

# **GAINESVILLE CITY SCHOOLS PERSONNEL AND EMPLOYEE ELECTRONIC HANDBOOK**



**It is the policy of the Gainesville City School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or handicap in its educational programs, activities, or employment practices.**

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### **Our Mission**

Our Mission is to INSPIRE, NURTURE, CHALLENGE, PREPARE

As ONE GAINESVILLE, we will inspire, nurture, challenge, and prepare our students as we educate them to be successful in a 21st century global society.

### **Our Beliefs**

- We believe that the collaborative actions of students, parents, community, and the school system are determining factors in the success of our students.
- We believe that high expectations for everyone drive success.
- We believe that continuous learning occurs best in a safe, nurturing, and stimulating environment.

### **Our Vision**

Our students will think critically, act compassionately, work meaningfully, choose wisely, and live joyfully

## Message from the Superintendent

Dear Red Elephant Family,

Thank you for choosing to make a difference in the lives of our children and our community. Being an educator is a challenging yet extremely rewarding profession. We believe that quality teaching is the most critical factor in providing a quality education for our students. We welcome you as a member of our team because you have demonstrated the knowledge and skills that will assist our school system in meeting its mission.

The handbook was developed to communicate expectations, highlight opportunities and to serve as a resource for you as an employee of the Gainesville City School System. We encourage you to become familiar with the content included in the handbook. Additionally, an important communication tool and a valuable source of information is our eBOARD website. You can access policies, meeting minutes and documents from our home page by clicking on the tab titled “School Board Governance System”.

Just as our children and we are “works in progress” so are our policies and procedures. Updates, additions and changes will be communicated to all employees in an effort to keep you fully informed about matters that affect your job. However, if you have questions, please ask so that we can ensure that you have accurate information.

We appreciate our engaged and enthusiastic student body, our parents that partner with us to provide the best education possible for our students, our devoted educators, our dedicated support personnel, outstanding leadership from our Board of Education and administrators, our steadfast alumni and our exceptional community that embraces us with a great sense of pride and encouragement.

We are a team - students, parents, educators and the community. We all want our students to be competitive locally, nationally and internationally so they will experience productive lives. Our purpose as ONE GAINESVILLE is to inspire, nurture, challenge and prepare our students for their future.

I salute our Red Elephant Educators for their ongoing pursuit of John Ruskin’s words, “Education... is painful, continual and difficult work to be done in kindness, by watching, by warning... by praise, but above all – by example.”

I look forward to learning with and from you this next year.

Sincerely,

Wanda Creel, Ed.D.  
Superintendent  
Gainesville City School System

### Attendance

Your prompt and regular attendance is critical to the smooth operation of the school district and student success. In the event of illness or injury that would prevent you from reporting to work at your scheduled time, please notify your immediate supervisor or his or her designee by 6:00 AM.

All certified teachers are required to acquire a substitute by utilizing **Aesop Sub Finder** software. Click link below.

[http://help1.frontlinek12.com/customer/portal/articles/1521435-getting-started?b\\_id=3397](http://help1.frontlinek12.com/customer/portal/articles/1521435-getting-started?b_id=3397)


### Benefits

The information below can be found on the Gainesville City Schools Employee Portal (See next page for Portal):


- Cancer Insurance Health Insurance
- Life Insurance
- Long Term Care
- Long Term Disability
- Vision Insurance
- Public School Employee Retirement System of Georgia [www.psers.gov](http://www.psers.gov)
- Teacher Retirement System of Georgia [www.trsga.com](http://www.trsga.com)

## GAINESVILLE CITY SCHOOLS EMPLOYEE BENEFITS PORTAL



 To Speak to a Gainesville City Schools Benefits Specialist  
Call Toll-Free: 877.422.3312

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Questions About your State Health Benefits?  
Call Toll-Free: 800.610.1863 

**Cafeteria Plan** - An employee benefit plan that gives employees a choice among cash and one or more qualified benefits, such as health insurance, group term life and dental benefits.

**403(b) Plan** - Tax deferred annuity retirement plan available to employees of public schools and colleges, and certain non-profit hospitals, charitable, religious, scientific and educational organizations.

**457 Plan** -Non-qualified deferred compensation plans available to employees of state and local governments and tax-exempt organizations.

