus. In addition, this prohibition includes the use of other tobacco products and electronic cigarettes and vapor products.

Drug and Alcohol Testing

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

Whenever the Board has reasonable suspicion to believe that an employee may have contributed to an on-the-job accident involving a fatality, bodily injury, or damage to property, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol or drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board will afford applicants and employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.

Applicants and employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to the Board's Department of Personnel.

Prior to taking any action, the Board will give all applicants and employees who test positive for alcohol or drugs the opportunity to explain the test results.

The Director of Human Resources will report all positive alcohol and drug tests to the Superintendent and other administration officials on a need-to-know basis.

Inspections

Employees may be assigned Board-owned offices, vehicles, lockers, desks, cabinets, and cases for the mutual convenience of the Board and its personnel. Employees have no expectation of privacy in any such vehicles, desks, etc., nor in any personal belongings which they may place in such areas.

Whenever the Board of Education reasonably suspects that an employee's work, performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may search the employee, the employee's locker, desk or other Board property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Board premises, the Board may inspect the employee, the employee's locker, desk or other Board property under the control of the employee. Inspections under this policy are limited to investigations into work-related misconduct and offenses against the employment relationship. Any searches for law enforcement purposes must comply with all applicable criminal procedure standards.

Consequences for Violation of this Policy

Violations of the Board's Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first offense, at the Board's sole discretion.

The Board will routinely discharge an employee in the following cases:

- When the employee uses, possesses, manufactures, distributes, dispenses, or sells illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
- When the employee uses or possesses without authorization, manufactures, distributes, dispenses, or sells a controlled substance on Board premises or Board business, in Board vehicles, or during working hours;
- When the employee stores in a locker, desk, automobile or other repository on Board premises any illegal drug, drug paraphernalia or any controlled substance whose use is unauthorized;
- When the employee is convicted under any criminal drug statute for a violation occurring on or off the job;
- When the employee switches, tampers, or adulterates, or attempts such switching, tampering or adulteration, of a urine sample provided for testing;
- When the employee refuses to consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by management;
- When the employee refuses to submit to an inspection by the Superintendent or his designee;
- When the employee fails to notify the Principal or immediate supervisor and the Assistant Superintendent of any arrest or conviction under any criminal drug statute within five days (5) of arrest or conviction;
- When the employee refuses to sign a statement agreeing to abide by the Board's Alcohol and Drug Abuse policy;
- When the employee refuses to complete a Medical Questionnaire and Consent Form prior to testing.

PROFESSIONAL PERSONNEL VACATION LEAVE

Twelve (12) month employees earn .83 days of vacation per month for a total of ten (10) days vacation per fiscal year. Vacation days may be taken as earned with supervisor's prior approval. A maximum of ten (10) days can be carried over from one (1) fiscal year to the next. On July 1 of each year all accumulated vacation leave shall be reduced to ten (10) days.

PROFESSIONAL PERSONNEL SICK LEAVE POLICY GBRIB **Revised 10/01/2009**

Sick leave shall be earned at the rate of 1 1/4 days for each month of work and credited to the employee upon completion of the month of work; therefore, a ten (10) month employee can earn a total of 12 1/2 days per year, an eleven (11) month employee 13 3/4 days per year, a twelve (12) month employee 15 days per year and a nine (9) month employee (bus drivers only) 11 1/4 days per year.

All employees can accumulate leave and carry forward a total of sixty (60) days from one year to the next. When an employee accumulates and carries forward sixty (60) days, the employee will continue during the next year to earn 1 1/4 days for each month worked; however, on July 1 of each year all accumulated sick leave shall be reduced to sixty (60) days.

When an employee is absent without accumulated leave, the employee shall have a reduction for the absence above accumulated leave in the month in which it occurs equal to the employee's daily rate of pay for each day of overused leave. The daily rate of pay shall be computed by using the number of work days designated by the employer work calendar for the school year.

If an employee is out three (3) or more consecutive days, the immediate supervisor (principal in all school worksites) may request a physician's statement. Failure to bring the requested physician's statement will result in loss of pay after three (3) days.

