

# DUAL ENROLLMENT

@ WIREGRASS TECH

## Faculty Guide

for Instructors Teaching Courses in the  
Dual Enrollment & Concurrent Enrollment Program



**NACEP**  
ACCREDITED PROGRAM

Updated July 2023

As an instructor teaching for Wiregrass Georgia Technical College in a service area high school, it is important to know some basics that will ensure success at both institutions. Each high school has its own set of policies and procedures. As an instructor teaching a high school class either on a high school campus or on one of the Wiregrass campuses, it is very important that Wiregrass instructors follow those specific procedures, while at the same time adhering to policies and procedures of the college. Your Dean, Assistant Dean, Faculty Liaison, and the High School Services staff are all available to support and assist you. Please don't hesitate to contact them!

## DEFINITIONS OF DUAL ENROLLMENT INSTRUCTORS

**College Instructors** - Many college instructors also serve as Dual Enrollment instructors and teach classes for Dual Enrollment students on the high school campuses, online and on the college campuses.

**Concurrent Enrollment (CEP) Instructors** - CEP instructors are credentialed to teach Wiregrass Dual Enrollment classes so that students within their classes who meet Wiregrass admissions standards can earn college credit for the courses taken. CEP instructors are identified through their high school administration and credentialed to teach Dual Enrollment through the Wiregrass Academic Affairs department.

**Faculty Liaison** - Faculty liaisons are full-time or part-time Wiregrass faculty that currently teach or have taught in their credentialed subject area. The Academic Dean assigns WGTC faculty member to concurrent enrollment instructors to provide guidance and direction.

## BEFORE YOUR HIGH SCHOOL CLASS BEGINS

### At Wiregrass Georgia Technical College:

- Meet with your Dean, Assistant Dean, and Faculty Liaison to ensure that you know and understand all Wiregrass policies and procedures; to go over curriculum and the materials for the classes you are teaching; etc.
- Give your Dean, Assistant Dean, and Faculty Liaison your cell phone number in case of emergencies.
- If your class uses textbooks, contact the Wiregrass Library to ensure books are ready for you to pick up by the date you need them.

## At the high school where your class will be taught:

- Go to the high school and meet the principal, counselor, lead teacher, etc. and find the location of your classroom. The last few pages of this booklet has the names and contact information for each high school to help you know who to reach out to.
- Obtain a Teacher Handbook and Policy Manual from the high school and study it to make sure that you comply with the high school's specific policies and procedures while on the high school campus. Please pay special attention to the high school discipline and social media policy.
- Find out who your contact person at the high school will be to ask questions, find our important dates like when grades are due, announcements, etc.
- Obtain a copy of the High School's Academic Calendar. Your class will follow the high school calendar. Please follow Wiregrass leave policies regardless of where your high school class is located or what differences may exist in academic calendars.

## ADMISSIONS AND FINANCIAL AID

Unlike regular college students, students in Dual Enrollment classes are registered at Wiregrass for their classes during the first few days/weeks of the semester. As a Dual Enrollment instructor, you will be a key player in making sure all students complete these tasks so that Wiregrass High School Services can get your students registered in Banner and Blackboard.

**Please require all students in your class to complete during the first week of class:**

- **[GA Futures Dual Enrollment Application \(www.gafutures.org\)](http://www.gafutures.org)**

- This must be completed once per school year
- All male students aged 18+ must also register for Selective Service at <https://www.sss.gov/register/> to receive any form of Financial Aid.

- **[Wiregrass Dual Enrollment Application](#)**

This can be completed one of two ways. Students may:

- 1) Complete the Wiregrass Online Dual Enrollment Application and Online Supplemental Forms**
- 2) Complete the paper Wiregrass Dual Enrollment Application Packet. Completed packets should be turned in to High School Services to process.**

## ADMISSIONS AND FINANCIAL AID DEADLINE

A deadline will be announced letting you know when ALL Admissions and Financial Aid information must be completed by the student and received by High School Services. Students who do not complete all Admissions and Financial Aid requirements by the deadline will be removed from your class.