**Certification and Licensing** (Click on link below)

[www.gapsc.com](http://www.gapsc.com)

**Code of Ethics for Educators** (Click on link below)

<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

**Compliance Director**



Click on the link below for mandatory training modules for all employees of GCSS  
<https://compliancedirector.org/indexG.php>



## **Staff Dress Code**

We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code. If you have questions about what this means for you, talk with your building administration. And, thank you for all you bring to the GCSS family every day.

Our dress code is generally based on what is commonly described as “business casual.” Gentlemen may wear dress pants, slacks, or khaki pants. Their shirts should have collars, sleeves, and be tucked in. Ties are optional but encouraged. Ladies may wear dress pants, slacks, or khaki pants. They may also wear dresses or skirts of appropriate length and coverage. Blouses or shirts should provide appropriate coverage, including covering the shoulder. Leggings may be worn with a top of appropriate length. All clothing should be clean and neat. Shoes should be worn that provide comfort and safety. We suggest slip-resistant shoes to avoid falls. Our staff should project a professional image that supports the learning environment. For that reason, care must be taken to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.

For further clarity it is helpful to provide examples on a “we don’t wear list.” On this list are examples of the things we don’t wear.

### **We Don’t Wear...**

- athletic or workout clothing, including yoga pants or tops.
- shorts.
- spaghetti straps, strapless, or tank tops.
- clothing that allows the exposure of our midriff or waist.
- leggings with casual tops that do not look professional.
- flip-flops.
- jeans except on designated “spirit days” or with administrative approval.
- clothing that fits immodestly.
- clothing that causes distractions to our mission.

Fridays are our designated “spirit days.” Staff members may choose on Fridays to wear jeans as a part of their spirit day attire. Staff members who wear jeans for spirit day must also wear a school spirit shirt with their jeans. School spirit shirts may be from teachers’ respective schools or they may be Gainesville High School spirit wear shirts. School spirit shirts may simply be school-colored shirts.

In addition to Fridays, principals may choose to offer one additional jeans day per month. These jeans days are offered at the discretion of the building principal and may be used as rewards for reaching certain goals.

PE teachers may wear attire appropriate for effective PE instruction. However, their clothing should still reflect our tradition of excellence and distinguish them from students.

There may be instances for which exceptions to the dress code would be warranted, such as for staff members in specialized areas such as physical education, for field trips or field days. However, any changes of the staff dress code require administrative approval and should only be made because the occasion necessitates a change in attire. For example, a trip to the capitol would not warrant an exception to the dress code. In fact, it would be expected that when our staff is seen on field trips such as to the capitol that their attire would clearly distinguish them and reflect our tradition of excellence. The same would be true for staff members attending conferences, trainings, or workshops. However, a fieldtrip to the pumpkin farm or to go spelunking may warrant exceptions to the staff dress code.

## **Emergency Procedures at a Glance**

### **SUDDEN LOSS OF POWER/BLACKOUT**

- Teachers with classes are to remain in that class with students and wait for further instructions. Students are not to be released.
- No student is allowed to leave the school grounds.
- All teachers and other personnel, who do not have a class should meet in the main office for further instruction.

### **SEVERE WEATHER/TORNADO WATCH/TORNADO WARNING**

*Tornado WATCH* - No funnel clouds sighted, but tornadoes expected to occur. Be prepared to take cover in the designated areas.

*Tornado WARNING* - Funnel cloud has been sighted.

1. EXIT PORTABLE CLASSROOMS. Move quietly to nearest hallway away from exit doors and glass areas. Close windows and doors.
2. Students are to sit with their backs to the wall with their head down, knees bent to chest, and with their hands covering the backs of their heads. No books – they become projectiles.
3. No talking.
4. Teachers will quickly take roll.
5. Remain in the hall until the “all-clear” signal is given.

### **CODE RED OUT (EVACUATION)**

*Fire, bomb threat, gas leak, etc.*

1. Exit the building immediately. WALK – do not run.
2. Exit according to the exit instructions posted in the room.
3. Report to the PRIMARY designated site. Take your grade book to check roll.
4. If re-entry to the school building is not possible, the principal will notify and move students to the SECONDARY or ALTERNATE site.
5. All unauthorized communication turned off.

