

Jeff Davis Board of Education Employee Handbook



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"A relentless pursuit of excellence"

Dear Students, Parents, Educators, and Friends of Jeff Davis,

It is truly an exciting time to be a Yellow Jacket and I am honored to serve as the superintendent of the Jeff Davis County School System. Working throughout the district in the past years has provided me with a unique opportunity to witness what causes our school system to be set apart from all other districts and it is RELATIONSHIPS! When relationships are created, the foundation of education is laid...and no one does it better than JD!

The community of Hazlehurst/Jeff Davis County is growing and the school system is unrelenting in the quest to provide our students a world class education. The vision of the JDCSS is *"To maintain a relentless pursuit of excellence as we prepare students for life."* The great administrators, teachers, support staff, and members of the Board of Education of the JDCSS support this vision as we prepare your students to become the next generation of leaders and workers who make a positive contribution to society.

The success experienced inside the walls of our schools begins with you, our important stakeholders. Partnerships that exist between the schools and the community enable the JDCSS students and staff to reach many goals that would otherwise be unachievable. While the district values this level of collaboration, the future offers possibilities to expand and create new relationships. The unique and diverse talents of the 410 JDCSS employees benefit as a result of community relationships as they serve the districts' 3,100 students. The 2020-2021 school year will present new faces in the schools who will join all of the JDCSS teachers and staff as we strive to advance our students from good to great!

As we recognize the wonderful staff and outstanding partnerships found in our community, our greatest resource and asset will always be our students. Our globally competitive economy insists that our students leave school ready to face unimaginable challenges and be prepared for careers that may not even exist at this time. The students of Jeff Davis County deserve an education that extends beyond the curriculum and provides real-world applications. For our great community to continue to grow, we must be resolute in challenging our students with lessons that are practical and relevant. Our students are more than capable and the future of Jeff Davis County is bright!

And as always...GO JACKETS!!!

Sincerely,
Chris Roppe
Superintendent

Board Meetings

The Jeff Davis Board of Education holds public meetings on the second Monday of each month with the exception of July when the meeting will be on the 3rd. Monday. Please call the Superintendent's office or check the website for the time and location of these meetings.

Board Policies

Please refer to the Jeff Davis County Board of Education Policy Manual for a complete list of all policies and procedures. The policy manual may be accessed via the school system website at eBoard at www.jeff-davis.k12.ga.us.

It is the policy of the Jeff Davis County Board of Education to maintain a learning environment that is free from all forms of discrimination and harassment on the basis of race, color, national origin, sex, and disability. Please see Board Policies GAE (1) and JCAC for further information.

ACCREDITATION

All schools in the Jeff Davis County School System are accredited by the Georgia Accrediting Commission and by AdvancED (Southern Association of Colleges and Schools).

MISSION—VISION—GOALS

Our Mission		Our Vision	
Develop successful, productive citizens that make a positive contribution to society.		Maintain a relentless pursuit of excellence as we prepare students for life.	
Student Performance	School and Community	Procedures, Operations, and Support	Organizational Growth
The district and schools will promote student mastery of the curriculum, prepare nationally competitive students, and increase student success.	The district and schools will maintain a positive culture and a safe orderly environment and expand opportunities for student, parent, and community partnerships.	The district and schools will ensure effective operational and administrative processes and enhance internal and external communication.	The district and schools will maintain a competent and accountable work force, provide strong and relevant professional learning, and build a positive and collaborative organizational environment.
To review the complete school district strategic plan and annual report, please check our website at: www.jeff-davis.k12.ga.us			

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EMPLOYMENT & EMPLOYMENT-RELATED DUTIES

Recruitment

The Jeff Davis County School System active recruitment process is designed to attract and retain competent and qualified personnel to work in the District. Certified job vacancies are posted on the TeachGeorgia website, placed on the JDCSS website, placed on the JDCSS Recruit and Hire site, and published in the local newspaper. Classified vacancies are posted on the JDCSS website, published in the local newspaper, and sent to all schools and departments for posting.

Personnel Records

Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. **It is the employee's responsibility to notify the District of any changes of personal information.** Employees must notify their Supervisor and Human Resources when their name and/or home address and/or contact numbers change. Forms are available from Human Resources.

Employee Integrity

Employees should exemplify honesty and integrity in the course of employment with the Jeff Davis County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all work-related issues. An employee who fails to act with integrity may be subject to discipline, including, but not limited to, termination from employment.

Employment Opportunities

All employment opportunities within Jeff Davis County Schools are posted on the school system website: www.jeff-davis.k12.ga.us

Equal Employment Opportunity (EEO)

Federal law prohibits discrimination on the basis of age, race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, applicants for employment, students, parents and the general public are hereby notified that the Jeff Davis Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscriminatory policy:

Title VI Coordinator
ADA Coordinator
Coordinator of Special Education

Title IX Coordinator
Section 504 Coordinator

Inquiries concerning the application of Title VI, Title IX, Section 504 or ADA of the policies and practices of the Jeff Davis County Board of Education may be addressed to the person listed above at the Jeff Davis County Board of Education, P. O. Box 1780, Hazlehurst, Georgia 31539, (912) 375-6700; to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

Contracts

Certified employees receive written employment contracts that are signed by the employee and the Superintendent. Contracts are terminated if an employee cannot be properly certified.

