

# **Wilcox County Schools**



## **Employee Handbook 2021-2022**



*We Believe In You!*

## **Our Mission**

**“Preparing Productive Citizens”**

## **Our Vision**

**To Excel Academically, Socially,  
and Professionally**

## **Our Beliefs**

1. Teachers must have high expectations for all students.
2. Appropriate educational programs should be provided for each child.
3. Students who are taught moral and ethical values will develop mutual respect for all people.
4. Students learn best in a safe and engaging environment.
5. All students learn differently.
6. Student data should be used to identify and meet student needs.
7. Students need basic academic and life skills to succeed.
8. Good parent-teacher communication is essential.
9. All students will be treated with respect.
10. All staff will model lifelong learning and ethical behavior.

## **Board of Education**

Denita Childs, Chairperson, [childsd@wilcoxcountyschools.org](mailto:childsd@wilcoxcountyschools.org)

Eddie McKie, Vice-Chair [mckiee@wilcoxcountyschools.org](mailto:mckiee@wilcoxcountyschools.org)

Morris Holloway, [hollowaym@wilcoxcountyschools.org](mailto:hollowaym@wilcoxcountyschools.org)

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William Dozier, [dozierw@wilcoxcountyschools.org](mailto:dozierw@wilcoxcountyschools.org)

## **Superintendent**

Julie Childers, [childersj@wilcoxcountyschools.org](mailto:childersj@wilcoxcountyschools.org)

## **Central Office**

Wade Burnette – Nutrition Director, MTSS/504 [burnettew@wilcoxcountyschools.org](mailto:burnettew@wilcoxcountyschools.org)

Vicki Bush – Accounts Payable Clerk, [bushv@wilcoxcountyschools.org](mailto:bushv@wilcoxcountyschools.org)

Lynn Dale – Technology Director, [dalel@wilcoxcountyschools.org](mailto:dalel@wilcoxcountyschools.org)

Dale Garnto – Fed. Programs/Special Ed. Dir., [garntod@wilcoxcountyschools.org](mailto:garntod@wilcoxcountyschools.org)

Nathan Gibbs – Curriculum/Testing/CTAE/Pre-K Dir., [gibbsn@wilcoxcountyschools.org](mailto:gibbsn@wilcoxcountyschools.org)

Janie Holloway – School Imp. Specialist, [hollowaj@wilcoxcountyschools.org](mailto:hollowaj@wilcoxcountyschools.org)

Gillian McWhorter – Accounts Payable, [mcwhortg@wilcoxcountyschools.org](mailto:mcwhortg@wilcoxcountyschools.org)

Carla Parks – Payroll Bookkeeper, [parksc@wilcoxcountyschools.org](mailto:parksc@wilcoxcountyschools.org)

Philip Worley – Finance Director, [worleyp@wilcoxcountyschools.org](mailto:worleyp@wilcoxcountyschools.org)

## **Wilcox County Elementary**

Gary Howell – Principal

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Pam Worthy – Asst. Principal

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Kelly Hanner – Counselor

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## **Wilcox County Middle/High**

Chad Davis – Principal

[davisc@wilcoxcountyschools.org](mailto:davisc@wilcoxcountyschools.org)

Tim Conner – Asst. Principal

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Jay Dailey – Asst. Principal

[daileyj@wilcoxcountyschools.org](mailto:daileyj@wilcoxcountyschools.org)

Cody Greene – WCMS/HS Counselor

[greenec@wilcoxcountyschools.org](mailto:greenec@wilcoxcountyschools.org)

Aleph Fore – WCMS/HS Grad Coach

[forea@wilcoxcountyschools.org](mailto:forea@wilcoxcountyschools.org)

## **Information for All Employees:**

### ***Benefits Summary***

The school system provides the following benefits to employees:

- Employer share of PSERS (\$15.60/mo.) or TRS retirement (19.06% of salary),
- Employer portion of health insurance for employees who participate: classified employees - \$945.00/month; certified employees - \$945.00/month,
- Employer share of FICA (where applicable) – 6.20% of pay,
- Employer share of Medicare – 1.45% of pay,
- Long-term disability – 40% benefit on the first \$30,000 of pay,
- Leave at 1.25 days per month,
- Professional development,
  - On occasion the school system may pay stipends for professional development on non-workdays. These are the exceptions and not the norm.

