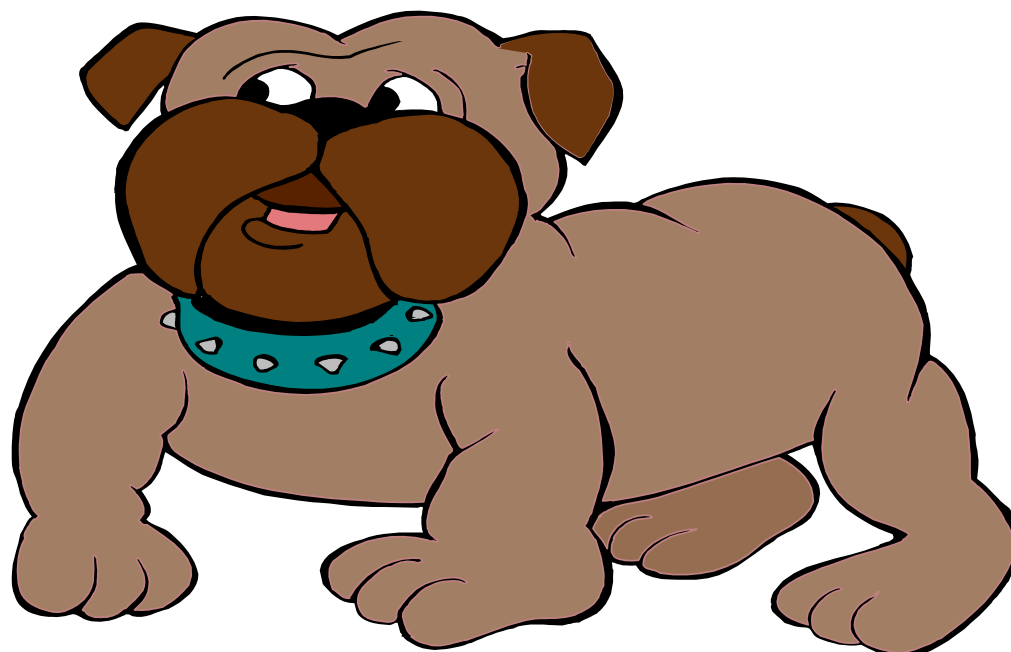


# A. Dorothy Hains Elementary School

**Education is not a Spectator Sport...Get in the Game!**



**Student Handbook  
2019-2020**

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**A.Dorothy Hains Elementary School**  
**1820 Windsor Spring Road Augusta, GA 30906**

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**(706)796-4918 office**  
**(706)790-1368 fax**

*Ms. Rachel McRae*  
*Principal*

Dear Parent/Guardians:

Welcome to A. Dorothy Hains Elementary School for the 2019-2020 school year. Hains has a long standing and proud tradition of high academic standards, tremendous students, and a professional and dedicated staff. The faculty and staff are delighted to have your child with us and look forward to a productive school year.

It is our hope that this school year will be successful for your child. Good behavior and hard work will ensure success and achievement. Our goal is to provide your child with the best possible education in order to affirm a solid academic foundation for continued success. A major component of academic success for your child is involvement in many of the activities and programs offered at Hains. We have an excellent PTO and we encourage you to join, be active, and to serve as a school volunteer.

Teamwork and collaboration are necessary to make this a good school year for you and your child. If you have any questions or concerns pertaining to any aspect of your child's education, please feel free to contact the school at any time.

Again welcome to A. Dorothy Hains Elementary School for the 2019-2020 school year. We look forward to working with you for a very successful school year!