Assignment

Employees are assigned to positions based on the needs of the Jeff Davis County School System as well as the employee's training, certification and other factors. Staff assignments shall be made by the Board upon the recommendations of the Superintendent. The basic consideration in the assignment of professional personnel is the well-being of the program of instruction.

Transfers

Employees who wish to transfer should submit their request in writing or by email to the current principal. The decision to approve/deny the request will be made by the current and prospective principal as well as the superintendent.

Reduction in Force (RIF)

The most important functions of the Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Jeff Davis County Board of Education (hereinafter the "Board") to abolish job positions, to reduce the length of the work year and salary of certificated personnel (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes, financial exigency or loss of funding.

The Board shall consider a reduction in the professional workforce to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

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

Certification Qualifications and Duties

Certified employees must be eligible for certification before being employed and must maintain certification during employment.

Annual Performance Evaluation

All employees are evaluated by their immediate supervisor, using approved evaluation plans and procedures. All employees should receive a copy of their annual evaluation.

All certified employees are evaluated before May 1. Classified employees are evaluated before June 30.

Ethics

All employees must adhere to the high standards and expectations determined by the Jeff Davis County Board of Education and those described in the Professional Standards Commission Code of Ethics. As public employees expected to uphold the public trust, employees should not use their positions or professional relationships for personal gain. All employees of the District are required to notify their immediate supervisor and the Director of Human Resources by the end of the next business day following any arrest. Any misstatement or omission of required information may be reason for dismissal or non-employment.

Employee Discipline

Discipline is necessary and will be implemented when there is unsatisfactory and/or unacceptable employee performance of any type. Depending on the nature or severity of the offense, Jeff Davis County School System may provide employees with an opportunity to bring their performance up to standard through the use of the following:

1. immediate feedback regarding unsatisfactory performance,
2. factual documentation of performance,
3. employee input and commitment to improving performance, and
4. final resolution of the performance issue(s).

The Jeff Davis County School System utilizes progressive discipline in which disciplinary actions normally follow a gradually escalating path. However, depending on the seriousness of the offense, more than one Progressive Discipline Action may occur simultaneously or it may be determined that progressive discipline is not appropriate and any disciplinary action may be imposed. The action taken should be consistent with precedent in similar situations, appropriate to the offense, and documented. An employee who holds a certificate with the Georgia Professional Standards Commission may be reported at any time for a violation of the Code of Ethics for Educators.

COMPENSATION

Deductions

Payroll deductions include, but are not limited to, federal and state taxes required by law; retirement systems contributions; Social Security; and medical, dental and other deductions authorized by the employee.

Direct Deposit

All payroll is direct deposited in employee bank accounts.

Extended Day/Year

Supplemental pay may be provided to employees who work an extended school day or school year to meet program responsibilities or student needs.

Overtime

Overtime is defined as those hours worked by a public employee who qualifies for time-and-one-half overtime pay or time-and-one-half compensatory time as required by the Fair Labor Standards Act. Overtime for Jeff Davis County School System non-exempt employees refers to those hours or major fractions of hours beyond 40 hours within a work week. The work week begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday.

Employees classified under The Fair Labor Standards Act as non-exempt are compensated at a rate of one and one-half times their hourly rate after 40 hours within a workweek and/or one-and-one half hours of compensatory time off for each hour over 40 hours within a workweek. Overtime for non-exempt employees must be approved in advance by their supervisor (except in emergency situations). Unauthorized (unapproved) overtime worked may subject the employee to disciplinary action. Non-exempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours.

Employees classified under the Fair Labor Standards Act as exempt are paid a fixed rate and are not eligible for overtime pay.

Pay Schedule

All employees of the JDCSS are paid monthly. Payroll dates for 2020-2021 are:

July 31, 2020	August 31, 2020	September 30, 2020	October 30, 2020
November 20, 2020	December 18, 2020	January 22, 2021	February 26, 2021
March 31, 2021	April 30, 2021	May 31, 2021	June 30, 2021

Salary

Salaries for Certified employees are determined by the Georgia teaching certificate they hold and the years of experience approved by the Jeff Davis County Board of Education. Classified employees are paid based on years of direct experience related to their current classification and education level.

Step Increases

Certified employees who receive an unsatisfactory annual evaluation will not receive salary credit for the year the unsatisfactory was received. The employee should receive verbal and written documentation during the year indicating that performance has not met expectations.

Teaching Experience

Certified employees new to District effective will be placed at the appropriate salary level and step based on verified experience and a valid in-field certificate. Teaching experience outside Jeff Davis County is credited at one year for each year.

Travel Reimbursement

Personal expenses associated with Jeff Davis County School System approved travel will be reimbursed at the approved District travel rates. Receipts of expenses must accompany reimbursement requests. Employees should request to utilize JDCSS vehicles for system travel. If vehicles are not available, mileage reimbursement will be provided. Contact Debbie Montford at extension 7004 to reserve a vehicle.