Sick leave may be used for:

1. Personal illness.
2. Illness of the immediate family (employee's husband, wife, children, father, mother, guardian, brother, sister, spouse's mother, or father), provided the presence of the employee is required by the emergency.
3. The death of the employee's husband, wife, children, father, mother, guardian, brother, sister, aunt or uncle, spouse's mother or father, brother-in-law, sister-in-law, or any blood relative living in the employee's home. (No more than three (3) calendar days may be used by an employee in the event of a death of persons listed in #3 unless traveling of unusual nature is required).
4. Personal - A total of three (3) days of accumulated leave may be used for personal reasons in any year if prior approval is given by supervisor. When more than three (3) personal days are used in any one (1) year, the reduction in paragraph three (3) applies.
5. If an employee's absence is due to a physical assault while in the performance of his/her duties, the first 7 days of sick leave shall not be deducted, nor shall the employee be required to pay the cost of a substitute.

Any employee of the Washington County Board of Education who is using leave cannot be gainfully employed elsewhere and still remain on leave.

Family and Medical Leave

Washington County Schools District complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Washington County School District abides by any state regulated leave laws.

Please note there are many requirements, qualifications, and exceptions under these laws and each employee's situation are different. Contact the Human Resources department to discuss options for leave.

Reasons for Taking Leave

Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements

Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings. The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation

If an employee does not expressly request FMLA leave, Washington County Public Schools reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits

Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off

FMLA leave, and paid vacation or sick time will run concurrently as provided under company policy except where prohibited by state law.

Job Protection

An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

Return-to-Work Policy

When such work is available, Washington County Public Schools will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

GBRIG_Revised 03/04/2010

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulations. The Washington County Board of Education ("Board") does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent with or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

A. ELIGIBLE EMPLOYEES

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take unpaid leave under the FMLA.

B. DEFINITIONS

"Covered Active Duty" means, for members of the regular Armed Forces, duty during deployment to a foreign country; for members of a Reserves component of the Armed Forces, duty during deployment to a foreign country under a call or order to active duty pursuant to federal law.

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

"Covered Service member" (for military caregiver leave) means the employee's spouse, child, parent or next of kin who is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

"Instructional employee" means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

"Next of Kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

"Outpatient Status," with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit

established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Parent" means a biological, adoptive, step or foster mother or father or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law." "Parent of covered service member" means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered service member. The term does not include parents "in law."

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

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

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

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

"Spouse" means a husband or wife as defined or recognized under Georgia law.

C. AMOUNT AND TYPE OF LEAVE TAKEN

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

1. Birth of a son or daughter and to care for the newborn child;
2. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions;
5. Any qualifying exigency arising from the fact that the employee's family member (the covered service member) is on covered active duty. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to five days per instance); post-deployment activities; additional

activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and

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

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement. Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. § 825.200(b)(4).

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

An eligible employee is eligible to take up to 36 weeks of military caregiver leave during a "single 12-month period." The "single 12-month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons. If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 12-month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District's normal leave policies. Because leave pursuant to an employee's disability benefit plan or workers' compensation absence is not unpaid, the provision for substitution of accrued paid leave is not applicable in such cases.

D. INTERMITTENT OR REDUCED LEAVE

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

E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the building administrator, program director or immediate supervisor. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days notice of foreseeable leave, he or she must explain why such notice was not practicable if so requested by the District.

When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District's usual and customary leave requirements.

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

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

F. BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered service member or other circumstances beyond the employee's control.

The District may require certification from the health care provider that a serious health condition of the employee or family member, or the covered service member's serious injury or illness, prevented the employee from returning to work. With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

G. REQUIRED CERTIFICATION AND REPORTING

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered service member be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery.

The employer may require that the eligible employee obtain subsequent re certification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the District and the employee.

Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

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

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

H. SPECIAL PROVISIONS

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

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if (a) the leave will last at least three weeks; and (b) the employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if (a) the leave will last more than two weeks; and (b) the employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

Policy Staff Nepotism GAGD

The Board of Education prohibits any employee from evaluating or directly supervising his/her immediate family members. The term "immediate family" shall be interpreted to mean spouse, children, brothers, sisters, parents, grandparents, grandchildren, and relatives living in the residence of the employee. This policy does not pertain to anyone hired prior to July 1, 2014.

The provisions of this policy may be waived by the Superintendent when the assignment or placement of both relatives is of such that no reasonable alternatives are available.
Washington County Schools, Adopted 3/6/2014

Salary and Payroll Information

All employees of the WCBOE are paid once a month on the last working day of each month. The Washington County Board of Education does not allow “salary advances” or any pre-payment for work schedules.

Certificated employees will have their annual salary information printed on the contract of employment. Salaries for certificated employees are based on the State Salary Schedule and local supplement(s). The local teaching supplement is \$3,000.