Sincerely,

Ms. Rachel McRae  
Principal

**ADMINISTRATION AND SUPPORT STAFF**

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Principal	Rachel McRae
Assistant Principal	Jennifer Carpenter
STEM Teacher	Denard Scott
STEM Teacher	Tiffani Leverett
Instructional Coach	Brittany Gaylor
School Nurse	Deresia Jackson
Media Specialist	Mary Sublette

### **TELEPHONE DIRECTORY**

School Office	706-796-4918
Fax	706- 790-1368
Administration	706-796-4918 ext. 3655,3653
Nurse	706-796-4918 ext. 3662
Guidance	706-796-4918 ext. 3663
Instructional Coach	706-796-4918 ext. 3651
Data Clerk	706-796-4918 ext. 3654
Media Center	706-796-4918 ext. 3660
Lunchroom	706-796-4918 ext. 3667
Gymnasium	706-796-4918 ext. 3656
Board of Education	706-826-1000
Website	<a href="http://hains.rcboe.org/home.aspx">http://hains.rcboe.org/home.aspx</a>

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### **SCHOOL HOURS AND ARRIVAL AT SCHOOL**

Student breakfast	7:00 A.M. – 7:30 A.M.
Student school day	7:00 A.M. – 2:30 P.M.
Teacher work day	7:00 A.M. – 3:00 P.M.

The first bell rings at 7:30 and school begins officially with the 7:31 tardy bell. Bus riders will enter the cafeteria at 7:00 if they are eating breakfast. All other students will report to the classrooms. Breakfast service for car riders begins at 7:00. Students are never to leave the school grounds during the day without our knowledge. **Students needing to arrive before 7:00am should make arrangements to meet these needs.** School dismissal for all students is 2:30 P.M.

### **BUS TRANSPORTATION**

Students wishing to ride a different bus or otherwise change their mode of transportation home must bring **written permission** from home to the Principal. No changes can be made by telephone. The bus driver is not allowed to let a student ride a different bus without a note signed by the principal. Students without notes must ride their regular bus.

### **ARRIVAL/DISMISSAL PROCEDURES**

I am sure you would agree that the safety and education of all A. Dorothy Hains Elementary students must be the number one priority for everyone. In order for your child to be as safe as possible and receive the most instruction possible, we are asking for your assistance with the following procedures.

#### **Arrival:**

1. Parents may walk their children into the school as long as there is no interruption to the beginning of the instructional day.
2. Please limit morning conversations with teachers, as they have been instructed to begin teaching promptly at 7:31 a.m. They are also responsible for monitoring students as they arrive in the morning. Please contact the office to schedule an appointment with your child's teacher if more time is needed.
3. All visitors to the school must check in with the front office where they will sign in. A visitor's sticker will be given to you.
4. Any visits throughout the school day must be cleared through the principal and coordinated with your child's teacher. We encourage all parents to visit our school, but we ask that you not interrupt instruction during your visit.

#### **Dismissal:**

Dismissal can be a confusing time for students and teachers. Your assistance is needed to help make our dismissal time as safe and efficient as possible. The car rider line will snake through the parking lot. School personnel will facilitate traffic.

Keep in mind that cars parked in the front parking lot will be blocked in until about 3:00.

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Therefore, if you need to be out before this time, the side lot should be used for parking. Please be mindful of the path of the buses and day care vans as you follow through that area.

### **REMINDERS**

- Parents wishing to speak with their child's teacher can do so at 3:00 p.m. or schedule an appointment in the office.
- Parents of car riders are encouraged to wait in their cars in the drop off loop.
- Children are not to be dismissed from the hallway. Even if the teacher knows you, s/he has been instructed to take all car riders to the dismissal location. Please do not put your child or your child's teacher in the position of disappointing you or breaking the rule.

Thank you in advance for your assistance in helping us provide the safest environment for students.

### **PARKING**

When visiting A. Dorothy Hains during the school day, please park in the spaces provided in our front parking lot. Please use the loading and unloading lanes in the front of the building for picking up and dropping off your child. **Please do not park in these lanes.** Do not ask your child to come across the parking lot. There is an element of danger involved when children walk in front of cars.

### **ADMISSION/REGISTRATION**

Students attending A. Dorothy Hains must reside within our school's zone with their parent(s) or legal guardian(s) or applied through STEM Magnet Program. You can find out if your address falls within the Hains zone by consulting the [School Zone Locator](#) located on the Richmond County Board of Education web site at <http://www.richmond.k12.ga.us/transportation/addressinput.asp>. Students who reside in zones 6 or 8 may be accepted into our STEM program. Please make sure the proper paperwork is complete. Any exceptions to this for any reason will have to be made by the Superintendent or the Deputy Superintendent. An appointment can be made by calling 826-1000.