### ***Employee Benefits***

All employee benefits, except for the State Health Benefit Plan, were evaluated and selected by a Benefits Committee, made up of a cross-section of all employees, including teachers, administrators, nutrition, and bus drivers. The employee benefits are accessible through [www.mywilcoxbenefits.com](http://www.mywilcoxbenefits.com).

The State Health Benefit Plan may be accessed through [www.mywilcoxbenefits.com](http://www.mywilcoxbenefits.com) or [www.dch.ga.gov](http://www.dch.ga.gov)

### ***Emergencies/Weather/Early Release***

The Superintendent will make the decision on whether or not to close schools by 6:00AM. Tune to WMAZ TV13, WQXY 103.9 FM, or the school system website at [www.wilcoxcountyschools.org](http://www.wilcoxcountyschools.org). Updates will also be placed on the school system Twitter account. You can follow the system on Twitter: [www.twitter.com/wilcoxschools](http://www.twitter.com/wilcoxschools) . The Superintendent will use the crisis communication system to call every phone number in the school system’s database by 6:30 AM.

The Safety Plan enacted at all schools will be implemented in the event of an emergency at school.

### ***Employee Types***

Full-time employees who are certified and contracted are covered by O.C.G.A. § 20-2-940 (The Fair Dismissal Act of 1975), and are afforded certain rights under the Act.

Other employees, including classified, Pre-K, and part-time employees, are employed under Georgia’s “at-will” employment law and may be terminated at any time without cause.

### ***Equal Opportunity Employer***

Wilcox County Schools is an equal opportunity employer and does not discriminate based upon race, color, sex, national origin, religion, age or disability.

### ***Forms***

See [www.wilcoxcountyschools.org/forms](http://www.wilcoxcountyschools.org/forms)

### ***School Calendar***

See [www.wilcoxcountyschools.org](http://www.wilcoxcountyschools.org).

### ***Sexual Misconduct Training***

All Employees are required to complete the training prescribed in accordance with O.C.G.A. §20-2-751.7(c).

1. By August 31, 2020, go to [www.compliancedirector.org](http://www.compliancedirector.org)
2. Select Georgia
3. On the left-hand side of the home page select the module
4. On the login page, enter Username: Pioneer; Password: RESA
5. Follow the screens, and at the end provide your name and the information requested.
6. When finished, click on Wilcox County
7. The Username is: Wilcox County (with a space between)
8. The Password is: Smartwave (type exactly as printed)
9. Enter your first name, last name, year you were born, email address, and last 4 digits of your SS#, then use the pull-down menu to select your location.
10. The system will NOT keep you logged in when you complete a module, so go back to step 1.
11. All certified staff members (teachers, paraprofessionals and administrators) are required to complete the following modules:
  - a. FERPA
  - b. PSC Code of Ethics
  - c. Mandatory Reporting (child abuse)
  - d. Sexual Misconduct
  - e. Social Media
12. Classified staff members are required to complete all but the Code of Ethics.

Although the PSC and statutes focus on educator training, all employees of Wilcox County Schools are required to complete this training annually. **Additionally, ALL certified staff members are required to complete the module on Code of Ethics, FERPA and Mandatory Reporting.**

Employees are encouraged, but not required to complete the training modules on: Blood-borne Pathogens and Copyright Laws.

### ***Code of Ethics***

All educators are bound by the Code of Ethics as promulgated by the Professional Standards Commission. Certificated personnel should stay apprised of the Code of Ethics and should always adhere to them. A link to the current Code of Ethics can be found at this link: <https://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>

### ***Waste, Fraud and Abuse***

This procedure is established to facilitate the development of controls concerning fiscal matters that aid in the detection and prevention of waste, fraud, abuse and corruption against the Wilcox County Board of Education. It is the intent of the District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. These procedures apply to acts involving employees as well as consultants, vendors, contractors, and any other parties doing business with the District.