EMPLOYEE BENEFITS

Benefit Eligibility

Health, dental, vision, cancer, life, optional life, dependent life, flexible spending account, and short and long-term disability insurance coverage becomes effective on the first day of the month after the employee has completed one full State of GA calendar month of employment, assuming the proper premiums have been deducted. Employees can enroll in benefits when they are initially hired or during the annual open enrollment period. During this period, employees have the opportunity to change their elections. Some plans require late entries to complete a Personal Health Application to determine if the insurance will be awarded. Open enrollment occurs in the fall of each year, and coverage requested at that time takes effect on January 1. Mid-year changes are allowed with specific family status events. Visit <http://www.jeff-davis.k12.ga.us/Departments/Personnel-Employment/Employee-Benefits> for additional information.

Benefit Deductions

Employees will have deductions taken from their payroll to pay premiums, and the core insurance premiums can be paid for with pre-tax dollars. Employees on leave without pay are required to pay all insurance premiums directly to the Benefits Specialist in the Human Resources Department. The employee is responsible for requesting information about the direct payment of insurance premiums from the Benefits Specialist in the Human Resources Department.

Employer Paid Life Insurance

Jeff Davis County School System provides \$10,000 term life insurance to each full-time employee at no cost to the employee. The term life insurance terminates on the last day of employment.

Jeff Davis County School System Benefits

Health Insurance	Dental Insurance
Vision Insurance	Cancer Insurance
Long-Term Disability Insurance	Basic and Optional Life Insurance
Dependent Life Insurance	Short-Term Disability Insurance
Retirement Plans	403b and 457b Saving Plans
Accident Insurance	Hospitalization Insurance
Critical Illness Insurance	Legal Insurance
Flexible Spending Account (Medical and Dependent)	
Employer Paid Term Life Insurance (\$10,000) per employee	

Public School Employees Retirement System of Georgia (PSERS)

Regular, non-temporary employees of public school who are not eligible for membership in the Teachers Retirement System of Georgia (TRS) must establish membership in the Public School Employees Retirement System of Georgia (PSERS) as a condition of employment. Covered positions include: Maintenance and Custodial employees, Bus Drivers, Bus Monitors and Food Service Assistants. Refer to the PSERS guidelines.

Retirement Membership

Teachers, Supervisors, Paraprofessionals, Administrators, Clerical Staff, School Nurses, and some specified managerial positions who are employed more than half-time are eligible and required to participate in the Teacher Retirement System of Georgia (TRS). Bus Drivers, Bus Monitors, Food Service Assistants, Custodians, and Maintenance Workers who work at least 60 percent of their normal work week, must establish membership in the Public School Employees Retirement System of Georgia (PSERS). Retirement contributions are payroll-deducted.

Tax Deferred Savings Plans

Jeff Davis County School System offers 403b and 457b saving plans to all employees. A list of vendors offering these products can be found in the benefits section of our website. **Benefits Disclaimer**
There are additional requirements and conditions for benefit plans not discussed in this handbook. In the event of a conflict between the handbook and a requirement and condition, the Plan Description will prevail. Nothing in this section of the handbook creates a contract or an entitlement to any particular benefits. Benefits are subject to change at any time.

Teachers Retirement System (TRS)

All employees who are employed one-half time or more in covered positions of the State's public school systems are required to be members of the Teachers Retirement System (TRS) of Georgia as a condition of employment. Covered positions include Teachers, Supervisors, Paraprofessionals, Administrators, Nurses, Clerical Staff and **other Professionals**. Refer to the TRS guidelines

LEAVES & ILLNESSES

Adoption / Foster Child Placement

An employee may be granted an adoption leave of absence in accordance with the guidelines established in Leaves and Absences Policy and the Family Medical Leave Policy.

Annual Leave:

All twelve-month employees will be provided five days of annual leave after the first year of employment. A twelve-month employee will be provided 10 days after five years of employment. Annual leave may not be accumulated. Employees may accrue a maximum of twenty (20) annual leave days. Any annual leave days accrued over twenty will be forfeited on July 1 of each year. If an employee resigns or retires from his/her position, he/she will be paid for up to 10 unused annual leave days at his/her current daily rate. If an employee is terminated from his/her position, all annual leave is forfeited and no compensation will be given for unused annual leave days. All leave time must be scheduled through the immediate supervisor.

Family and Medical Leave Act (FMLA)

Employees of the Jeff Davis County School System 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. 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 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 Jeff Davis County School System 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 26 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 24-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.

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 scheduled leave.

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least a 30 day advance notice to their immediate supervisor and Human Resources.

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 provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

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 healthcare provider of the eligible employee or family member on a form to be provided by the District.

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.

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.

Inclement Weather

When Jeff Davis County System and/or schools are closed due to inclement weather, employees should not report to work, unless specifically required to do so. Unsafe driving or facility conditions make attempts to report to work inappropriate and inadvisable. With the exception of twelve-month employees and certain non-exempt employees specifically contacted by their supervisor and directed to report to perform emergency repairs or other duties, all other District employees should not report to work, unless directed to do so through either contact by their supervisor or by public announcement.

Jury and Witness Duty

Employees who are called to jury duty serve with no loss of pay. Employees who are subpoenaed as witnesses in cases are allowed the absence with no loss of pay. Absences due to jury duty are not charged against the employee's accumulated leave and should be entered in Frontline Aesop as temporary duty elsewhere. The jury summons should be presented to the school secretary for documentation.