## TESTING/GPA REQUIREMENTS FOR DUAL ENROLLMENT

Wiregrass Dual Enrollment students are required to meet all Wiregrass Admissions requirements regarding GPA and testing. Please contact High School Services to determine the current requirements.

## STUDENT TEXTBOOKS

Many Wiregrass classes have moved to open educational resources and no longer require physical textbooks. If your class requires textbooks, Wiregrass will provide the books to Dual Enrollment students in your class at no charge for use during the duration of your class. You may pick up the books needed for your class from the Wiregrass Library.

**At the conclusion of the course, it is your responsibility to collect the textbooks from the students and return them to the Wiregrass Library, notifying the Wiregrass Library of any students who did not return their textbooks to you.** Students who damage or do not return their textbooks will be charged for the cost to replace their textbook. We encourage you to assign the books to your students so you know who does not return them at the conclusion of the course.

**Any books not assigned to students are to be returned to the Wiregrass Library as soon as possible at the beginning of the semester.**

## GRADING

**Dual Enrollment students are assigned an ALPHA grade at Wiregrass and a NUMERIC grade at their high school. You are responsible for reporting grades both to Wiregrass and to your high school by the required due dates.** Please see additional information below.

### At Wiregrass:

- Dual Enrollment students should be assigned an **alpha** academic grade for their course work and a work ethics grade.
- Grades should be entered into Banweb following Wiregrass policies. If you have questions or need assistance entering your Wiregrass grades by the deadline, please contact your Dean, Assistant Dean, Faculty Liaison, or the College's Registrar's Office.
- The curriculum for the students at the high school is the same for students at Wiregrass. Textbooks, assignments, quizzes, and projects are all designed in the curriculum, however additional assignments can be given. Please work with your Faculty Liaison, Assistant Dean, and Dean to ensure the content you are delivering is in line with Wiregrass' curriculum standards.

### At Your High School:

- High schools require **numeric** grades rather than alpha grades, so you will need to become familiar with how grades are weighted at your high school.
- Become familiar with how often and to whom you report grades at your high school. You will report grades at the high schools more often than you do at the college.
- Grades must always be reported on time and in the format the high school requires.
- Wiregrass High School Services may sometimes send you a Navigate Grade Update Request checking on how students are progressing in your classes. If you receive one of these, please complete these requests on time.

# DUAL ENROLLMENT

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## STUDENT ATTENDANCE

Working as a Dual Enrollment instructor requires you to keep up with two different attendance policies. Please become familiar with your high school's attendance policy and adhere to it when documenting and reporting attendance to the high school. Also, please work with your Dean and Assistant Dean to become familiar with Wiregrass' attendance policy, which also applies to Dual Enrollment courses taught at the high schools.

\*PLEASE NOTE - Since we are working with high school students who we want to be well rounded, we will encourage participation in high school scholastic and athletic events. Dual Enrollment students will only be excused from Wiregrass classes for those scholastic and athletic functions that are sponsored by their high school. If a student in your class is absent due to a high school sponsored scholastic or athletic event, he/she should be able to present you with some sort of written excuse from the high school.

**Always remember that you cannot cancel a class at the high school and you cannot let students leave your class early unless directed to do so by the high school. High school students must remain in class the entire period/block, must be supervised by you (or another teacher) at all times, and the class must meet every day that the high school is in session. There can be no exceptions to this!**

## YOUR ATTENDANCE

**You, as the instructor, must be in class at all times.** At many schools, you may not leave the class unattended to go to the office, the restroom, etc. Please be sure to check your specific high school's policy concerning this. If

you need to do something outside of class, you must be sure that another certified adult (approved by the high school) sits in the class in your place. High school students cannot be left unattended at any time.

**If you have to be absent for any reason, please be sure to alert your supervisor at Wiregrass of your absence as far in advance as possible.** It is critical that Wiregrass find an appropriate person to teach your class in your absence. Only in the case of an extreme emergency and as a last resort are you to contact the high school to get a substitute teacher for your class, and this should only be done after approval from your Dean.