Management is responsible for the detection or prevention of fraud, misappropriations, and other inappropriate conduct. Each employee is responsible for reporting any indication of irregularity. Any fraud that is detected or suspected must be reported to the Superintendent.

The Superintendent has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined herein. If the investigation substantiates that fraudulent activities have occurred, final action or resolution will rest with the board.

Investigations related to fraud will be treated with confidentiality. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know.

### **Teacher Issues**

#### **General Guidelines for Teachers**

1. Effective teachers (a) possess good classroom management skills, (b) display positive expectations for student success, (c) present well-planned standards-based lessons, (d) consistently engage students in the lesson, and (e) cover all standards.
2. Involve parents early and often! Remember parents like to hear good news and can make your job much easier.
3. Communicate your expectations and be consistent with discipline.
4. Treat students with respect and avoid sarcasm. Remember it is the behavior that you are criticizing, not the student.
5. Be willing to listen and choose your battles.
6. Treat all students like you would want your own child to be treated.
7. **Never (for any reason) leave your class unsupervised!**
8. Avoid putting students in the hall unsupervised.

### **Supervision of Students**

1. When students are not in class, learning is not taking place. Keep students in class; **CLASS TIME IS TOO VALUABLE!** Follow established procedures for your school.
2. If you send a student out of the classroom for any reason, he/she must have his/her agenda.
3. Encourage students to use the restroom and get water between classes.
4. School nurses are available, but every situation does not require a nurse visit. Use your professional judgment.

### **Absenteeism**

**Just as student attendance is important for academic success, staff members are expected to be consistent in attendance.**

1. From time to time, everyone must be away from work for a variety of reasons. However, as the teacher in your classroom, you are extremely valuable to the learning process. Please remember, **the success of our school system is dependent on teachers being at work.** Every effort should be made to schedule doctor, dental, or other appointments outside the school day. When you must be out of school, we will make every effort to have a qualified substitute for you on that day. On days when a large number of teachers are out, you may be asked to cover classes for a colleague. We will do our best to limit this, but it cannot be eliminated altogether.
2. If you are going to be absent from school let the office know the day before or sooner when possible. If it is not possible, call the school's designee as early as possible.
3. Required leave forms will need to be completed for all absences including requested leave. See the Forms section of this handbook.
4. On your first day back to work from Sick Leave, complete a Leave Form. If you are charged with the wrong type of leave, and you have not turned in this form, we cannot help you get it straight at the central office.
5. Time away from school is reported to the central office in hourly increments.
6. Use Leave Request Forms to request permission to leave early or come in late.
7. Personal and professional leave must be approved at least three (3) school days in advance. Appropriate forms are available through the office. **Generally speaking, personal leave on days prior to a scheduled holiday is prohibited. Personal leave will not be approved during testing periods except in the case of emergencies.**
8. Professional leave for classes and conferences must be pre-approved through your Principal and the Central Office. We encourage and support professional leave that helps improve instruction in the classroom. However, understand that not everyone will be able to attend every workshop or conference. Each situation will be handled on a case-by-case basis.

9. Teachers earn 1 1/4 sick leave days per month and may carry over unused sick leave from one year to another to accumulate up to 45 days of sick leave. Unused sick leave beyond 45 days is banked and can be used toward retirement. Since the system has been on the four-day week calendar, sick leave days have been converted to hours. Three full workdays, or 27.75 hours per year may be used for personal leave. School Board policies GBRIA, GBRIB, GBRIC, GBRID, GBRIF, and GBRIG will be adhered to.
10. Each teacher is responsible for preparing a substitute folder and having it on file in the school office. This folder should consist of rosters and seating charts for all of your current classes (remember to make updates as you gain or lose students), a lesson plan, basic class rules you expect of your students, and any other information needed by a substitute. Have this ready by the end of the first week, and update as needed. However, **these plans are only for emergencies**. All other times – please make current plans available for the substitute.
11. If you would like a particular substitute, please make your preference known to the school designee.

### **Chain of Command**

It is appropriate and acceptable for teachers to discuss issues with the superintendent or Board members; however, teachers should follow the appropriate chain of command. It is as follows: (1) Department Chair, (2) School Administration, (3) Central Office Director, if appropriate, (4) Superintendent, and (5) Board of Education.