## **CODE YELLOW LOCKDOWN (Possible Threat)**

1. Lock doors, admit students assigned to class.
2. Outside? Bring students in immediately – return to your classroom.
3. Stay in classroom. No one leaves.
4. Continue instruction.
5. Implement “card code” system.
6. Call office only in an emergency.
7. Do not make any phone calls.
8. Emergency team members report to designated area.
9. All unauthorized communication turned off.

## **CODE RED LOCKDOWN (DEFINITE THREAT)**

1. Do not leave the classroom or allow students to leave.
2. Do not allow anyone to enter your room.
3. Class outside? Stay until directed.
4. Move away from windows and doors.
5. Implement “card code” system.
6. Call office only in an emergency.
7. Do not make any phone calls.
8. Emergency team members report to designated area.
9. All unauthorized communication turned off.
10. During lunch, between classes, after school – teachers bring students in and keep them there.

### **Employee Evaluations**

All GCSS employees are required to have an annual evaluation by their immediate supervisor.

Most certified staff are evaluated with the Teacher Keys Effectiveness System. Principals and assistant principals are evaluated using the Leader Keys Effectiveness System. All certified evaluations are due by May 1<sup>st</sup>.

Academic coaches, media specialists, counselors, and classified staff are evaluated by using GCSS district approved evaluation instruments by May 15th.

### **Employment of Personnel**

All employees of the school system, certificated and support employees, are employed and assigned by the board of education upon the recommendation of the superintendent. The board of education is not required to accept the recommendation of the superintendent, but it is forbidden to employ any person who has not been recommended by the superintendent.

All employees are employed by affirmative act of the board and no agreement is valid until the board has approved the same. However, the board has no authority to compel a superintendent to recommend its choice for a particular position within the school system, as the superintendent has the discretion to recommend those individuals the superintendent believes to be the best qualified.

If the board rejects a recommendation the superintendent has made, then the superintendent should recommend someone else. Otherwise, a stalemate would be reached to the detriment of the school system. The 1987 General Assembly also provided that all personnel are assigned by the board upon recommendation of the superintendent. No one employed by the system may be reassigned by either the board or the superintendent without the approval of the other.

### **Field Trip Protocols**

1. Each school will have funding provided for two local (within 60 mile radius) academic field trips per student per year. This includes Quinlan, Elachee, Wonderquest, NE GA History Center, Gainesville Ballet, and other local venues. To plan for field trips, take total October 2013 number x2= number of students funded for local trips. Field trips will be approved until the school reaches that number. The school is responsible for providing equitable funding for each grade level.
2. All out-of-town academic field trips must be funded by the school activity accounts. A quote for the costs of the trip should be obtained from Mr. Castleberry. A check for the costs associated should be made payable to Gainesville City Schools and must be received five days prior to the trip.
3. Any field trip by invitation for a special performing group or other extra-curricular group must be paid from the school activity account. A check for the costs associated should be received five days prior to the trip.
4. Transportation to *Communiversity* is an in-kind donation from GCSS.
5. Athletic and Extra-Curricular Field Trips
  - a. Students will be transported for regular season competition and play-off games earned through regular season and one summer preparation camp. Any additional trips must be paid from the athletic department or school activity.
  - b. The Athletic Director is responsible for maximizing seating capacity for athletic trips.
  - c. If the athletic and/or extra-curricular field trip that is not part of the regular season competition and play-off game exceeds 150 miles, the difference will be paid for by fundraising, athletic department or school activity account.
  - d. Principal, Athletic Director, Transportation Director and Chief Operations Officer must be in agreement with regard to the camp location/distance.
6. Charter Bus Service - If you will be using any type of charter bus service, the following will be required:
  - ✓ Complete a field trip/bus request form.
  - ✓ Indicate on the form that you will be using a charter bus service and the name of the service.
  - ✓ Indicate how you will be paying for the charter bus service.
  - ✓ The charter bus service must be on the approved list located at:

<http://www.gamccd.net/LPCBusCarriers.aspx> - Transportation Director will verify compliance.

- ✓ Attached to your request should be a copy of the contract/agreement and a copy of the company's certificate of liability insurance clearly showing Gainesville City School System as the additional insured in the bottom left hand corner of the certificate. The contract should be UNSIGNED. The superintendent is the authorized signer of the contract/agreement.
  
- ✓ The limits of liability on the certificate should be 1 million dollars for intra-state and 5 million dollars for inter-state per occurrence.

If you are using a charter bus service, use the links below to ensure the motor carrier meets the safety requirements.