Jury Duty or Legal:

An employee shall not be penalized through loss of pay or employment benefits because the employee is absent from employment for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury, or other court order or process. Such employee shall not be required to pay the cost of employing a substitute. The same principles also apply to teachers, etc. who testify in a case arising out of the teacher's duty, including reporting child abuse cases.

Military

All persons employed in any capacity in the school system (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement

rights as provided by law. An employee shall be allowed a leave of absence from the duties while performing ordered military duty.

Request for such leave shall be made in writing (Leave Form) to the employee's immediate supervisor or designee. A copy of the military orders should be attached to the request for leave.

Personal Leave

Personal leave will be limited to three (3) days per school year and will be deducted from the employee's accumulated sick leave. Personal leave will be granted dependent on assurance that the employee's responsibilities will be covered. Staff members are responsible for entering their absences in Source4Teachers as far in advance of the absence as possible.

Personal or Family Illness

All benefits-eligible personnel employed by the school system shall be eligible for sick leave earned at the rate of one and one-fourth days for each school month worked, provided salary is earned for at least half of the work days in the month. Sick leave is not earned while the employee is on leave without pay. Any unused sick leave may be carried forward from one fiscal year to the next. A credit of no more than the maximum amount of sick leave to be earned during the school year is credited in advance to each employee paid on a monthly basis at the beginning of their contract year. In the event of separation of service, deductions in amounts sufficient to cover the sick leave not earned by said employee shall be made from said employee's regular salary which may be due. If there are insufficient funds in the employee's remaining pay, the employee will be responsible for reimbursing the Board of Education.

Staff members are responsible for entering their absences in Frontline Aesop as far in advance of the absence as possible.

Eligibility for sick leave shall be based on the following:

1. Personal illness;
2. Incapacity because of bodily injury;

Exposure to contagious disease by which the health of the pupils would be endangered by attendance on duty;

1. Illness in immediate family which necessitates continuing supervision and care of employee. Immediate family shall include husband, wife, father, mother, brother, sister, son, daughter, or a person standing in loco parentis. Any days missed because of illness of any person other than on the list above must be taken from personal leave;
2. Sick leave may be utilized for absence due to physical disability related to pregnancy or childbirth. However, if the local School Board disagrees with any doctor's statement of disability or ability, it may appoint a physician of the same medical specialty as the employee's physician for the purpose of receiving independent medical judgment. If not eligible for Family Medical Leave, only one employee in a family shall be granted a pregnancy or childbirth leave of absence.
3. Bereavement (Death)
4. Adoption/Foster Child Placement
5. Personal Leave

A doctor's certificate may be required by the Superintendent or designee at any time deemed necessary.

GENERAL INFORMATION

Accidents and Emergencies

All employees are responsible for maintaining a safe working environment, and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an injury sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete a General Incident Report. If medical attention is required, refer to the Workers' Compensation Panel of Physicians.

Accreditation

All schools in the Jeff Davis County School System are accredited by the AdvanceEd Association.

Alcohol and Controlled Substances Testing

The health and well-being of students and employees depend on the judgment, physical dexterity, reflex actions and unimpaired hearing and sight of employees engaged in safety-sensitive functions. The Jeff Davis County Board of Education will not tolerate and specifically prohibits the unauthorized use, abuse, possession or sale of alcohol or controlled substances, as well as a measurable presence of alcohol in any employee.

Americans with Disabilities Act (ADA)

The Jeff Davis County School System will not discriminate against any qualified employee because of a disability, as long as the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

Attendance

Attendance is a part of performance, and employees are required to be at work, on time. Employees who will be late to work or absent should notify their supervisor and or Kelly Services in advance or as quickly as possible so that their responsibilities can be covered appropriately. Absences for reasons that are not approved by the Jeff Davis County Board of Education may be considered job abandonment. School employees must report absences to school administrators in accordance with local school procedures.

At-Will Employment

Georgia recognizes At-Will Employment; that is, an employee is hired at-will and employment can be terminated at the will of either party, for any reason or no reason at all. Employees who are issued Board-approved contracts do not have At-Will Employment.

Background Check

All personnel, certificated as well as non-certificated, employed by the Board shall be fingerprinted and have a criminal record check. All certificated personnel employed in this school district, shall have a criminal record check made as required by law upon any certificate renewal application to the Professional Standards Commission. In addition to the criminal record check, fingerprinting is also required for all

certificated personnel if they were not previously fingerprinted by the school system. Criminal record checks of non-certificated personnel continued in employment in the school district shall occur each fifth (5th) year such person is re-employed. In addition to the criminal record check, fingerprinting is also required for all non-certificated employees, if they were not previously fingerprinted by the school system. The cost of the criminal record checks for all certificated and non-certificated personnel shall be paid by the Jeff Davis county Board of Education.

Chromebook Guidelines for Teachers

This document provides detailed information to teachers about how to care for and manage class sets of Chromebooks.