## **IMPORTANT NOTE REGARDING LEAVE**

Although some Wiregrass instructors teach exclusively on high school campuses and must follow the high school teaching schedule, many are actually 10-month employees who are paid to work 216 days per year vs 190 days per year (traditional high school schedule). That is a 26 day difference, with 11 of those 26 being holidays. Therefore, it is imperative that all instructors work with their Deans to ensure that all absences/vacations are approved and the appropriate paperwork is filled out if you are not working.

## **CHECKING ROSTERS / NO SHOWS**

**Please set a reminder to check your Wiregrass Banweb rosters to ensure the students in your classes are on the Banweb roster weekly.**

Checking rosters and reporting no shows needs to be done the first week of class and then every week after that to ensure that what's reported in Banweb matches what is on the high school's roster.

**If the high school moves students into or out of your class any time during the semester, it is also your responsibility to alert Wiregrass High School Services immediately.**

## HOLIDAYS

Sometimes high school holidays and Wiregrass holidays differ. Since your class follows the high school schedule, you are required to be in class when your class meets. Work with your Dean for more information.

## DISCIPLINARY PROBLEMS

Each high school has a policy regarding student code of conduct and procedures for disciplinary action. Please be sure to become very familiar with your high school's student code of conduct and disciplinary procedures outlined in it. If a student in your class is violating any portion of the student code of conduct including academic misconduct or non-academic misconduct, please do not hesitate to take the appropriate action – you should not tolerate misconduct in your classroom.

## WIREGRASS STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Wiregrass Georgia Technical College, in accordance with TCSG Policy, has a Student Conduct Code and Disciplinary Procedures Policy. All Wiregrass faculty, whether full time, 10 month contract or adjunct, must become familiar with this policy and procedure. The full policy and procedure can be found on the Wiregrass website in the following locations:

<https://www.wiregrass.edu/course-catalog/current> - Current Year Handbook

<https://www.wiregrass.edu/policies-and-procedures-manual> - Policy Manual

Generally, Wiregrass Georgia Technical College jurisdiction and discipline shall be limited to conduct which occurs on WGTC premises, off-campus classes such as high school locations, activities or functions sponsored by WGTC, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the Wiregrass Georgia Technical College Community and/or the pursuit of the Technical college's objectives.

Any Wiregrass Georgia Technical College student, acting individually or in concert with others, who violates any part of the Student Conduct Code, shall be subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure. If and when it is necessary to discipline students to maintain safety, order, discipline,

and other educational processes, the instructor of the training area may refer any person from the training area to the appropriate administrative office. If you are teaching on a high school campus the appropriate administrative office would be the Principal's office, the CTAE Director's office, or Lead Counselor's office. If teaching on a Wiregrass Campus, the appropriate administrative office would be the Dean, Vice President for Academic Affairs, Vice President for Enrollment Management or the Executive Vice President (in that order). In removing a student from a training area you, the instructor, must identify the reason for the referral. When any student has been instructed to leave the instructional area due to unruly or disruptive behavior, the Vice President for Academic Affairs must be notified immediately. No student will be allowed to return to the instructional area until counseling and/or disciplinary action has been taken. In all cases where a code of conduct has been violated, proper communication is key. Please ensure that immediate notification of academic or non-academic misconduct is communicated with the appropriate staff to include the Dean and Wiregrass High School Services. Additional notification may be required to be sent to the Executive Director of High School Services, Vice President for Academic Affairs, Vice President for Enrollment Management, and the Executive Vice President.

## **WIREGRASS EMAIL AND COMMUNICATION**

While your primary assignment may be located at the high school, it is imperative that you check your Wiregrass email on a daily basis. Dean, Assistant Deans, and other officials at the college will communicate with instructors and may request additional information or address issues as they come up. Email is the backbone of communication for Wiregrass and checking it and responding to messages is a priority.