For classified staff, the appropriate chain of command is: (1) immediate supervisor, (2) School Administration, (3) Central Office Director, (4) Superintendent, and (5) Board of Education. Superiors cannot address issues and concerns if they are not aware of them. Most issues and decisions can be dealt with professionally if communication lines remain open. Failure to follow the chain of command undermines the supervisory process and could result in poor evaluations and/or termination of employment.

### **Classroom Care**

Custodians assigned to schools will do most of the cleaning work; however, the building is large and time is limited. Teachers and students should help by keeping paper off the floor and giving proper care to the desks, walls, equipment, etc. Please strive daily to keep your room attractive and orderly to maintain the right classroom atmosphere. At the end of each day, ask students to remove any paper in or around their desk. Before you leave school each day, please ensure that all windows are closed and locked, lights and all electronic equipment are turned off, and the door is locked.

### **Copier Use**

The copiers are available for teacher use. We will do everything possible to keep the necessary supplies for the copiers stocked but be mindful these supplies are expensive. Make copies of what is necessary to teach your class, but consider alternatives when possible. Also consider printing side-by-side and 2-sided or using your Interactive Panels



or document cameras. Money spent on copies means less money for other areas of instruction.

**Dress**

Faculty and staff dress should reflect the guidelines set forth in the student dress code. As leaders we should set an example of appropriate dress for our students. Guidelines for faculty and staff are as follows:

1. Faculty and staff should dress professionally at all times.
2. Jeans should be reserved for pre-approved Fridays, scheduled dress-down days, or when appropriate for the activity.
3. No casual shorts; any shorts must be dressy and appropriate length. Skirts should be the appropriate length. (Appropriate length is touching the knee.)
4. No tank tops or sun-dresses will be allowed.
5. Sandals are appropriate, but beach/shower/bedroom shoes are not allowed.

**Educational Associations**

Teachers are encouraged to belong to professional educational organizations whose function is the betterment of educators.

**Evaluation of Teachers**

The QBE Act mandates that all personnel employed by local school boards have their performance evaluated annually. HB244 passed in 2013 by the Georgia Legislature requires that all teachers be evaluated under a new evaluation system. In FY13, Wilcox County Schools piloted the Teacher Keys Effectiveness System (TKES) in order to replace GTEP/GTOI. The school system will continue to use TKES in FY19.

Where applicable, your annual evaluation for next year will be based on the Teacher Keys Effectiveness System (“TKES”) in accordance with Official Code of Georgia 20-2-210, all applicable rules of the State Board of Education, and the Implementation Handbook for TKES. Some of you will be evaluated based upon the Leader Keys Effectiveness System (“LKES”), and some will be evaluated using an instrument approved by the school system. In accordance with TKES, all teachers will be evaluated on ten different standards, plus growth in student achievement. The student achievement growth factor will count at least 50% of the overall evaluation. Assistant Principals and Principals will be evaluated using the Leader Keys Effectiveness System (LKES).

All certified staff members are encouraged to read details of TKES/LKES at:

<http://www.doe.k12.ga.us/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Teacher-Keys-Effectiveness-System.aspx>

Employees evaluated with TKES or LKES may request a conference within ten working days of any formative evaluation. Any teacher receiving an overall “Ineffective” TAPS score or a second consecutive overall “Needs Development” TAPS score on a summative evaluation will not receive credit for that year of service on the salary schedule. The overall TAPS score and ratings breakdown are presented below:

<u>Sum TAPS Score</u>	<u>Overall Rating</u>
0-6	Ineffective

7-16	Needs Development
17-26	Proficient
27-30	Exemplary

### **Field Trips and Athletic/Extracurricular Activities Off-Campus**

All field trips must have a direct relationship to a course of study, must be adequately supervised by school personnel, and must be approved in advance by the school principal and superintendent. The club or class must assume cost for the field trip unless other financial arrangements have been made. All field trip forms must be properly completed before taking any trip. Forms should be turned in to the Principal's office.

When taking students on a trip or activity of any nature, you must prepare an Emergency Contact list that includes the name of each person (student and adult) on the trip, a contact person, and a phone number where that person can be reached in case of an emergency. Turn one copy of this form into the office and carry one copy with you.