#### **The following items are necessary for registration:**

1. Certified Birth certificate (original copy with seal)
2. Immunization Certificate on GA form
3. Certificate of Eye, Ear, and Dental Exam
4. Social Security Card(**If Applicable**)
5. Proof of grade placement (report card/withdrawal papers)
6. Proof of residence within A. Dorothy Hains zone: Current lease or utility bills in parent/guardian's name with service address listed. Cell phone bills are not allowable proof of residence.

Georgia law requires that children must be five years old on or before September 1 to enroll in kindergarten and six years old on or before September 1 to enroll in first grade in the public schools. A child who has lived in another state for at least two years before moving to Georgia and who was legally enrolled in a public kindergarten or first grade in that state may enroll in a Georgia public school kindergarten or first grade, provided the child will be five

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for kindergarten and six for first grade by December 31. To qualify for Pre-K, children must be four (4) years old by September 1.

### **BIRTH CERTIFICATES**

Any student enrolling in kindergarten or first grade must have an official birth certificate. Any student entering a Georgia school for the first time must have a birth certificate.

### **IMMUNIZATION AND OTHER MEDICAL RECORDS**

Any student not enrolled in a Richmond County Public School during the previous year must have an Adequate Certificate of Immunization at the time of registration or he/she will be denied entrance until the certificate is obtained.

Any student who has been a Georgia resident for sixty days or more must have an Adequate Certificate of Immunization at the time of registration or he/she will be denied entrance until an adequate certificate is obtained.

### **DENTAL, HEARING AND VISION CERTIFICATE**

Any student (Georgia resident) enrolling in kindergarten, first grade, or a Georgia school for the first time must submit the Dental, Hearing and Vision Certificate at the time of registration.

Any student (from another state) enrolling in kindergarten, first grade, or a Georgia school for the first time must either produce a Dental, Hearing and Vision Certificate or make an appointment immediately for the purpose of being screened for the Dental, Hearing and Vision Certificate. The certificate must be submitted to the school officials on the day after the scheduled appointment.

### **IDENTIFICATION OF NEW STUDENTS**

If your child is new to A. Dorothy Hains, please see that he/she has necessary information pinned on or with him/her including name, address, phone number, bus number, etc., for the first two days of school until we know him/her or until they know us.

### **TRANSFERRING**

Should it become necessary for your child to transfer to another school during this school year, please notify your teacher or school secretary 24 hours in advance so we may help make your transfer speedy and efficient. Library books and texts must be returned and any debts must be paid before withdrawal is complete.

### **ATTENDANCE**

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education and local policy. Lawful excuses include personal illness of a student, family death and funeral, medical or dental appointments that cannot be scheduled outside school hours, attendance of non-school activities or functions authorized by the superintendent or his designee, special and recognized religious holidays observed by the



student's faith, mandate or order of government agency, or extreme circumstances that cannot be resolved outside school hours: parent or guardian must request and receive approval from the principal or his designated representative. Any absence not covered in the previous, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Any student who is absent due to suspension will have the opportunity to make up work within one week after returning to school. **It is the student's responsibility to ask for missed assignments on all occasions.** For any absence beyond five (5), the parent will be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

### **Truant**

For purposes of reporting truancy, truant is defined as any child who has more than five days of unexcused absences during the academic year.

### **TARDINESS**

A student is tardy when he or she **enters the classroom** after the ringing of the tardy bell at 7:31. In the event of being tardy, students are required to report to the front office and sign in. The secretary will issue a pass that the student will take to class. **Habitual tardiness to school will warrant disciplinary action.** There are very few excuses for tardiness, which will be acceptable as a valid reason for tardiness.

#### **The lawful excuses are:**

1. When the student has a medical or dental appointment which cannot be scheduled outside the school day, in which case a signed written statement from the appropriate physician or dentist is required.
2. Appearances before a court when required by a subpoena, a copy of said subpoena to be furnished to the school.
3. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy, the principal must review the matter with the superintendent to grant an exception.

See the Richmond County Code of Conduct handbook for specific consequences for tardies.