Beginning of the year

- Place a label on each Chromebook (**PLEASE do not** write on physical device with a **permanent marker**). Write a number on the label to identify the device. Start with the number 1 and use consecutive numbers until you have labeled and numbered all of your devices. If you have 25 Chromebooks, your numbers and labels will be 1-25.
- Assign Chromebooks to students and identify the number they will use for the entire school year upon entering your class. [Beginning of the year Chromebook Assignment Sheet](#)
- Record the Chromebook assignments so that if a device is tampered with or damaged you will know who was assigned to the device.
- **Day One** ask students to login and make sure the assigned device is working properly. Make sure you document any repairs or existing damage.
- Explain to the students the importance of letting you know immediately if they come to class and damage has been done to their assigned device.
- Explain the importance of not sharing the device with other students. They do not want to be blamed for damage that they did not do.
- Explain the consequences of damaging devices.

Handling and Care of Devices

- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and the screen before closing the lid(e.g. paper, pens, pencils, notebooks).
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
- **Do NOT STACK** multiple Chromebooks on top of each other.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Do not stack or lay Chromebooks on the floor at any time.
- If students are using Chromebooks while sitting on the floor, please instruct them to keep them in their laps. Chromebooks should **never** be placed on the **floor**.

Jeff Davis County School System computer hardware, software, and data should be used for assigned responsibilities only, and should be protected from damage, destruction, viruses, theft and unauthorized access and use. Employees should have no expectation of privacy when using JDCSS electronic resources.

Confidential Nature of Work

Student and employee files, records, documentation and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

Conflict of Interest/Dual Pay

All employees are expected to adhere to the highest ethical standards of conduct at all times. While the Jeff Davis County School System recognizes the right of employees to engage in private activities outside their employment with the school district, business dealings that create a conflict with the interests of the Jeff Davis County School System are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member.

Dress Code

The Jeff Davis County Board of Education expects all staff members to dress in a professional manner. Dress should be appropriate for the position as determined by the district leadership. Piercings, body art, hairstyles, or other adornments that are detrimental to the learning environment are not permitted. The appearance of employees clearly affects the work, attitude, and discipline of students. Educators should ensure that their clothing and appearance choices are supportive of the learning environment and communicate that the employee is deserving of respect.

Employees should maintain an appropriate level of personal hygiene, and dress appropriately for the school or workplace situation and level of formality. Employees should follow safety regulations concerning equipment.

- No holes of any kind in pants
- Appropriate fit
- If wearing leggings/jeggings, top must go past fingertips
- Skirts must be appropriate length near the knee
- Sleeveless is appropriate but no tank top or racerback tanks (no undergarments showing)
- Jeans allowed only on Fridays with spirit wear or upon approval of building principal

Drug-Free Workplace and Workforce

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

Employees with Communicable Diseases

The Jeff Davis County School System recognizes the importance of protecting the health and welfare of students, teachers and other employees of the educational system from the spread of communicable disease, including Acquired Immunodeficiency Syndrome (AIDS). The Board, the Jeff Davis County Health Department, and/or the Georgia Department of Community Health has the authority to require immunizations or other preventive measures including quarantine, isolation, and segregation of persons with communicable disease or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of disease and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

Fair Dismissal

According to the State of Georgia's Fair Dismissal Act [Act 20-2-940], Certified employees can be dismissed or suspended based on incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging or counseling students to violate state and local laws, regulations and ordinances, or policies and rules of the Jeff Davis County Board of Education; failure to secure and maintain necessary educational training; to reduce staff due to the loss of students or programs; and any other good and sufficient cause.

Suspensions are without pay and can last up to 60 days. The Jeff Davis County School System Superintendent or his/her designee can relieve any employee from duty for up to 10 days if the employee's presence could cause serious harm or disrupt students, the school, or other employees. The Jeff Davis County School System Superintendent or his/her designee may also write letters of reprimand for any valid reason. These letters are placed in the employee's District personnel file. Demotions and non-renewal of contracts of certain certified employees are governed by Code Section 20-2-942. A demotion is a job with less pay, less responsibility and less prestige. Transfers are not covered by the Fair Dismissal Act.

Fund-Raising Activities

All solicitations within a school and/or the school system must have prior approval of the Superintendent and/or principal of the school. No fund-raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Superintendent or designee. Charitable organizations solicitations must be approved annually. Door-to-door collection shall be prohibited for students in grades K-8.

Hiring

Individuals are employed by the Jeff Davis County Board of Education on the recommendation of the Superintendent. The Superintendent or his designee will make the offer of employment after the individual has successfully completed the required employment and screening process, although some post-employment screening or testing may be necessary.

Identification Badges

All employees of Jeff Davis County Schools will be issued an Identification Badge that must be clearly displayed whenever they are on Jeff Davis County School system property or engaged in Jeff Davis County School System related activities. Lost or stolen badges must be reported to the employee's supervisor and to the District's HR designee to request a replacement badge. All badges must be surrendered **to the immediate supervisor** when an employee is no longer employed by the Jeff Davis County School System.

Internet

Electronic resources should be used to support assigned responsibilities. Employees should have no expectation of privacy when using electronic systems, and should minimize use of the Internet for personal reasons during working hours. All employees must sign and adhere to the procedures found within the District's Internet Acceptable Use Policy.