## **FIELD TRIPS**

There may come a time when you would want your high school students to participate in a field trip to one of Wiregrass' campuses or other locations in an effort to enhance your classes and provide hands-on experience for your students. Field trips need to be planned far in advance and require

documentation not only from the high school, but also from Wiregrass as well. Field trip forms, transportation, meal accommodations, liability waivers, photo forms and other issues need to be factored into the planning process. Field trips are encouraged and are a great way to get your students involved, but please contact your Assistant Dean/Dean/and Wiregrass High School Services before planning one. Please allow up to 4 weeks for all procedures to be met.

## **SOCIAL MEDIA INFORMATION**

Federal laws (including the Family Educational Rights and Privacy Act, or “FERPA”), Georgia law, and Wiregrass Georgia Technical College policies governing the confidentiality of student and applicant records (and information from such records) apply to social media use. Information from and about students and alumni should never be released or discussed via social media, without approval of the Vice President for Enrollment Management. A general rule of thumb is it is best not to talk about, reference, or discuss anything regarding your students on your social media pages.

Text, photos, videos, and other material posted on social media pages, including personal accounts, should be in keeping with generally accepted professional and/or ethical standards for one’s field(s) of work and/or study. Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations or, if relevant to a Wiregrass Georgia Technical College role, by the college.

Additionally, under no circumstances should an instructor communicate with a high school student via cell phone, social media or text. All communication with students should be done in accordance with high school and Wiregrass policy. The full policy can be found through the links below:

**Wiregrass Policy Manual:**

<https://www.wiregrass.edu/policies-and-procedures-manual>

**Wiregrass Public Relations Page:**

<https://www.wiregrass.edu/pr-marketing>

# GEORGIA CHILD ABUSE REPORTING LAW

## What to Report And To Whom:

A report of child abuse should be made when a person has “reasonable cause to” believe that a child under the age of 18 has been abused by a parent or caretaker. “Reasonable cause” means a suspicion founded upon circumstances sufficiently strong to warrant a reasonable person to believe that something is true.

A report of suspected child abuse is a request for an investigation. It is not an accusation and a reporter does not have to be absolutely certain of their suspicion. The Department of Family and Children Services has the responsibility for evaluating the report and determining whether an investigation is warranted. The department is also responsible for conducting the investigation and taking appropriate action to protect the child.

Georgia law requires that an oral report be made as soon as possible by telephone or otherwise. As an employee of Wiregrass Georgia Technical College, you are asked to file a written report with the President of the College. Your report along with a report from the President will be send to the Department of Family and Children Services, Child Protective Services Section. All reports of child abuse are forwarded by the agency to the jurisdictional police authority.

### 1. Content of the report:

At a minimum, the report should contain the names and addresses of the child and the child’s parents or caretakers, if known, the child’s age, the nature and extent of the child’s injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator.

### 2. Failure to report:

In Georgia, any person who is required by law to report and who knowingly willfully fails to report shall be guilty of a misdemeanor.

### 3. Immunity:

The State grants immunity for any civil or criminal liability for the making of a report based on the requirement that the report is made in good faith.

[source: Child Abuse Reporting Law, Georgia Code Section 19-7-5, Department of Family and Children Services]

### **Who Must Report:**

In Georgia any person may report a case of suspected child abuse. By State Law, the following persons must report abuse:

- Physicians licensed to practice
- Medicine
- Hospital or medical personnel
- Interns or residents
- Licensed psychologists or persons in internship to be licensed
- Registered professional nurses
- Licensed practical nurses
- Professional counselors/therapists
- Child counseling personnel
- Law enforcement
- Dentists
- Marriage and family therapists
- School administrators
- School teachers
- Visiting teachers
- School guidance counselors
- School social workers
- School psychologists
- Child welfare personnel
- Child service organization personnel
- Social workers
- Podiatrists

## The Following Section Applies to CEP Instructors

### Definition of Concurrent Enrollment (CEP) Instructors -

Wiregrass is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) for courses taught as concurrent enrollment. CEP instructors are credentialed to teach Wiregrass Dual Enrollment classes so that students within their classes, who meet Wiregrass admissions standards, can earn college credit for the courses taken. CEP instructors are identified through their high school administration and credentialed to teach Dual Enrollment through the Wiregrass Academic Affairs department.