### **CONTACTING THE SCHOOL**

You may contact the main office by calling 706-796-4918. Please do not call to ask that we change the way your child goes home. **We must have permission in writing to alter the mode of transportation. Please send a note to the teacher.** The office will determine if a phone call home is necessary.

Neither students nor teachers will be called to the telephone during the school day. Parent-teacher conferences may be arranged by calling the secretary, emailing the teacher, or sending in a note. Such conferences are not to be scheduled during instructional time. Teachers are usually available during their planning periods. Please contact your child's teacher regarding their planning schedule. Some days teachers will be involved in



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professional learning meetings during school, so please make prior arrangements for a conference. We want to maintain communication with the home. The entire staff at A. Dorothy Hains wants to help your child receive the best education possible, but we must work together in the spirit of what is truly best for the child.

### **SIGNING STUDENTS OUT EARLY**

**Parents should not pick up students before the end of the school day except where there is a legitimate emergency.** Always make an effort to schedule appointments after school hours. **Students who are picked up before 2:30pm will be counted tardy and may not be eligible for perfect attendance.**

If it becomes necessary for you pick up your child early, come to the office to sign him/her out for the day. You may also send in your written permission naming the adult you wish to authorize to pick up your child. Include a telephone number where you can be reached. As a general rule, students should remain in school until dismissal. Teachers are not allowed to dismiss students who have not been signed out by the office staff. **ALL persons visiting the school must come by the office first.**

### **DISCIPLINE**

The school provides each student with the maximum opportunity to acquire an education. No student has a right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented regardless of location.

The UNIFORM CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS OF RICHMOND COUNTY PUBLIC SCHOOL SYSTEM will be distributed to all students. Please read it carefully and explain where necessary to your child.

### **Instruction**

Graded papers and conduct reports will be sent home weekly. Please check for these and sign the appropriate form to return to the teacher. Report cards will be sent home at nine-week intervals. Dates may be found on the county calendar. The report card envelope must be signed and returned to the school on the following day.

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## SCHOOL SERVICES

### Lunch Room

The Hains lunch room serves all students free breakfast and lunches no matter upon the stated

financial status of the parent or guardian. Extra milk and lunch items can be purchased.

Cokes or other drinks requiring bottles or cans are not permitted in the lunchroom. Students are not allowed to take fast-food purchases in the original containers into the lunchroom. Students bringing their lunch may purchase milk. We serve breakfast which is to all students from 7:00-7:30.

A \$20.00 charge will be made for each check returned. Checks will not be accepted after a returned check. (This pertains to **all** school business.)

<u>Meal Prices</u>
Breakfast for Students -\$0.00 No Charge for Students
Breakfast for Adults - \$2.25
Lunch for Adults- \$3.25
Elementary Lunch Full - \$0.00
Elementary Lunch Reduced- \$0.00
Middle and High Lunch Reduced- \$0.00
Middle and High Lunch Full- \$0.00
Extra Milk- \$0.50
Elementary Middle & High Extra Lunch- \$0.00

### Health Services

It is most important that you let us know of any unusual circumstances concerning your child's health (heart condition, allergies, seizures, etc.). Please furnish us with all necessary phone numbers so that we can get in touch with you at all times during the school day.

### PTO

The A. Dorothy Hains PTO meets **four** times a year. Meeting dates and times will be given at a later date, and are announced in the monthly newsletter. You will also find dates of meetings and special events on our school website. Everyone is invited to attend all meetings.

### Newsletters

Teachers are asked to publish a monthly/weekly newsletters on our school website. The newsletter includes important dates for the month, reminders about school wide issues, and hot instructional topics. Please check the website monthly to keep up with all that is going on at A. Dorothy Hains.

If you do not have access to the internet, we will send a hard copy of the newsletter home with your child.

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### **Global Connect**

Another way that we contact parents is through our phone calling system, Global Connect. We use the system to call with reminders and updates. In the event of an emergency, we would also notify you through this calling system. **It is critical that we keep current phone numbers in our system so that you receive these phone calls.** Please send new home and cell numbers to school as often as necessary.

### **Textbooks and Library Books**

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and will be expected to pay for them. Please see that your child keeps his textbooks covered and this will save you and us money in the long run and can help teach the child responsibility.