Interviewing

Panel interviews will be conducted and will interview the most qualified applicants for positions. Hiring decisions are made by the Superintendent and then approved by the Board of Education; **The Superintendent or his designee will extend the offer of employment.**

Job Descriptions

Each position has a valid job description maintained by Human Resources. Job descriptions should be updated and maintained on a regular basis. Employees should see their supervisor regarding their job descriptions.

Job Posting

Announcements of job vacancies will be posted electronically throughout Jeff Davis County School System and in the local newspaper. Job Vacancies for positions requiring Georgia Professional Standards Commission (PSC) certification will be posted on the TeachGeorgia website.

Laptops

Guidelines for use of JDCSS laptops.

1. Please remember you are responsible for protecting student information and data. Do not allow any unauthorized users access to your laptop.
2. Laptops and chargers must be at school during all regularly scheduled work days.
3. The laptop should be locked in desks, cabinets or other secured spaces and should not be left visible while not in the user's possession.
4. The employee may take the laptop home or to other locations after school hours. Teachers are required to provide their own padded travel case.
5. The employee is responsible, at all times, for the care, appropriate use, and damages incurred to the laptop computer. The employee agrees to handle all equipment carefully and protect it from potential sources of damage. The employee also agrees to store all equipment in a safe and secure location. If any loss, damage or destruction of school property is determined to be the fault of the employee, JDCSS may charge the employee the lesser of the repair or replacement cost. The employee will not be held responsible for loss, damage or destruction of school property when such loss, damage or destruction is determined not to be the fault of the employee. Allowances will be made for normal wear and tear of equipment.
6. Loss or theft of the property must be reported to the JDCSS Technology Department Help Desk as soon as possible after the occurrence.
7. The laptop is issued to the teacher in their current teaching position. If there is a change in positions or schools, the laptop will be reassigned to another teacher. If the employee leaves the current position or employment of JDCSS then the laptop is to be returned to JDCSS.
8. No stickers or markings of any kind are allowed on the laptops. They are not to be defaced, damaged or tagged in any way.

9. The employee shall not remove or alter any JDCSS identification labels or tags attached to/displayed on any JDCSS equipment.
10. Care should be taken to keep the laptop dry. Do not use outdoors in the rain or drizzle.
11. Laptops should not be kept in cars or any location that could experience extreme temperatures.
12. Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood –pulp fibers that can scratch your screen.
13. NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on to your screen.
14. Keep all food and drinks away from your laptop at all times.

Nepotism

Employees cannot supervise or evaluate members of their immediate family.

Non-Discrimination and Anti-Harassment Policy

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

See Board Policy: [GAEB](#)

Outside Employment

Outside employment is permitted as long as it does not interfere with the employee's ability to perform his/her job with Jeff Davis County School System; the work does not involve organizations that do or want to do business with the school district; or it does not violate laws or Jeff Davis County School System policies and regulations.

An administrative employee shall not seek other employment which conflicts with those duties established by the Board of Education, neither shall the employee seek other employment which conflicts with those ethics set up by the Professional Standards Commission.

Process to Review Programs for Renewal

Each School Improvement Specialist shall facilitate data analysis at the end of each school year for the programs in place in his/her building. This information should be shared with the school's administrative team. The administrative team will let district leadership know the outcome of the data analysis of programs. This will help to ensure the success of the program and will help the system determine if the renewal of the program should take place due to its effectiveness.

Professional Learning

Employees have the opportunity to participate in professional learning activities that will enhance their professional capabilities. The Professional Learning department submits an annual comprehensive plan. The comprehensive plan for professional learning shall be included as part of the Jeff Davis County School System improvement plan.

All teachers should present request for Professional Learning on their Needs Assessments for the upcoming year. During the school year, should a need arise for Professional Learning, requests should be made to the School Improvement Specialist in each building. The School Improvement Specialist will then verify those needs with the Principal and then send on the System Academic Specialist. The System Academic Specialist will work with the Federal Programs Director to ensure funds are available and let the School Improvement Specialist know if the request has been granted.

Reassignment

Employees may be reassigned at any time by the Jeff Davis County School System.

Reference Checks

Personal and professional references are checked for each prospective employee.

Resignations

Certified employees who want to terminate their contracts for the new contract year must submit written notification to their immediate supervisor. Certified employees who want to resign during the contract period because of emergency situations should submit a statement of resignation at the earliest possible date but must realize that the contract cannot be terminated by the employee without the written consent of the Jeff Davis County Board of Education. Classified employees are asked to submit a letter of resignation at least two weeks prior to leaving the Jeff Davis County School.

Smoking / Use of Tobacco Products

Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore, the Jeff Davis County Board of Education has determined that tobacco use is inconsistent with the concepts and principles taught through the curriculum of the school district. Therefore, the possession or use of all tobacco products by students and the use of all tobacco products by employees, or non-employees assisting in school activities shall be prohibited. This action applies to tobacco use in school district owned buildings, offices, motor vehicles, on school district owned property and at all off campus school sponsored activities 24 hours a day. The same tobacco prohibition shall apply to visitors on all school district owned property. School staff members shall be responsible for enforcing Georgia Law and Jeff Davis County School System policies and regulations concerning use of all tobacco products.