WGTC has developed a comprehensive Dual Enrollment CEP Instructor Non-Compliance Policy. The policy defines non-compliance and defines situations in which the instructor would be in non-compliance and placed on probation. The policy also outlines the steps taken when an Dual Enrollment CEP instructor does not improve during the probationary period and loses CEP instructor status.

See Dual Enrollment CEP Instructor Non-Compliance Policy below.

### CEP Instructor Non-Compliance Policy

All Dual Enrollment CEP instructors are expected to attend an annual discipline-specific professional development workshop. Additionally, all Dual Enrollment CEP instructors are expected to adhere to the WGTC course content and/or assessment components. Non-compliance occurs when any of the outlined Dual Enrollment CEP instructor expectations are not adhered to.

### Workshops

The Academic Deans will remind instructors of past workshop attendance and indicate when instructors might be in danger of non-compliance. The occasional absence due to other obligations is understandable; if the instructor attended the workshop the year before, Dean and the Faculty Liaison will follow up with the instructor by phone or email. With prior approval from the Faculty Liaison and Dean, other events occasionally may substitute for the annual workshop (observing the course at WGTC, attending a conference in the discipline being taught for Dual Enrollment, etc.).

In the event an instructor misses two consecutive annual professional development workshops and does not make arrangements to meet individually with the faculty liaison during this time, the following will result:

The Dean will contact the instructor and the Faculty Liaison to coordinate a meeting and will follow up with the liaison to be certain the meeting has taken place. An individual meeting with the course liaison can substitute for the annual workshop, if all workshop content is reviewed.

If the Dual Enrollment CEP instructor is unable to meet with the liaison, cancels the meeting, or is unwilling to find a time to meet, the Dean will advise the instructor and the high school principal that his/her course is in jeopardy of being canceled, and Dean will again attempt to set up a time for the instructor to meet with the Faculty Liaison.

If the instructor misses two consecutive annual professional workshops and DOES NOT meet with the WGTC faculty liaison prior to the start of the succeeding academic year, the instructor will be put on probation for a one year period. During the probationary period, the Dual Enrollment CEP instructor MUST meet with the liaison and/or attend the next professional development opportunity. The high school principal and liaison will both be informed of the probationary period and consequences of non-compliance.

If, at the end of the probationary year, the instructor is still non-compliant, the Dual Enrollment course is canceled and the instructor is no longer considered a Dual Enrollment instructor for that course. Workshop attendance is tracked for each discipline. For an instructor approved to offer Dual Enrollment CEP courses in more than one discipline, cancellation of one Dual Enrollment course due to non-compliance does not automatically cancel other Dual Enrollment courses the instructor offers.

## **Course Content**

If the faculty liaison and academic department have concerns regarding a Dual Enrollment CEP instructor's adherence to the WGTC course content and/or assessment components, instructional issues will be addressed on a case-by-

case basis, with the goal of assisting the Dual Enrollment CEP instructor in addressing the concerns. Concerns raised by liaisons will be addressed in the following manner:

The written documentation of the Faculty Liaison's concerns will be included in the site visit report that is submitted to the Dean. The report will be sent to the department chair and the instructor as well.

The Dean will coordinate a meeting between the instructor and the Liaison to allow discussion of the concerns raised by the liaison.

The Faculty Liaison will follow up with the instructor, either through another meeting or through a classroom observation, to determine if the concerns have been addressed.

If the concerns have not been resolved after the second meeting or classroom observation, the Dean and the academic department will place the instructor on a one-semester probationary period, and the faculty liaison will create an instructor improvement plan. Further meetings and classroom observations will follow as needed. The high school administration will be notified of the probationary status and the substance of the instructor improvement plan.

