

BOARD PROCEDURE

Descriptive Code: GAAA

**EQUAL OPPORTUNITY EDUCATION
PROGRAMS AND EMPLOYMENT**

Date: July 10, 2007

PUBLICATION OF NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

Effective July 1, 1994 and thereafter, the following publications of the school system must print the nondiscrimination policy and grievance procedure exactly as it appears on attachment 1 of this procedure.

<u>PUBLICATION</u>	<u>RESPONSIBLE PARTY</u>
1. Columbia County Board of Education Website	Public Relations Specialist
2. Professional Employee Handbook	Executive Director of Human Resources
3. Auxiliary Employee Handbook	Executive Director of Human Resources
4. System newsletters- and publications	Public Relations Specialist
5. School-produced faculty and staff handbooks	School Principals Director of Special Services
6. School-produced student handbooks	School Principals Director of Special Services
7. School-produced newsletters	School Principals Director of Special Services
8. Departmental special program/topic newsletters	District Department Head

PUBLICATION OF NONDISCRIMINATION STATEMENT

Effective July 1, 1994 and thereafter, the following publications of the school system must print the nondiscrimination statement exactly as it appears on attachment 2 of this procedure.

<u>PUBLICATION</u>	<u>RESPONSIBLE PARTY</u>
1. Professional Employee Handbook	Executive Director of Human Resources
2. Auxiliary Employee Handbook	Executive Director of Human Resources
3. Job Announcements	Executive Director of Human Resources
4. Newspaper Vacancy Advertisements	Executive Director of Human Resources

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| 5. Applications for Employment | Executive Director of Human Resources |
| 6. System Newsletters | Superintendent of Schools |
| 7. Columbia County School System official letterhead and stationary | Superintendent of Schools |
| 8. Columbia County School System Course Description Catalog | Directors of Student Learning
(Middle, High, Elementary, Vocational) |
| 9. Columbia County School System Curriculum Guides | Directors of Student Learning
(Middle, High, Elementary, Vocational) |
| 10. Columbia County School System
Human Resources Department Website | Executive Director of Human Resources |
| 11. Employee recruitment packets and materials | Executive Director of Human Resources |
| 12. System or school developed brochures (Program descriptions, flyers, pamphlets, announcements, etc.) | District Department Head
School Principal |
| 13. Regular education or Vocational education student registration materials and forms, student recruitment materials for classes or programs, co-op job applications and training agreements, etc. | Directors of Student Learning
(Middle, High, Elementary, Vocational)
School Principals |

EQUAL OPPORTUNITY EMPLOYMENT PROCEDURES

The Columbia County Board of Education, Superintendent of Schools, and the administration do not discriminate on the basis of sex, age, race, handicap, religion or national origin in the employment practices of the Columbia County School System. It is the responsibility of the administrator who makes a recommendation for employment to adhere to the system employment procedures and to document efforts to guarantee equal opportunity employment. To guide fair and equal employment practices, the following employment procedures outline selection and employment requirements.

It is the expressed intention of the Columbia County Board of Education to hire the most **highly** qualified candidate for each position. The administrator is responsible for developing sound selection procedures and for evaluating and revising the procedures periodically in order to select competent and outstanding educators.

APPLICATION PROCEDURES

Applications for employment are accepted at any time throughout the year. Applications will become inactive after one year unless the applicant updates the **online application** information.

Professional applications for employment must be completed by prospective teachers and administrators. Professional applications must contain the following information in order to be activated for consideration:

1. Professional application form completed accurately and legibly,
2. **official** transcripts of college/university coursework,
3. résumé **detailing** education preparation/training and **complete** previous work experience,
4. copies of teaching certificates and **certification content assessment** examination scores (if applicable),
5. complete and acceptable professional references from previous employers/supervisors **for the past five years; if multiple employers, limit to three most recent employers within those five years** and/or college/university professors, and
6. criminal background information and fingerprinting

Auxiliary applications for employment must be completed by applicants for the following positions: paraprofessionals, secretaries and accountants, custodians, school nutrition managers and assistants, **facilities maintenance and operations** personnel, technology and transportation employees, school safety personnel, and school nurses. Substitute teachers who are not certified as teachers and all other classifications of substitute employees must complete the auxiliary application.