Salaries for non-certificated employees are calculated using a Local Salary Schedule according to the position.

Newly hired employees are required to submit verification of previous experience forms to the Director of Human Resources upon hire to verify previous experience and years of credible service.

Employees are encouraged to take advantage of the Direct Deposit option offered by the payroll department.

For information on direct deposit, contact payroll, ext 1206. Dial direct from within the system.

Board Policy Internet Acceptable Use - IFBG

The Washington County Board of Education recognizes that Electronic Media such as the Network/Internet offer vast, diverse, and unique resources to students, teachers, and staff that should promote educational excellence in our schools. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the Washington County School System Network/Internet Services.

REGULATION

Internet access is available to students, teachers, and staff in the Washington County School System. All Internet users must sign the Internet Use Authorization Form. Student users must also have a parent or guardian sign the Parent or Guardian Authorization and a teacher must complete a purpose form. The Internet Use forms are provided in Exhibit IFBG~E.

All Internet users are subject to the following rules and regulations:

1. **Acceptable Use** - - The purpose of the school network/Internet, is to support research and education in and among academic institutions in the U.S. and the world by providing access to unique resources and the opportunity for collaborative work. The use of the network must be in support of education and research and consistent with the educational objectives of the Washington County School System. Transmission of any material in violation of any U.S., or state regulation or Washington County School System policy is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.

2. Privileges - - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges (each user who receives an account or access to the Internet must first participate in a training sessions which is approved by the Washington County School System). The network administrator (the Superintendent, or the Superintendent's designee) will deem what is inappropriate. Also, the network administrator may close an account at any time as required. An administrator, faculty member, or staff member of the Washington County School System may request of the network administrator the denial, revocation, or suspension of specific user(s) account(s).
3. Network Etiquette - - The user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Illegal activities are strictly prohibited.
 - b. The use of profanity, vulgarities or other inappropriate language is prohibited.
 - c. Personal information such as personal address or phone number is prohibited.
 - d. Electronic mail (e-mail) is not private and inappropriate or illegal messages will be reported to the authorities.
 - e. Use of the network/Internet in such a way that you disrupt the use of the network by other users is prohibited.
 - f. All communications and information accessible via the network should be assumed to be subject to copyright law.
4. The Washington County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washington County School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions, or yours. Use of any information obtained via the network/Internet is at your own risk. Washington County School System specifically denies any responsibility for the accuracy or quality of any information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the network/Internet, you are required to notify the network administrator or your Internet Coordinator (the Superintendent, or the Superintendent's designee). Do not demonstrate the problem to other users. Never use another individual's account. Attempts to log on to the network/Internet as a network administrator will result in cancellation of your user privileges. Any user(s) identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet through any Washington County Public School.
6. Vandalism - - Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Use by Non-Public School Personnel/Students - Request may be made to the building media specialist. First service priority will be given to school personnel and students.

Washington County Public Schools Internet Safety Policy

Descriptor Code: IFBGE

It is the policy of the Washington County Board of Education to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions:

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Washington County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of the Washington County Board of Education to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Personnel will provide age-appropriate training for students who use the Washington County Board of Education’s Internet facilities. The training provided will be designed to promote the Washington County Board of Education’s commitment to:

(a.) The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

(b.) Student safety with regard to:

- i. Safety on the Internet;
- ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- iii. Cyber bullying awareness and response.

(c.) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

CIPA definitions of terms:

Technology Protection Measure. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
- 2. Child pornography, as that term is defined in section 2256 of title 18, United States Code;
- or
- 3. Harmful to minors.

Harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Last Revised Date: 12/10/2015
Original Adopted Date: 11/3/2005

EMPLOYEE BENEFITS

Washington County School District recognizes the value of benefits to employees and their families. Washington County School District supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please contact the Human Resources Department.



- **Medical**
State Health Benefit Plan
Contact: 1-800-610-1863



- **Dental**
Cigna Dental
Contact: 1- 888-764-0099



- **Vision**
Anthem Blue Cross Blue Shield
Georgia
Contact: 1-855-556-4844



- **Employee, Spousal, Child life, and Accidental Death & Dismemberment**
Metlife
Contact: 1-877-255-5862
- Note: Separate from the Life Insurance benefits from MetLife, Washington County Schools District provides life insurance through Mutual of Omaha for full-time employees. The cost of this coverage is paid for in full by Washington County Schools District.