## **EMERGENCY PROCEDURES FOR EVACUATION OF THE BUILDING**

### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. The alarm is a continuous loud sound. It is essential when the alarm sounds that everyone promptly clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until the teacher tells them to reenter.

Fire drill instructions are posted in each room and must be followed. Each drill should be treated as if it were an actual emergency situation. Although speed is important in any such procedure, of greater importance are orderliness and the ability of all students to follow directions and proceed in an orderly manner.

### **Tornado Drills**

As with fire drills, tornado drills are an important safety precaution. Prior to a tornado drill, there will be an announcement on the intercom. Teachers will then direct students on evacuation procedures.

### **Animals at School**

Please do not allow your child to bring an animal of any kind to school.

### **Lost and Found**

The school cannot assume responsibility for your lost items. However, if you will report them immediately to the office, every effort will be made to help. As “found” items are turned in, we store them on the stage in the Lost and Found box. At the end of each month, those items are donated to a nonprofit agency.

### **Inclement Weather**

In the event of inclement weather conditions, parents are encouraged to listen to their news station or check the Richmond County School System’s website. Decision to close or delay the opening of school will be made by the Superintendent’s Office. When possible, we will

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use our Global Connect calling system to notify all parents/guardians of school changes due to weather. **Please be certain we always have current phone numbers on record.**

### **Gifted Program**

Richmond County provides programs for all qualifying students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher levels of motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or in three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

### **Birthday and Other Celebrations**

We all like to celebrate birthdays, and we'll make every effort to make your child feel special on his/her birthday. We have a few guidelines which must be followed: 1. We cannot allow balloon/flower/etc deliveries to the classroom. 2. Invitations can be handed out at school only if everyone in the class is being invited. 3. Any treats you want to bring to your child's class for a special occasion must be shared at lunchtime. Please make sure you know what time your child eats lunch so the treats are ready on time.

### **Lunchroom Behavior**

We know children enjoy talking at lunch and feel that is an important time to socialize. However, should a child's behavior become unruly (yelling, throwing food, playing in the food, using profane language, etc), that child will sit at an assigned table for silent lunch. Should the misbehavior continue, a discipline referral will be made to the principal and subsequent consequences will be implemented.

### **Honor Roll**

A. Dorothy Hains Elementary follows the RCSS guidelines for recognizing honor roll students. It is the policy of the Richmond County Board of Education to recognize the academic achievement of students in the following categories for each nine-week period and annually according to the criteria and conditions hereafter set forth.



## **ANNUAL HONORS**

### **Academic**

- **“A” Average**  
Criteria met first through third grading period. Overall average of 90-100 with the exception of conduct.
- **ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL**  
Criteria met first through third grading period: “A” or “B” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.
- **ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL**  
Criteria met first through third grading period “A” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

### **Academic and Conduct**

- **DISTINGUISHED SCHOLARS**  
Criteria met first through third grading period: “A” in each subject and “S” in all categories requiring “S” or “U” including conduct.

#### **Grading Scale:**

A: 90 - 100

B: 80 – 89

For all categories, the term “S” or “U” will not be included as a numerical number in averaging for the honor roll. A student must be enrolled in a minimum of five courses to be eligible for the honor roll.

#### **Medication**

Should it become necessary for your child to take medication during the school day, please note the RCSS rules we must follow. Mrs. Jackson, the school nurse, will provide a form which must be completed by your child’s doctor and kept on file at Hains. We can administer medicine one day until you can have the doctor complete the form and fax it back to us (fax # 706-790-1368). For the one day before we have the completed form, must be in a bottle with **1. The child’s name, 2. The proper dosage listed, 3. The times/frequency listed, 4. The doctor’s name, 5. Any precautions necessary while taking the drug.**

#### **Cell Phones and Such**

RCSS policy does allow students to bring cell phones to school. But are only able to be used with the teacher’s permission if a student is using without permission it will be confiscated given to the principal. The parent should contact the principal to determine if the item will be returned.

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### **Positive Behavior Support (PBIS)**

The Positive Behavior Support (PBIS) committee has established behaviors that are acceptable and expected throughout our school. Students are taught those behaviors and positively rewarded when they display the expected behaviors.