Social Media Guidelines and Procedures

The Jeff Davis County School District recognizes the importance of using social media as a communication and learning tool. The way and manner in which JDCSS staff members communicate with students, parents and the community shapes public perception. The purpose of these guidelines is to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives. Social media includes websites and applications where users share and create content and includes blogs, wikis, podcasts, virtual worlds and social networks.

All staff are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy as well as PSC guidelines and at risk of disciplinary action.

Posting on personal social media sites during instructional time or times when you are responsible for students is not acceptable. Additionally, it is not acceptable for staff to use JDCSS owned computers or electronic devices to interact on personal social media sites during the designated work day.

You are Always a School Employee

The lines between public and private, personal and professional are sometimes blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the district in what you do and say online.

- Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Citizens expect that education employees set a good example when they write and speak in public.
- Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff. Even if the communication takes place from a personal account, all communication related to the educational process is considered a public record. What you post will be seen by others and can be forwarded or shared in just a few clicks.
- Do not use District contact information (email, address, phone, etc.) when using social media for personal use.
- Use discretion and carefully consider the policies of the District before accepting any permission-based friend or follower requests received from students. Doing so puts you in a teacher-student relationship.
- Do not use District equipment or District network as primary tools for maintaining personal accounts.
- No School system email address should be associated with any personal social media pages or sites.
- As a district employee, PSC Ethics Guidelines govern your behavior(s). You may still be identified with the district, and your behavior is governed by the Ethics Guidelines of the Georgia Professional Standards Commission even if you choose NOT to identify yourself with the district.

Be Professional

Represent the district values of respect, responsibility, integrity, citizenship, honesty and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos.

- Online posts should be well written. Write for your immediate purpose, but also for a worldwide audience by following writing conventions including proper grammar, capitalization, and punctuation.
- Respect copyright and fair use guidelines.
- Refrain from derogatory statements about colleagues or students, or other comments that would reflect badly on your professional reputation.
- Do not use any school logo or image without permission from the District's Technology Department.

- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit your mistake and correct it.
- Be cautious about posting personal video. Content never disappears entirely once it is posted, so it's important you correct any errors as soon as possible. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be viewed by everyone in your personal and professional worlds.
- Never create an alias and never be anonymous. Misidentifying yourself or providing false information may result in disciplinary action.
- Think before you post. If you feel angry or passionate about a subject, it may not be the time to share your thoughts in a post- you should delay posting until you are calm and clear-headed.

Manage Staff/Student Relationships Carefully

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

- Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
- Inappropriate or offensive content posted to social networks by employees and viewed by students, parents or other staff may be investigated by school and district officials and, if warranted, may result in disciplinary action.
- School email is not private and is subject to open records request. All communications by employees to students or parents at any time from any email system shall be expected to be professional. Email between employees and students and parents shall be done through the school provided email application and must conform to school email policies.

Respect Others and Ensure the Safety of Students

Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the district in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense.

- You are responsible for what you post publicly, so be certain it is accurate and supports, or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted you can't take it back.
- Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors.
- Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.
- Be aware of students who have "opted-out" of District communications before posting photos and names online. (District social media teams have been put in place to post for

schools, clubs and sports. You are welcome to share items that you would like posted with the appropriate social media team for your building)

Social Security Number

The Jeff Davis County School System reserves the right to use an employee's social security number in employment -related practices. All employees who handle documents containing employee identification data such as social security numbers should use reasonable precaution to preclude compromise or identity theft.

Solicitation by Staff Members

All solicitations within a school and/or the school system must have prior approval of the Superintendent and/or principal of the school. No fund-raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Superintendent or designee. Charitable organizations solicitations must be approved annually. The Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the Superintendent. The solicitation of sales or services, the advertisement of products, or the endorsement of one product over another by school personnel in their relations with students, parents or employees is prohibited by the Jeff Davis County Board of Education.

Staff Complaints and Grievances

- a) It is the purpose of this policy to implement the provisions of the Act of the General Assembly of 1992,

O.C.G.A. 20-2-989.5 et seq. In accordance with the foregoing, it is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. This policy and procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure. This complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies rules, regulations, or written agreements of this school district or with which the district is required to comply.

Exclusions. This procedure shall not apply to:

1. Performance ratings contained in personnel evaluation and professional development plans pursuant to Code Section 20-2-210;
2. Job performance;
3. Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;
4. The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20- 2-984.5.

Staff Meetings

Regular staff meetings are a necessary part of the district operations. Each school shall have a schedule for staff meetings on a regular basis. The principal shall call special staff meetings for professional learning, accreditation, and/or workshops as deemed necessary. All certified staff members are required as part of

their teaching/employment responsibilities to attend any or all such meetings as designated by the principal.

Substitute Teachers

Teachers are responsible for entering their absences in ESS Aesop. Absences should be entered as far in advance of the absence as possible. A substitute can be used for up to 10 days in the same classroom. A vacancy that lasts between 11 days and 60 days may be filled with an approved long-term substitute teacher. Substitute Teachers must attend in-service training and meet other requirements. Long-term substitute teachers in assignments longer than 20 consecutive days must meet requirements for Highly Qualified status.