At the conclusion of the one-semester probationary period, if the Faculty Liaison determines that the instructor has addressed, or has made significant progress toward the improvement plan, probationary status will be rescinded. The Faculty Liaison will continue to work closely with the instructor through meetings, classroom observations, and the annual discipline-specific workshop.

If the Faculty Liaison determines that the instructor has not made progress toward addressing the concerns in the improvement plan, and the academic department determines that the course does not maintain College quality, WGTC credit will be withdrawn from the course for the subsequent academic year, and the instructor will lose his/her status as a Dual Enrollment CEP instructor in that discipline. The high school administration will be informed

of the College's decision, and the Dual Enrollment staff will work with the high school to identify another instructor, if appropriate.

If an instructor has been approved to offer Dual Enrollment courses in more than one discipline, the Faculty Liaison for each area will assess adherence to course content and/or assessment components. Cancellation of one Dual Enrollment course due to non-compliance does not automatically cancel other Dual Enrollment courses taught by the instructor.

An instructor who can no longer offer a Dual Enrollment course due to non-compliance may reapply to be reinstated as a Dual Enrollment CEP instructor for the course, understanding he/she must go through the entire application and orientation process again.

### Required Governor Mandated Staff Development

As a CEP instructor at Wiregrass, CEP instructors are required to complete all Governor mandated staff development training activities by the deadline communicated from WGTC Human Resources or the academic dean. Failure to do so will be viewed as non-compliance

## PRIMARY CONTACTS

Your job as an instructor in our service area high schools is an extremely important one! You are working with younger students and encouraging them to make the most of their futures. We want all of these students to continue enrollment at Wiregrass after high school graduation, and your interaction could help them make the decision to do just that! The other high school teachers and administrators that you interact with on a daily basis are important to the College as well. We want your experience at the high schools to be a positive one, and we are here to support you and all that you do. Listed below are the key staff persons in place at Wiregrass and the high schools to help facilitate the Dual Enrollment classes. **Please always contact your Dean, Assistant Dean, Faculty Liaison, and Wiregrass High School Services first if any issues or questions arise.**