**Coaches and club/competition sponsors should submit a team roster to the school office as soon as practical, and before departing for an away game, a list of anyone not traveling that is on the roster or anyone travelling who is not on the roster MUST be submitted to the school office.**

In the event of an emergency, you are to call the school as soon as possible. If it is outside school hours, call the Principal.

- ⇒ You must also provide a roster of students attending the trip to the office on the day prior to the trip. This will allow the students to be "Red-X" coded for the day they miss school and cut down on the confusion of who is on the trip and who is absent.
- ⇒ Athletic and other competition teams should provide a roster of their team and a schedule of the dates and times the students will be out of class. In cases of tournaments and playoffs, discuss departure times with the administration before making plans

### **Getting along with Others**

As educators, we are professionals and it is the expectation that we will all act in a professional manner. It is unrealistic to think that a group of co-workers as large as ours will not have occasional misunderstandings. These should be handled in an appropriate and professional manner. Spreading gossip and ill will is unprofessional and unacceptable. Do not air your disputes in a public forum and make every effort to get along with other employees.

### **Late to School Procedures**

All teachers and staff members should be at work and in the assigned area by 7:30 each morning. If you are going to be later than 7:30 AM, telephone and let the office know. Continually being late to work could result in your being placed on personal leave for the time you are out. If tardiness becomes a problem, then the teacher will be provided with

a substitute and told to go back home. Continual tardiness can be a reason for dismissal.  
**You are essential to the learning process!**

### **Leaving School Procedure**

Students will be dismissed each day at 3:06 PM. Teachers' workday is until 3:30 PM. Many of you come in early and stay late, and your efforts are appreciated. Occasions may occur that require you to leave early or for a short time, do so through the office. Avoid running errands during the school day including your planning period. When it is necessary to leave campus, obtain the permission of an administrator and sign out in the office. Please do not ask to leave unless it is an important reason.

### **Movies in the Classroom**

Please limit the use of videos in the classroom to short clips as much as possible. Full-length feature films should be avoided. Movies not in the school media center cannot be shown without prior approval from an administrator. Permission should be sought at least one week in advance with a written copy of your lesson plans.

### **Purchase Orders**

All money spent through the school must be requested through the purchase order system. Instructional money from the central office is requested through the system purchase order (PO), and school level money is requested through the local Check Request. Your Principal and school bookkeeper can help you determine which to use. **Before you order anything that you want the school system to pay for, you must get a PO number and have the order pre-approved. If you order it without a PO, make sure you are willing to pay the bill out of personal funds when the merchandise is delivered.** If you have a need for a check to be written out of a school account, see your Principal. Plan ahead and your request will be ready when needed. If you cannot have it in on time, plan to make other arrangements to pay the expense.

Discuss and obtain permission for the purchase with your principal or program director (Dale Garnto – Special Ed and Title Programs; Myra Davis-SIG; Nathan Gibbs – PreK and CTAE; Ginny Clack – PASS). Complete one of your school's PO's – your school secretary has these. Make sure to enter the date, vendor, and attn.: quantity, description, unit price and total. Enter your name as the PERSON ORDERING. Have your principal or program director sign in the first approved by section. Send the PO to the central office for superintendent's approval. Superintendent will approve/deny and submit the PO to Vicki Bush. When the school submits a purchase order to the Central Office, the order is placed for the item(s) after appropriate levels of approval have been granted. Vicki will place the order. If there are problems with the purchase, Vicki Bush will notify you. If there are no problems, Vicki Bush will return the PINK and GOLD copy to your school. **When you receive the order, verify all items were received.** Sign the PINK copy of the PO and return it to Vicki Bush through office mail so payment may be made. Accounts Payable has no way of knowing when the items are received at the school unless the person ordering lets the Central Office know. The Central Office will

not pay the bill until the school lets them know that the order has been received in entirety.

### **Staff Use of Cell Phones**

Although staff members are allowed to have cell phones at school, the phones should not be used for personal reasons, during class time, or any time students are under your care. Cell phone use should never interfere with instructional time.