Auxiliary applications must contain the following information in order to be activated for consideration:

1. Auxiliary application form completed accurately and legibly,
2. **Resume' detailing complete educational and work history,**
3. Complete and acceptable references from previous employers/supervisors **for the past five years; if multiple employers, limit to three most recent employers within those five years**
4. Criminal background information and fingerprinting,
5. Copy of high school diploma, GED or transcripts from post-secondary institutions if applicable.

Applications for employment may be completed online on the Human Resources Department website at www.ccboe.net/hr. Applicants needing assistance or access to a computer for completing the online application may contact the Human Resources Department, Columbia County Board of Education, 4781 Hereford Farm Road, Evans, GA 30809, or by phoning 706-855-2503.

The Columbia County Board of Education Human Resources Department is responsible for processing and activating all applications for employment. It is the responsibility of the applicant to contact the Human Resources Department to insure the application is complete. **Vacancy announcements are maintained and updated on the Human Resources website at www.ccboe.net/hr. Applicants should check the vacancy announcements regularly and contact the school or department to express an interest in a position that is posted.**

RECOMMENDATION FOR EMPLOYMENT

The administrator is responsible for selecting the applicant deemed best qualified to fill the vacancy. The administrator who makes the recommendation for employment is required **as a minimum to talk to the current or most recent principal or supervisor to complete a reference form.** If the references are satisfactory, the administrator will recommend the selected applicant for employment to the Human Resources Department. When making the recommendation, the administrator guarantees compliance with policies and procedures GAAA, **Equal Opportunity Education Programs and Employment** and GBC, **Recruitment and Selection of Professional Personnel.**

In addition, it is the responsibility of the principal or department head authorized to hire employees to assure diversity within the school or department staff and to specifically adhere to the federal court order mandating as a minimum the target number of minority (African American) staff members. Principals will be held responsible for maintaining the target number of minority staff members as recommendations for employment are made.

TO RECOMMEND NON-RENEWABLE CERTIFIED PERSONNEL

In addition to all other guidelines and procedures for employment, the administrator must also complete the “Affidavit of Assurance Form/**Addendum to the Contract of Employment**” (ATTACHMENT 3) when recommending new professional employees who will require **non-renewable** certificates **as well as those who are not** highly qualified as defined in the No Child Left Behind guidelines. In signing this assurance form the administrator assures that the recommended candidate is the best qualified applicant for the position. The administrator also assures that the candidate will complete all requirements for the professional certificate as **required by this Addendum to the Contract of Employment.**

HIGHLY QUALIFIED TEACHERS AND PARAPROFESSIONALS

It is the goal of the Columbia County School System to have all teachers teaching in-field and designated as highly qualified under the No Child Left Behind guidelines. With impending teacher shortages in many certification fields, any exceptions must **be recommended by completing the Affidavit of Assurance/Addendum to the Contract and submitting for approval by the Superintendent of Schools.** Principals will be required to staff teaching positions with fully certified and **highly** qualified teachers **and paraprofessionals.**

Principals will be required to complete and update annually the “**No Child Left Behind Annual Attestation**” (ATTACHMENT 4) **as required by federal law.** The principal will be required to list all teachers deemed not highly qualified, identify the areas **for remediation** to become highly qualified, and **monitor** progress toward the attainment of the highly qualified designations **according to the established deadlines.** This document will be updated as new employees are hired and as requirements are completed. This document will serve as the official report for system progress toward meeting No Child Left Behind guidelines required by the Georgia **Professional Standards Commission.**

CRIMINAL BACKGROUND CHECKS

New Hires

Effective July 1, 2000, all applicants, professional certified and auxiliary support personnel, recommended for employment with the Columbia County Board of Education shall be fingerprinted and consent to a criminal background check prior to final approval for employment.

Thereafter, the criminal history check will be conducted every fifth year on the anniversary of the date of employment for each employee with the exception of professional certified **and paraprofessional certified** employees holding a standard five year certificate. These certified employees must comply with the PSC Rule 505-2-.13 and consent to the criminal records check at the time of certificate renewal.