***Georgia Code § 20-1-10 states that no educational institution receiving state funds shall enter into an agreement with a motor carrier or contract carrier for the purpose of transporting students without first verifying that such carrier is certified by the PSC (Ga. Dept. of Public Safety as of July 1, 2012)...the Federal Motor Carrier Safety Administration, or any similarly required certifying agency.***

### **In State Transportation**

§ 40-1-100 exempts motor carriers and motor contract carriers "engaged solely in transporting school children and teachers to and from public schools and private schools" from Georgia Department of Public Safety regulation (there is no license required if this is their sole function). For all other carriers the link below is a minimum starting point for checking the credentials of an **Intrastate** charter bus company (licensed to transport passengers **IN STATE ONLY**). You should be aware that the list contains carriers that run shuttle type buses as well as school buses and full sized motor coach (Trailways/Greyhound) type charter buses. You will want to look for a carrier who uses school buses that meet Georgia specifications or the larger motor coach type buses. Even though a company is on the list and they run Georgia spec school buses or the full sized motor coaches, there will still be some companies who you will not want to use. You are looking for companies with a "Satisfactory Record". Your school system may also want to further evaluate a company beyond just using this link. If the company is also an Interstate carrier, then more in-depth information can be found (see below). NOTE - Just because a company is a licensed Interstate (out of state) carrier, that does not mean they are a licensed Intrastate (in state) carrier. **UNLESS EXEMPTED BY 40-1-100 THEY MUST BE ON THE INTRASTATE LIST ACCESSED BY THE LINK BELOW.**

<http://www.gamccd.net/LPCBusCarriers.aspx>

**DIRECTIONS:** 1.) Click on the link and you will go to a list of "Bus Companies License Licensed in Georgia"; 2.) Click on the carrier to determine their rating; 3.) Note that you can sort by city to find carriers near you. Look to see if the charter company is on this list, and if they

provide Georgia spec school buses/full sized motor coach buses and if they have a "Satisfactory Record".

### **Out of State Transportation**

The link below is a minimum starting point for checking the credentials of an **Interstate** charter bus company (licensed to transport passengers **OUT OF STATE**). You should be aware that the link contains carriers that run shuttle type buses as well as school buses and full sized motor coach (Trailways/Greyhound) type charter buses. You will want to identify a carrier who uses school buses that meet Georgia specifications or the larger motor coach type buses and check them out on this link (**this link does not provide a list, so you must either know the exact name of the carrier or the USDOT Number of the carrier to check their credentials**). Even though a company runs Georgia spec school buses or the full sized motor coaches and they are licensed, there may still be some companies who you will not want to use. You are looking for companies licensed for Interstate passenger transportation with a "Satisfactory" carrier safety rating. Additionally, this link contains extensive information to include vehicle inspection compliance, driver compliance and accident history. Your school system may also want to further evaluate a company beyond just using this link. **NOTE – THE § 41-1-100 EXEMPTION DOES NOT APPLY TO INTERSTATE CARRIERS.**

<http://www.safersys.org/CompanySnapshot.aspx>

### **Grounds and procedure for terminating or suspending contract of employment § 20-2-940.**

(Effective until January 1, 2013. See note.) Grounds and procedure for terminating or suspending contract of employment

(a) Grounds for termination or suspension. Except as otherwise provided in this subsection, the contract of employment of a teacher, principal, or other employee having a contract for a definite term may be terminated or suspended for the following reasons:

- (1) Incompetency;
- (2) Insubordination;
- (3) Willful neglect of duties;
- (4) Immorality;
- (5) Inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the local board of education;
- (6) To reduce staff due to loss of students or cancellation of programs;
- (7) Failure to secure and maintain necessary educational training; or
- (8) Any other good and sufficient cause.

## **Instructional Policies**

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### **Safety in the Workplace**

The Gainesville City School System recognizes that our people drive the institution. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Gainesville City School System is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents. We are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents, no matter how slight, are to be immediately reported to the supervisor.

A key factor in implementing this procedure will be the strict compliance to all applicable federal, state, local and Gainesville City School System policies and procedures.

Gainesville City School System will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Gainesville City School System subscribes to these principles:

- All accidents are preventable through implementation of effective safety and Health Control policies and programs. Safety and health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone and increases productivity. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for employees. Consequently, management of the Gainesville City School System is committed to allocating and providing the resources necessary to promote and effectively implement safety procedures.



- Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Management and supervisors of the Gainesville City School System will set an exemplary example with a strong commitment to safety and health in the workplace. Toward this end, management will monitor institution safety and health performance, working environment and conditions to ensure that program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone in the Gainesville City School System must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

## Safety Rules for GCSS



### ALWAYS REFRAIN FROM:

- ✓ Standing on Tables
- ✓ Standing in Chairs
- ✓ Standing on top of desks
- ✓ Overextending to reach up for materials
- ✓ Moving/lifting heavy objects/boxes
- ✓ Moving around in rooms without proper lighting
- ✓ Dragging heavy objects including furniture
- ✓ Walking on slippery surfaces (i.e. ice, spills, etc.)
- ✓ Walking on iced- surfaces
- ✓ Lifting Heavy/shipment boxes to place on tables for unloading
- ✓ \*\*\*Always unpack from the floor and place items on a rolling cart
- ✓ Standing on the very last step of a ladder.
- ✓ Sending students to the lunch room get any drinks/ice for your personal use
- ✓ Entering any electrical panels including breaker boxes



### ALWAYS REMEMBER TO:

- ❖ Clean up spills immediately or call office for Maintenance and Operations
- ❖ Look before you lift
- ❖ Walk to your destination

- ❖ Wash hands often
- ❖ Use a ladder
- ❖ If necessary for relocation, remove heavy items from boxes and book bags before lifting
- ❖ Only allow one item at time to be carried when being assisted by a student
- ❖ Have maintenance perform any Maintenance & Operations duties such as: changing of a light bulb, drilling, carpentry tasks

### **Student Policies**

- [Equal Educational Opportunities](#)
- [School Admissions](#)
- [Homeless Students](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit - HS Testing Out - Form](#)
- [Awarding Units and Transferring Credit - MS Credit and GPA](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit](#)
- [Awarding Units and Transferring Credit](#)
- [School Admissions](#)
- [Nonresident Students](#)
- [Nonresident Students](#)
- [Transfer and Withdrawals](#)
- [Transfer and Withdrawals](#)
- [Absences and Excuses](#)
- [Absences and Excuses](#)
- [Absences and Excuses](#)
- [Harassment](#)
- [Harassment](#)
- [Student Behavior Code](#)
- [Weapons](#)
- [Use of Electronic Devices by Students](#)
- [Use of Electronic Devices by Students](#)
- [Bullying](#)
- [Student Hearing Procedure](#)
- [Student Health Services](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Student Safety](#)
- [Seclusion or Restraint of Students](#)
- [Seclusion or Restraint of Students](#)
- [Seclusion or Restraint of Students](#)

- [First Aid](#)
- [Concussion Management](#)
- [Child Abuse or Neglect](#)
- [Solicitations](#)
- [Solicitations - Request to Hold Fundraising Activity Form](#)
- [Solicitations](#)
- [Veterans](#)
- [Student Records](#)
- [Student Records](#)
- [Suicide Prevention](#)

### **Worker's Compensation**

#### **Reporting an On-The-Job Accident/Injury**

Your safety is very important to us. Employees should report all accidents/injuries as soon as possible to his/her supervisor or the supervisor on duty and request first aid or medical treatment if needed. The following information provides specific reporting instructions:

- ✓ In the case of a medical emergency, call 911 and seek immediate medical care.
- ✓ If the injury is not an emergency, please contact **Felicitas Vasquez** or call at 770-536-5275, ext. 5121.
- ✓ The injured employee should give Felicitas Vasquez a detailed statement on how he/she got injured along with the following information:
  - Injury Location & Time
  - Date of Birth
  - Home Address
  - Phone Number
- ✓ If the employee is off-site and in need of immediate treatment and unable to reach Felicitas Vasquez, the employee may call Gainesville City Schools Main Office directly, at 770-536-5275. The employee can ask to speak with Sherry McElroy at 770-536-5275 ext. 5112 to report the accident/injury.
- ✓ Additional forms may need to be filled out once injury is turned into Workers Compensation Insurance Company.
  - [Employee Accident Form](#)
  - [Non-Employee Accident Form](#)
  - [Non-Employee Witness Form](#)
  - [Student Accident Form](#)
  - [Student Witness Form](#)