### **Social Networking and Text Messaging**

Teachers are strongly discouraged from texting students or allowing students to “befriend” them in Facebook® and other social networking sites. Remember that anything posted on a personal networking site is no different than posting the same in the local newspaper. Ethics issues arise when teachers do not heed this advice.

### **Solicitation**

Employees are prohibited from using any email list serve or email group announcing any event where the sender or the sender’s friends or family would benefit financially from the event. Examples include Tupperware® parties, fundraisers benefiting the employee directly, etc. Notices regarding benevolent fundraising activities to benefit another employee or community member are allowed. Examples include a fundraiser to help defray medical expenses of an employee, student, community member, or worthy cause. If you have a question about the activity, ask your Principal. Violations will result in permanent blocking of the sender’s email account from the school system’s servers.

### **Travel Reimbursement**

Travel reimbursement requests must be signed by the school principal or assistant principal. A Google or MapQuest printout verifying mileage to and from the training or workshop needs to be attached to the travel reimbursement request. If the employee left from home but was expected to travel to work on the day of the training, normal commuting miles must be deducted. An agenda for the training or workshop must be attached to the travel reimbursement request. Travel requests are due to the Central Office by the 1st of the following month; example: June travel is due by July 1. Checks are run around the 10th of the month. If an employee does not have his/her travel reimbursement request to the Central Office by the 1st of the month, he/she should not expect travel reimbursement until the following month. Any travel reimbursement requests over 90 days old will NOT be reimbursed.

### **Miscellaneous**

Students are not allowed to sign out for any reason without parental permission. School administration shall use discretion in setting forth procedures for sign-outs. Teachers should be sure that lessons are well prepared, the class starts on time, and the class does not end too soon in order to insure good student discipline. Do not allow students to gather by the classroom door before the bell. Remember, YOU dismiss the class! Teachers are to help supervise the halls and other areas around campus as needed. Be

outside your door or at your duty station during class change. If students' congregating becomes a problem, report it to the office. The more eyes watching, the less will happen.

### **Resignation**

Notice of resignation must be presented in writing to the principal as soon as practical. The resignation should include a final date of work. Employees under contract should include in the resignation a request to be released from the contract. The Superintendent makes recommendations for release, and the Board of Education acts on those recommendations. Not all requests are granted, depending upon the timing of the request.

### ***Student Issues***

#### **Student Attendance Policy**

See Student Handbook.

#### **Beginning of the Student's School Day**

The Pledge of Allegiance and Moment of Silence will be held as soon after the Tardy Bell rings as possible. Each student of the Wilcox County Schools shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. A student will lead the Pledge of Allegiance. Any student not wishing to participate shall act in an orderly manner during the pledge. Students are not required to participate but should be encouraged. (Board Policy JCAC). The 1994 Georgia General Assembly enacted Senate Bill 396, requiring a "minute of reflection" at the beginning of each school day and every school day throughout the school year. The brief quiet time of reflection will not be more than 60 seconds, and all students assembled will participate in the quiet time of reflection. It is the expectation that your class participates in this activity in an appropriate manner; students being loud and out of their desks are not acceptable. Part of your responsibility includes teaching students the proper way to act in different situations. Use this time to teach this concept. Any student misbehavior will be subject to the behavior code of the school and handled just as any other misbehavior problem. The quiet time of reflection is not intended and shall not be conducted as a religious service or experience, but shall be considered as an opportunity for each student to reflect on the anticipated activities of the day. Administrators and teachers are not to suggest or imply that students should or should not use the time for prayer. However, if a student asks about praying, the teacher should advise the student that if the student desires to have quiet/silent prayer, he or she may do so.

Teachers should begin class promptly. By 8:30 AM teachers should have attendance taken and entered into PowerSchool. This will allow the office to know which students are absent so they can begin contacting parents to verify they are aware of their child's absence. Teachers should take attendance for all other class periods within the first 15 minutes of class and submit through PowerSchool. If a teacher suspects that students

are skipping, the teacher should let the office know at the beginning of class so every effort may be made to locate the student. Taking attendance in a timely manner will help prevent skipping.