### **Parent Volunteers**

Volunteer Training is made available to individuals interested in volunteering in Richmond County schools. Volunteers may help with classroom activities, computer labs, field trips, mentoring, office duties, storytelling and tutoring, just to name a few.

You may volunteer at the school(s) of your choice. **Please contact the school in which you wish to volunteer for their training schedule.** The Assistant Principal runs the training classes.

All volunteers that wish to mentor or tutor students, chaperone for field trips, work in the classroom, media center or computer labs **MUST** have a background check (see page 15 GCIC form at the back of this book). This is done by the Richmond County Board of Education's Central Office at no cost to you and all information is confidential.

Parents, grandparents, guardians and other appropriate relatives wishing to help with class parties, field days, book fairs, or eat in the lunchroom with a child or grandchild are not required to attend training nor be cleared through a background check.

For more information, please contact: Sonya Englund call (706) 826-1136 between the hours of 8:00 and 5:00, Monday thru Friday.

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Personnel Office Use Only Inquiry: Yes _____ No _____ Received by: _____
---

Position Applied For: \_\_\_\_\_

**CONSENT TO GCIC/NCIC CRIMINAL HISTORY RECORD INQUIRY**

**INSTRUCTIONS:** All items must be completed in **INK**. This questionnaire and loyalty oath will be filed in the employee's personnel file with the employing agency.

Last Name	First Name	Middle Name	Social Security Number
-----------	------------	-------------	------------------------

Other Names Used (Including maiden, aliases and former marriages)

Address:	City	State	Zip	Telephone No.
----------	------	-------	-----	---------------

Date of Birth	Place of Birth	U. S. Citizen Yes No (Circle One)	Nationality (If not a citizen)	Ht.	Wt.	Race	Sex
---------------	----------------	--------------------------------------	--------------------------------	-----	-----	------	-----

**Have you ever been convicted by Federal, State, or other law-enforcement authorities for any violation of any Federal law, State law, county or municipal law, regulation, or ordinance?** (Do not include anything that happened before your sixteenth birthday.) Do not include minor traffic violations such as speeding, following to closely or improper lane change, etc. All other convictions must be included.

Yes \_\_\_\_\_ No \_\_\_\_\_ **If the answer is yes, state the reason convicted, the date convicted, and the place where convicted. If additional space is needed continue on reverse side.**

CHARGE ON WHICH CONVICTED	DATE CONVICTED	NAME OF COURT WHERE CONVICTED	PARDONED YES NO (Circle One)

Are there any charges now pending against you by Federal, State or other law-enforcement authorities for any violation of any Federal Law, State Law, county or municipal law, regulation or ordinance? (Do not include minor traffic violations for any fine of \$35 or less would likely be imposed.) Yes \_\_\_\_\_ No \_\_\_\_\_ **If the answer is yes, provide the following.** If additional space is needed continue on reverse side.

VIOLATION CHARGED	NAME OF GOVERNMENT	NAME OF COURT AND LOCATION WHERE PENDING

Y N Have you resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?

Y N Have you been convicted of a felony or misdemeanor, or pled nolo contendere, or are you now under investigation for any such offense, other than a minor traffic offense? For the purpose of this application, DUI/DWIs must be reported.

Y N Have you ever surrendered a teaching certificate/credential/license/permit, or had one denied, revoked or suspended, or is any investigation or adverse action now pending against you?

**NOTICE TO APPLICANTS/EMPLOYEES:** The Sedition and Subversive Activities Act of 1953 (GA. Laws. 1953) as amended requires each applicant/employee, prior to his/her employment in State government, take an oath that he/she will support the Constitution of the United States and the Constitution of the State of Georgia. Additionally, a 1986 GA Law. (code 49-5-90, et., seq.) requires that any person who has supervisory or discipline powers over children must, as a condition of employment, undergo a criminal records check through the GCIC/NCIC. I understand this requirement is mandatory and the Board of Education must seek such information. I hereby consent that without further notice to me, the Board of Education may promptly conduct a search of my criminal record through the GCIC/NCIC and will use such information as required by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personnel #3 (Rev 1-03)