Telephone

Personal use of telephones should be kept to a minimum during working hours.

Use of Equipment and Resources

Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to, misusing school-related funds or property; failing to account for funds collected from students or parents; and submitting fraudulent request for reimbursement of expenses.

Violence in the Workplace

The Jeff Davis County School System strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or Human Resources. All complaints will be fully investigated. The Jeff Davis County School System will promptly respond to any incident or suggestion of violence.

Work Day/Work Week

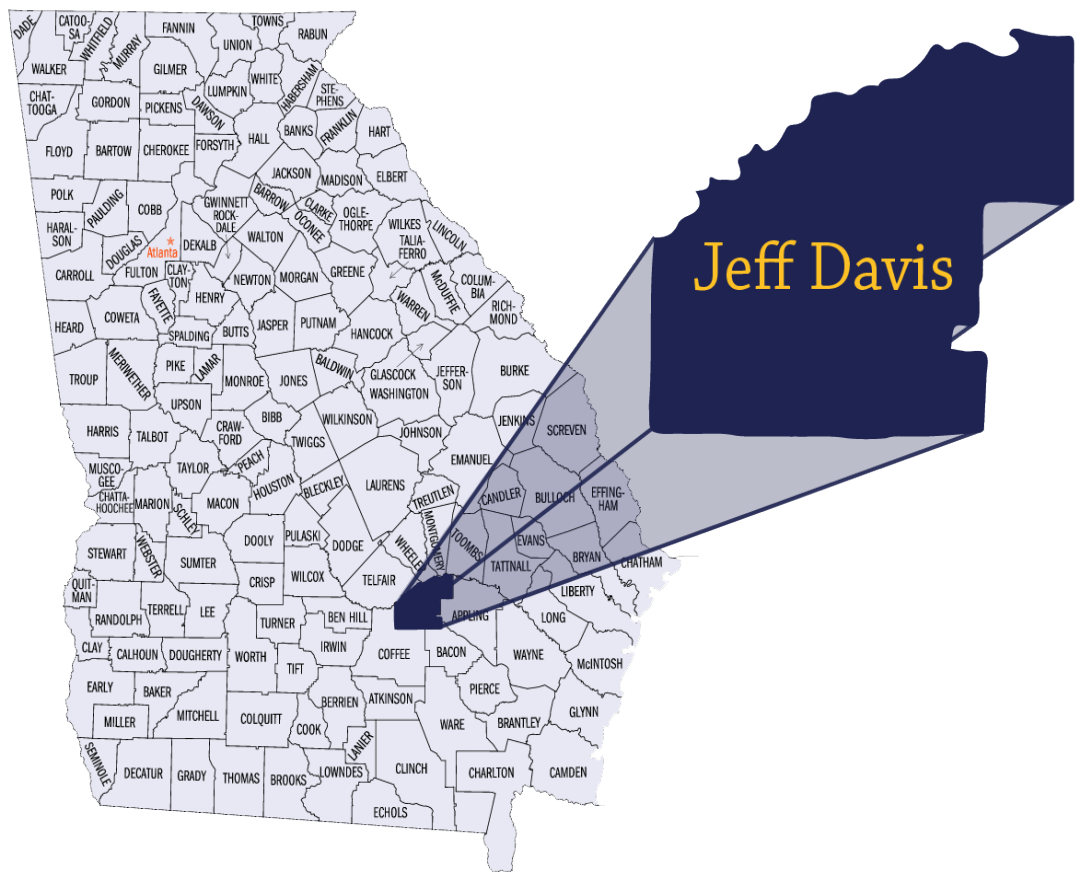
Depending on the position, full time classified employees are expected to work their scheduled number of hours per day not to exceed 40 hours per week. Employees should check with their supervisor for their particular schedule.

Contact List

Info on...	Person to Contact	Phone Extension	Office Location
Payroll	Sherry Brewer	7019	Annex
Insurance Teacher Retirement Employee Recruitment Family Medical Leave Act (FMLA) Certification TKES/LKES	Natalie Hayes	7033	Annex

Hospital Homebound Attendance Compliance	Chris Campbell	1257	JDES
Tribunals	Chuck Crosby	7003	JDES
Title I Title III (EL) Title IVB Title VIA Homeless Infinite Campus Migrant CTAE	Joyce Davis	7005	Annex

Info on...	Person to Contact	Phone Extension	Office Location
Title IX (Gender Equity) Athletic Program Grounds/Landscaping	Roger Metts	229-316-0777	JDHS
Maintenance	Garrett Harrison	maintenance@jeff-davis.k12.ga.us	
School Nutrition Program	Alisa Jones	6010	BOE
Special Education Pgm	Donna Wilcox	7007	Annex
Transportation	Alvin Merritt	7010	Annex
Title II (Prof Learning) Travel/Expenses (related to PL) Curriculum RTI Gifted	Shelly McBride	7009	Annex
Testing Advanced Ed Accreditation CCRPI Strategic Waivers	Debbie Hobbs	7037	Annex
Certificate Renewal	Sherry Brewer	7019	Annex
Technology	Kelly McLoon	helpdesk@jeff-davis.k12.ga.us	



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