### **Discipline**

1. Consistency in dealing with students is not always easy but it is essential to effective teaching. Students are aware of inconsistency in treatment and discipline
2. Teachers are expected to maintain proper classroom discipline. Every effort should be made to handle discipline problems within the classroom before submitting such problems to a school administrator. Generally accepted methods of discipline shall be permitted and expected, i.e., extra work, isolation, detention, etc. Remember, when you turn that student into the office, you are relinquishing control over the situation to the administration.
3. All teachers have the authority and responsibility to maintain proper control over students under their direct supervision and to any student not under the direct supervision of another teacher.
4. Being able to control and discipline students is a vital part of the teaching process. Students should have a clear understanding of your expectations. Students who disrupt the learning process should be dealt with appropriately. Remember, from time to time some students are going to "push your buttons" and by responding in a calm and professional manner the situation is often diffused before it starts. The student will still receive his/her consequence for the misbehavior and you will not elevate your blood pressure as often. Know that the office is available to help in any way you need.
5. A referral form should be filled out on every discipline problem referred to the office. If the student has misbehaved badly enough to be placed outside of your classroom, he/she should be referred to the office. If you ask a student to report to the office and he/she refuses, simply call the office and an administrator will come to your room as quickly as possible. Arguing with a student and using sarcasm in front of the class is likely to incite others and is not professional behavior. Remember that you are an adult and will win in the end.
6. Teachers are expected to contact parents concerning discipline problems within the classroom. Often this can help keep these problems to a minimum. If you need to have a conference with a parent and wish an administrator to be present, let your administrators know.
7. The use of reasonable force may be used, in the exercise of lawful authority, to restrain or correct pupils and maintain order. However, please be aware that new guidelines are in place for Restraint and Seclusion. If in doubt, ask your administrators. Also see Discipline Policy in the student handbook.

## **Corporal Punishment**

Corporal punishment will be used as a method of discipline under the following guidelines:

1. The corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment must be administered by an administrator and in the presence of a principal or assistant principal, or the designee of the principal or assistant principal, employed by the Board of Education authorizing such punishment.
3. The administrator who administered corporal punishment must provide the child's parents, upon request, a written explanation of the reasons for the punishment and the name of the principal or assistant principal that was present. Provided however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of said corporal punishment.
4. Corporal punishment shall not be administered to a child whose parents or legal guardian have upon the day of enrollment of the pupil filed with the principal of the school a statement from the parent denying permission to administer corporal punishment.

Corporal punishment will only be used:

1. When this type of punishment is recommended and a parent-signed denial form is NOT on file in the office. At WCMS and WCHS, occasionally a student may choose between corporal punishment and ISS at administrator discretion.
2. Only in the presence of an administrator or other school employee.
3. Only with the principal's paddle or appropriate substitute, and always on the buttocks.

Students should never be held or restrained while being paddled. Corporal punishment is to be used as a disciplinary tool, not as the only tool. Teachers should be aware that some parents have requested that corporal punishment not be used on their children. Teachers should not make threats to students pertaining to corporal punishment. Corporal punishment must not be excessive and must not be cruel and unusual. Any principal or teacher, in order to maintain proper control and discipline over pupils placed in his/her care and supervision may, in the exercise of his/her sound discretion, administer corporal punishment on any such pupil or pupils provided that such punishment shall not be excessive or unduly severe.

## **Student Relations**

A good relationship between student and teacher is of great importance. Some suggestions are:

1. Be fair and consistent.
2. Be reasonable and tolerant, but sufficiently firm when necessary.
3. Commend students and give recognition for accomplishments.
4. Be constructive in criticism - never embarrass or ridicule a student.
5. Give students responsibility.

6. Do not prejudge students.
7. Explain clearly to the students the rules, standards, and expectations.

### **Student Accidents**

If a student is injured while under your supervision, notify the office immediately. An accident report, detailing the incident, will need to be completed by the end of the day.

### **Be Involved with Our Schools**

One of the best ways to build trust with your students is to show an interest in the activities that they take part in here at Wilcox County Schools. It can go a long way to let a student know you saw them in a performance, game, or even at a practice to let him/her know that he/she did a good job. Make a point to attend extra-curricular events that your students are participating in. Even if you can only stop by a practice for 10 minutes as you leave school, it will make a difference with them.