Current Employees

Effective July 1, 2000, as required by the A Plus Education Reform Act of 2000, all current employees, including certified, auxiliary, temporary and substitute employees, will complete a consent form authorizing the Columbia County Sheriff's Department to conduct a Georgia Crime Information Center check of criminal history. All employees employed by the Columbia County Board of Education prior to July 1, 2000 who have never been fingerprinted by the Columbia County Board of Education when initially employed must consent to a records check and fingerprinting the first time the criminal history check is performed.

Thereafter, each employee will complete a consent form authorizing the Columbia County Sheriff's Department to conduct a Georgia Crime Information Center check of criminal history every five years on the anniversary date of employment in order to establish **the five year cycle**. The exception will include standard five year certificate holders who must comply with **certification renewal requirements as outlined in Georgia Professional Standards Commission Rule 505-2-.24 and Rule 505-2-.11** and consent to the criminal records check at the time of certificate renewal.

Information received on state or national criminal history checks for employment purposes is confidential and protected by law. Results of record checks may be disseminated **ONLY** to persons with a need to know to make employment decisions and should **ONLY** be used for that purpose. Disseminating the information to any other school system, person(s) or parties for any reason is strictly prohibited by law.

Any employee of the Columbia County Board of Education or Board of Education member who receives confidential criminal history information for the strict purpose of making decisions regarding employment must read and abide by the attached document, "Penalties for Violating Confidential Requirements for Criminal History Reports" on ATTACHMENT 5, which defines the use of such information and penalties for failure to act responsibly.

PROCEDURE FOR DRUG AND ALCOHOL ABUSE TESTING

The use of alcohol or illegal drugs or being under the influence on the job or at official functions of the school system is strictly forbidden. The Columbia County Board of Education reserves the right to require drug or alcohol testing as required by law or when probable cause or suspicion of drug or alcohol use is evident. Under all circumstances where an accident occurs on the job, a complete drug and alcohol screening is required during the Worker Compensation medical examination.

Any employee who drives a county vehicle is subject to alcohol and drug testing. Employees who hold a commercial driver license will be subject to procedures as outlined in the Georgia Department of Education and Pupil Transportation Section Guide for Alcohol/Drug Testing 1994 and the Federal Motor Carrier Safety Regulations.

There will be two separate testing pools (CDL and non-CDL) providing said drug/alcohol screening, as required by state law. All expenses incurred for initial testing or subsequent testing, if so directed by a supervisor, will be paid by the Board of Education.

Testing can be required for the following reasons:

1. Initial employment and/or annual physical.
2. Accident in a county vehicle.
3. Random sampling (50% of covered employees for listed controlled substances, 25% for alcohol per calendar year). Random selection and testing will be done by a turnkey contractor.
4. Probable cause or suspicion of drug or alcohol use.

Reports will be provided in strict confidence by the turnkey contractor. Where probable use is indicated or whenever a physician deems additional testing is necessary, further testing of the sample will be done.

Confirmation of the results will again be reported in strict confidence to the **system contact person**, who in turn will notify the immediate supervisor, if applicable, and the Superintendent of Schools.

If disciplinary action is warranted, appropriate procedure, in accordance with Columbia County Board of Education policies, will be followed.

ADOPTED: 10/13/87

REVISED: 08/01/91, 01/07/92, 08/01/92, 07/26/94, 12/13/94, 10/28/97, 8/7/00, 7/21/03, 8/10/04, 12/4/06

Columbia County Board of Education

PROCEDURE GAAA

Equal Opportunity Education Programs and Employment

ATTACHMENT 1

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

Columbia County Board of Education

GAAA - Equal Opportunity Education Programs and Employment

EQUAL OPPORTUNITY ASSURANCES

It is the policy of the Columbia County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education. The Columbia County School System shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1974), Title VII of the Civil Rights Act of 1964 (Amended, 1974), Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1992.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools shall designate staff members to:

- a. Coordinate efforts of the Department to comply with this policy;
- b. Develop and ensure the maintenance of a filing system to keep all records required under this policy;
- c. Investigate any complaints of violations of this policy;
- d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Columbia County School System, or community members who reside in Columbia County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Associate Superintendent
of Student Learning

Columbia County Board of Education
4781 Hereford Farm Road
Evans, GA 30809
(706)541-2723

Title VI of the Civil Right Act of 1964
(Amended 1974)

Title VII of the Civil Rights Act of 1964
(Amended 1974)

Deputy Superintendent

Columbia County Board of Education
4781 Hereford Farm Road
Evans, GA 30809
(706)541-2723

Title IX of the Education Amendments
of 1972 (Interscholastic Athletics/Equity)
Section 504 of the Rehabilitation Act
of 1973

Executive Director of Human Resources
Human Resources Department
4781 Hereford Farm Road
Evans, GA 30809
(706)541-2723

Title IX of the Education Amendments of 1972
Age Discrimination Act of 1967

Director of Special Services
Department of Special Services
4781 Hereford Farm Road
Evans, GA 30809
(706)541-2723

Americans with Disabilities Act of 1992

Any student enrolled in the Columbia County School System, parent of a child enrolled in the Columbia County School System, employee of the Columbia County Board of Education, or resident of Columbia County who believes the school system has violated any aspect of the laws governing equal opportunity is encouraged to file a compliant identifying the policy, act or practice deemed to be in violation.

The grievance procedure for filing such complaints shall be as follows, with the exception of charges of sexual harassment which shall follow the grievance procedures outlined in Policy GAEB/JCAC Prohibition of Sexual Harassment. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.

1. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
2. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance **within 14 calendar days from the date of receipt of the written complaint.**
3. **A preliminary report of findings will be issued to the complainant within five days of completion of the investigation.**
4. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of Schools for approval **within 30 calendar days from the date of receipt of the written complaint.**
5. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the **final resolution of the complaint** to the person who initiated the complaint **no later than 60 calendar days from the date of receipt of the written complaint.**
6. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools **within ten days after receiving the final decision of the compliance officer. The Superintendent of Schools will review the evidence compiled during the investigation and render a written decision to the complainant within ten days from the date the letter of appeal was received.** Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Columbia County Board of Education **within ten days after receiving the final decision of the Superintendent of Schools. The Columbia County Board of Education shall consider the evidence and documentation collected during the investigation and shall render a decision in writing to the complainant within 30 calendar days from the date the letter of appeal was received.**
7. Should the Columbia County Board of Education fail to agree, the complainant may appeal to the Office of Civil Rights, Department of Health, Education and Welfare.

PROCEDURE GAAA

Equal Opportunity Education Programs and Employment

ATTACHMENT 2

NONDISCRIMINATION STATEMENT

The Columbia County Board of Education does not discriminate on the basis of sex, age, race, handicap, religion or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education.

AFFIDAVIT OF ASSURANCE/ADDENDUM TO CONTRACT OF EMPLOYMENT
Employment Recommendation
For
Non-Renewable Certificate/TAPP/Not Highly Qualified Teacher

Name of Recommended Applicant _____
Position _____ School _____

Not Eligible for Professional Certificate
_____ TAPP (Teacher Alternative Preparation Program)
_____ MAT (Masters in Teaching Program)
_____ Other _____

Eligible for Non-Renewable Certificate but not Clear Renewable Certificate
_____ Needs Computer Competency: Plan/Deadline _____
_____ Needs Exceptional Child Course: Plan/Deadline _____
_____ Needs Content Assessment Test(s) in _____

Not Highly Qualified
_____ Needs Content Assessment Test(s) in _____
Required Date of Completion: _____

Planned follow-up dates to monitor progress: (to be monitored on the dates specified below)

_____	_____	_____
Date	Status	Principal Signature
_____	_____	_____
Date	Status	Principal Signature
_____	_____	_____
Date	Status	Principal Signature

By my signature below, I verify that the above recommended teacher is the best qualified candidate available for this position even though this person will only qualify for a non-renewable certificate or is not currently highly qualified. I also give my assurance that this teacher will complete all requirements for the professional certificate as soon as possible, but no later than the dates indicated.