# PRIMARY CONTACT DIRECTORY

Name	Position	Telephone	Email Address
<b>WIREGRASS GEORGIA TECHNICAL COLLEGE</b>			
<b>Wiregrass High School Services Department</b>			
Lisa Cox	Assistant Director of High School Services (Serving schools in Atkinson, Ben Hill, Coffee, Irwin, and Wilcox Counties)	229-468-2049	<a href="mailto:lisa.helms@wiregrass.edu">lisa.helms@wiregrass.edu</a>
Shamonti Rizer	Assistant Director of High School Services (Serving schools in Berrien, Brooks, Cook, Echols, Lanier, and Lowndes Counties)	229-333-2100 ext 1246	<a href="mailto:shamonti.rizer@wiregrass.edu">shamonti.rizer@wiregrass.edu</a>
Brooke Jaramillo	Executive Director of High School Services	229-293-6163	<a href="mailto:brooke.jaramillo@wiregrass.edu">brooke.jaramillo@wiregrass.edu</a>
<b>Wiregrass High School Academic Affairs/Deans</b>			
April McDuffie	Executive Vice President of Academic Affairs	229-468-2103	<a href="mailto:april.mcduffie@wiregrass.edu">april.mcduffie@wiregrass.edu</a>
Tom Feagle	Dean of Arts and Sciences	229-333-2100 ext 2603	<a href="mailto:tom.feagle@wiregrass.edu">tom.feagle@wiregrass.edu</a>
Holly Greene	Dean of Business Education/Computer Science/Professional Services	229-333-2100 ext 5185	<a href="mailto:holly.greene@wiregrass.edu">holly.greene@wiregrass.edu</a>
Stevan VanHook	Dean of Health Sciences	229-333-2100 ext 6494	<a href="mailto:stevan.vanhook@wiregrass.edu">stevan.vanhook@wiregrass.edu</a>
Alison Watkins	Dean of Technical and Industrial	229-333-2100 ext 3052	<a href="mailto:alison.watkins@wiregrass.edu">alison.watkins@wiregrass.edu</a>
<b>HIGH SCHOOL CONTACTS</b>			
<b>ATKINSON COUNTY HIGH SCHOOL</b>			
Dr. Melissa Wilbanks	Principal	912-422-3267	<a href="mailto:mwilbanks@atkinson.k12.ga.us">mwilbanks@atkinson.k12.ga.us</a>
Ashleigh Hunter	Counselor	912-422-3267	<a href="mailto:ahunter@atkinson.k12.ga.us">ahunter@atkinson.k12.ga.us</a>
<b>BERRIEN HIGH SCHOOL</b>			
Angie Lovein	Principal	229-686-7428	<a href="mailto:angie.lovein@berrien.k12.ga.us">angie.lovein@berrien.k12.ga.us</a>
Laura Lindsey	Counselor	229-686-7428	<a href="mailto:laura.lindsey@berrien.k12.ga.us">laura.lindsey@berrien.k12.ga.us</a>
Teresa Garrett	Counselor	229-686-7428	<a href="mailto:teresa.garrett@berrien.k12.ga.us">teresa.garrett@berrien.k12.ga.us</a>
<b>BERRIEN ACADEMY</b>			
Michele Garner	Principal	229-686-6576	<a href="mailto:michele.garner@berrien.k12.ga.us">michele.garner@berrien.k12.ga.us</a>
Chelsea Boda	Counselor	229-686-6576	<a href="mailto:chelsea.boda@berrien.k12.ga.us">chelsea.boda@berrien.k12.ga.us</a>
<b>BROOKS COUNTY HIGH SCHOOL</b>			
Chris Chastain	Principal	229-263-8923	<a href="mailto:cchastain@brooks.k12.ga.us">cchastain@brooks.k12.ga.us</a>
Brain Law	CTAE Director/Counselor	229-263-8923	<a href="mailto:blaw@brooks.k12.ga.us">blaw@brooks.k12.ga.us</a>
Holly Stone	Dual Enrollment Contact	229-263-8923	<a href="mailto:hstone@brooks.k12.ga.us">hstone@brooks.k12.ga.us</a>
<b>CITIZEN'S CHRISTIAN ACADEMY</b>			
Sally Bryant	Headmaster	912-384-8862	<a href="mailto:bryant@citizenschristianacademy.org">bryant@citizenschristianacademy.org</a>
Tammy Sellers	Assistant Headmaster	912-384-8862	<a href="mailto:sellers@citizenschristianacademy.org">sellers@citizenschristianacademy.org</a>
Lori Beasley	Counselor	912-384-8862	<a href="mailto:beasley@citizenschristianacademy.org">beasley@citizenschristianacademy.org</a>
<b>COFFEE HIGH SCHOOL</b>			
Van Allen	Principal	912-384-2049	<a href="mailto:van.allen@coffee.k12.ga.us">van.allen@coffee.k12.ga.us</a>
Rhonda Dorsey	CTAE Director	912-384-2094	<a href="mailto:rhonda.dorsey@coffee.k12.ga.us">rhonda.dorsey@coffee.k12.ga.us</a>