- **Short and Long-Term Disability**
The Standard
Contact: 1-866-641-7186
- Note: Separate from the long-term disability through The Standard, Washington County School Districts provides long-term disability benefits through Mutual of Omaha for full-time employees. The cost of this coverage is paid for in full by Washington County School District.



- **Critical Illness**
Voya
1-844-262-6042



- **403(B) Plan with Lincoln Financial Group**
Cannon Financial Group Contact: 1-706-548-3422
Retirement Savings plan offered in lieu of Social Security



- **Teachers' Retirement System (TRS)** 404-352-0650
Employee's Retirement System (PSERS) 404-350-6300
Public School Employee Retirement System (PSERS) 404-350-6300

WORKERS COMPENSATION ACKNOWLEDGEMENT

Each school and department of the Washington County School District is responsible for reporting all employee accidents regardless if they become Worker's Compensation claims.

General Workers Compensation Information:

- The physicians' panel as well as the Employee Bill of Rights are on blue paper and are posted at various staff locations at each school and facility.
- The employee must use a doctor or facility from the panel of physicians. Emergency treatment is only paid for when it is a life-threatening situation.
- Bills from unauthorized physicians and healthcare providers will not be paid by workers compensation.
- The panel could be changed during the school year. If it is changed, the appropriate notifications will be added to the website as well as posters.
- The employee has the right to make a one-time change among physicians that are on the panel. The employee must notify Human Resources in writing with appropriate signature.
- Failure to comply with the workers compensation procedures may prevent an employee from receiving workers compensation benefits.
- Any employee (full or part-time) who receives a payroll check from the school district is eligible for workers comp benefits. This includes substitute teachers, bus drivers and food service workers.
- The Washington County School District utilizes an Early Return-to-work program. This program is designed to help the employee stay or return to productive and safe employment as soon as physically possible. To accommodate injuries and/or physical limitations, transitional assignments may be assigned to an employee.

Procedures for reporting an injury occurring on the job:

- An employee injured on the job must immediately report the injury to his/her supervisor or school secretary. **In cases of emergency, get medical assistance first.**
- The supervisor or school secretary will record all information related to the injury or accident. They will immediately complete a First Report of Injury form (WC-1) and forward it to Human Resources.
- The employee will be provided additional information if medical attention is necessary and have the opportunity to select a physician from the panel.
- The employee must use a doctor from the panel of physicians. Human resources will schedule the initial appointments for those injuries that do not require emergency treatment.

**Extensions for BOE Office Personnel
From an interoffice phone, dial extension number**

Superintendent	Ms. Vickie Harden	1203
Admin Assistant/Office Manager	Tracy Jordan	1201
Deputy Superintendent/Finance	Sandra McMaster	1205
Payroll Manager	Kimberly Rhodes	1206
Purchasing	Vickie Frost	1253
Controller	Susan Brantley	1228
Staff Account	Amy Chapman	1213
School Activities Accounting Clerk	Lisa Cabe	1251
Director of Human Resources	Masha White	1212
Director of Special Programs	Sherry Monroe	1225
Secretary	Pamela Strowbridge	1220
Due Process Facilitator	Alicia Dunn	1247
Director of Literacy	Leah Clark	1254
Chief School Resource Officer	Rochell Biggins	3208
Director of School Nutrition	Karen Yonchak	1211
Bookkeeper	Melissa Brown	1210
Director of Student Services	Georgia Larimore	1243
School Social Worker	Misty Ivey	1223
Director of Curriculum and Instruction	Audra Gilbert	1230
Director of Technology	Lorenzo Watts	1215
School Based IT (RRE)	Jakaela Strowbridge	4418
School Based IT (RRP)	Eric Braswell/	4417
School Based IT (EMS)	Jordan Parker	3243
School Based IT (WCHS)	James Garner	2261
System Registrar/Data	Karen Wright	1241
Director of Workforce Develop/CTAE	Amy Vickers	1218
Director of Digital Learning	Jennifer Tatum	1217
Transportation Manager	Robert Ferebee	1222
Transportation Secretary	Sonya Pinkston	1221
Transportation Dispatcher	Sheila Smith	1242
Facilities and Maintenance Manager	Tim Chapman	1209

2024-2025 Employee Handbook Acknowledgement form

The Washington County Board of Education Employee Handbook for the 2024-2025 school year has been posted to the WCBOE website www.washingtoncountyschoolsga.org. The handbook contains important information about the WCBOE, and I understand that I should consult Human Resources regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the WCBOE following any modifications to the handbook, I thereby accept and agree to such changes.

I have received notification of the location of the WCBOE Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name - Printed