I understand that I am assuming responsibility as a result of this recommendation to assure that this teacher completes the requirements to become highly qualified according to the established deadline.

Principal Signature _____ Date _____ Superintendent Approval _____ Date _____

I understand that employment with the CCBOE is contingent upon completion of the requirements by the deadlines indicated above and that failure on my part to comply constitutes a breach of my Contract of Employment which requires me to be fully certified and highly qualified.

Employee Signature _____ Date _____

**NO CHILD LEFT BEHIND ANNUAL ATTESTATION
Teacher and Paraprofessional Highly Qualified Status**

I hereby attest that _____ for the school year _____

School Name

1. is, or

2. is not yet

in compliance with the requirements of Section 1119 of the No Child Left Behind Act of 2001.

Using the Professional Standards Commission, *Georgia Implementation Guidelines: Criteria for Highly Qualified Teachers*, list every teacher and paraprofessional not currently meeting the highly qualified criteria and identify the remediation plan for each individual employee to attain the highly qualified designation. Specific areas of need may include a list of required course(s), specific staff development requirements, GACE or other required content assessment in specific fields, complete college program of study leading to certification, add a field or area of concentration, change assignment to assure future compliance, pass the paraprofessional assessment, etc.

THE DEADLINE FOR COMPLETION OF THIS ATTESTATION IS AUGUST 20TH OF EACH SCHOOL YEAR. REQUIRED LETTERS ARE DUE TO PARENTS OF ALL STUDENTS BEING TAUGHT ANY OF THE SPECIFIED CORE SUBJECTS BY A NON-HIGHLY QUALIFIED TEACHER BY AUGUST 30TH OF EACH YEAR. This document must be updated when new staff members are added or as requirements are completed and will be used as a working document to track deadline dates to assure compliance with the No Child Left Behind requirements.

NAME	SUBJECT	REMEDICATION PLAN	COMPLETION DEADLINE	LETTER TO PARENTS REQUIRED

Signature of School Principal: _____

Date of Completion: _____

COLUMBIA COUNTY SCHOOL SYSTEM
Personnel Department

NOTICE

PENALTIES for VIOLATING CONFIDENTIAL REQUIREMENTS for CRIMINAL HISTORY REPORTS

Access to Criminal Justice Information, as defined in GCIC Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and by GCIC Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors or as authorized by approved standard operating procedures.

State law (Georgia Laws 1973, p. 1314, as amended) provides specific criminal penalties for unlawfully accessing or disseminating Criminal History Record Information (defined in GCIC Rule 140-1-.02). The Georgia Code states:

- (a) Any person who knowingly requests, obtains, or attempts to obtain criminal history record information under false pretenses, or who knowingly communicates or attempts to communicate criminal history record information to any agency or person except in accordance with this article, or any member, officer, employee or agent of the center, the council, or any participating agency who knowingly falsifies criminal history record information or any records relating thereto shall for each such offense, upon conviction thereof, be fined not more than \$5,000.00, or imprisoned for not more than two years, or both.
- (b) Any person who communicates or attempts to communicate criminal history record information in a negligent manner in accordance with this article shall for each such offense, upon conviction thereof, be fined not more than \$100.00, or imprisoned not more than ten days, or both.
- (c) Any person who knowingly discloses or attempts to disclose the techniques or methods employed to ensure the security or privacy of information or data contained in criminal justice information systems except in accordance with this article shall for each such offense, upon conviction thereof, be fined not more than \$5,000.00 or imprisoned not more than two years, or both.
- (d) Any person who discloses or attempts to disclose the techniques or methods employed to ensure the security and privacy of information or data contained in criminal justice information systems in a manner not permitted by this article shall for each such offense, upon conviction thereof, be fined not more than \$100.00 or imprisoned not more than ten days, or both.

I acknowledge that I have received instructions about the intent and content of federal and state regulations concerning the security and privacy of criminal justice information. I further acknowledge that I have read and understand the above section of the Georgia Law.

Signed: _____ Date: _____

Witnessed: _____