# PRIMARY CONTACT DIRECTORY

<b>COOK HIGH SCHOOL</b>			
Dr. Joi Williams	Interim Principal	229-896-2213	<a href="mailto:joiwiliams@cook.k12.ga.us">joiwiliams@cook.k12.ga.us</a>
Braye Wilkes	DE Contact	229-896-2213	<a href="mailto:brayewilkes@cook.k12.ga.us">brayewilkes@cook.k12.ga.us</a>
Marc Dame (at Wiregrass Cook Center)	Director of Operations	229-549-7368	<a href="mailto:marc.dame@wiregrass.edu">marc.dame@wiregrass.edu</a>
<b>ECHOLS COUNTY HIGH SCHOOL</b>			
Zane Craven	Principal	229-559-5413	<a href="mailto:zane.craven@echols.k12.ga.us">zane.craven@echols.k12.ga.us</a>
Tara Williams	Counselor	229-559-5413	<a href="mailto:tara.williams@echols.k12.ga.us">tara.williams@echols.k12.ga.us</a>
<b>FITZGERALD HIGH SCHOOL COLLEGE AND CAREER ACADEMY</b>			
David Sims	Principal	229-409-5530	<a href="mailto:david.sims@benhillschools.org">david.sims@benhillschools.org</a>
Kristy Henderson	CTAE Director	229-409-5530	<a href="mailto:kristy.henderson@benhillschools.org">kristy.henderson@benhillschools.org</a>
Ellen Burke	Counselor	229-409-5530	<a href="mailto:ellen_burke@benhillschools.org">ellen_burke@benhillschools.org</a>
Becky Wallace	Counselor	229-409-5530	<a href="mailto:becky.wallace@benhillschools.org">becky.wallace@benhillschools.org</a>
<b>GEORGIA CHRISTIAN SCHOOL</b>			
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## STATEMENT OF EQUAL OPPORTUNITY

Wiregrass Georgia Technical College (WGTC) abides by the [Technical College System of Georgia's Policy 2.1.1, Statement of Equal Opportunity](#). The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Innovation and Opportunity Act (WIOA) of 2014 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines.

Any violation or questions may be directed to any member of the [Campus Equity & Compliance Team](#) as listed below:

### Campus Equity and Compliance Team Contact Information

<p><b>Shalonda Sanders, Title IX Coordinator</b> (all campuses) Associate Vice President for Human Resources Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or <a href="mailto:shalonda.sanders@wiregrass.edu">shalonda.sanders@wiregrass.edu</a></p>	<p><b>Katrina Royal, Student ADA &amp; Section 504 Coordinator</b> (all campuses) Director of Testing and Special Populations Valdosta Campus, Bernien Hall, Room 107 (229) 333-2100 or <a href="mailto:katrina.royal@wiregrass.edu">katrina.royal@wiregrass.edu</a> <b>*student ADA &amp; student disability claims only</b></p>
<p><b>Marc Dame, Title IX Designee/Investigator</b> Special Populations and Disabilities Coordinator Ben Hill-Inwin Campus, Charles Harris Learning Ctr. Room 634 (229) 468-2242, or <a href="mailto:marc.dame@wiregrass.edu">marc.dame@wiregrass.edu</a></p>	<p><b>April McDuffie, Title IX Designee/Investigator</b> Executive Vice President for Academic Affairs Ben Hill-Inwin Campus, Dorminy-Mixon Hall, Room 8102B (229) 468-2103 or <a href="mailto:april.mcduffie@wiregrass.edu">april.mcduffie@wiregrass.edu</a></p>
<p><b>Meredith Moon, Title IX Designee/Investigator</b> Director for Human Resources and Employer Services Valdosta Campus, Brooks Hall, Human Resources Suite (229) 333-5356 or <a href="mailto:meredith.moon@wiregrass.edu">meredith.moon@wiregrass.edu</a></p>	<p><b>Keren Wynn, Title IX Designee/Investigator</b> Vice President for Administrative Services Valdosta Campus, Bernien Hall, Room 325 (229) 333-2103 or <a href="mailto:keren.wynn@wiregrass.edu">keren.wynn@wiregrass.edu</a></p>
<p><b>Yolanda Woodall, Title IX Designee/Investigator</b> Assistant Director for Human Resources &amp; Career Services Ben Hill-Inwin Campus, Charles Harris Learning Ctr. Room 630C (229) 333-5356 or <a href="mailto:yolanda.woodall@wiregrass.edu">yolanda.woodall@wiregrass.edu</a></p>	

Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or 800-255-0056 from a TTY/TDD. You may email the team at [campusequityandcompliance@wiregrass.edu](mailto:campusequityandcompliance@wiregrass.edu) or visit our [webpage at Wiregrass Campus Equity and Compliance Web Page](#).

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