### **Students with Disabilities**

All students can learn, and all teachers should have high expectations of all students. Students receiving special education or Section 504 accommodations must receive those accommodations. **All teachers MUST adhere to modifications made in an I.E.P.**

### **Assemblies**

Faculty members are to attend all assemblies and help maintain proper order.

### **Lockers**

Students at the high school may be assigned a locker. The office will maintain a list of student names, their locker, and the combination.

### **Media Center**

See Student Handbook.

### **Lunchroom Procedure**

Teachers are expected to monitor their students as they exit hallways, return from the restroom or lunchroom, or during lunch if on duty. Even when not on duty, teachers remain authority figures and should help with discipline and behavior at all times. Teachers should not remove plates and eating utensils from the lunchroom (carry-out boxes are available). Teachers should not eat in their rooms, but are encouraged to use break rooms and the lunchroom. Students should never remove food from the lunchroom unless authorized by an administrator.

### ***Grading Policy***

#### **Instructional Assistance**

Teaching is our number one priority. Teachers are encouraged to look for ways to improve instructional techniques to help our students. All students learn differently; therefore, teachers may need to vary teaching styles and be flexible. The administration



will do everything possible to provide what you need in this area. Mr. Nathan Gibbs, Curriculum Director, is available to provide assistance also. One of the best resources for good teaching techniques and advice on reaching students is fellow teachers. Teachers should let others know when instructional help is needed.

**Lesson Plans and Curriculum Guides**

Administrators should have access to teacher's lesson plans in accordance with each building's protocols. Teachers should have Curriculum Guides, Frameworks, Curriculum Maps and Standards that are up to date and in use during teaching. English, Social Studies, Science, Mathematics and CTAE (Vocational) teachers are using the Georgia Standards of Excellence (GSE). See [www.georgiastandards.org](http://www.georgiastandards.org). **Teachers must cover all standards.**

**Grading Scale**

The following scale will be used in assigning grades:

<u>Academic Achievement</u>		<u>Conduct</u>
90-100	A	S Satisfactory
80-90	B	N Needs Improvement
70-79	C	U Unsatisfactory
Below 70	Failure	

Teachers will record and report students' grades in the PowerSchool grade book program. All files are stored and backed-up on the server. For peace of mind, teachers are encouraged to keep backups of grades in a secure place. Grades are to be updated regularly and denoted by the date the grade was given, not by the date it was entered into the computer. A student's grade will reflect a running average at any point during the school year. Parents who wish to do so may view their child's grades through the school system website ([www.wilcoxcountyschools.org](http://www.wilcoxcountyschools.org)). It is the teacher's RESPONSIBILITY TO VERIFY grades. Teachers should check averages closely, and have confidence in the grade that students' parents are viewing. For any work not made up, enter a zero (0). This will reflect the students (and parents) the urgency of making up work and not give them a false sense of security.

**Continuous Grading**

All courses at Wilcox County High School are one semester long. The school returned to a block schedule beginning with the 2015-2016 school year. One unit of credit will be earned for a passing grade in semester-long courses at the end of the semester in which the student earns a passing grade. No partial units may be earned.

All schools will use continuous grading for classes during the FY19 school year. One unit of credit will be earned for a passing grade at the end of the school year for each year-long course in which the student earns a passing grade.

## Grading System

Educational progress and accomplishments must be evaluated and recorded in terms of numerical grades; therefore, it is a must that all grades be established by using the same criteria in order to give uniformity to grades.

The following criteria will be used to establish this uniformity:

1. Final course averages may not exceed 100%.
2. Passing grades - 70 - 100
3. If a teacher posts grades for a class and a student has not made up a missed assignment, the teacher must post that student's grade as zero, and change the grade once the assignment is completed. This will prevent students and parents from being surprised at a sudden drop in their grade.
4. A student must have an average of 90 or above for the grading period to be on the honor roll. (Whenever grades are averaged and there is a fraction, teachers should round up to the next whole number when the fraction is .5 or higher and use the whole number in all further calculations; if the fraction is less than .5 round down to the next whole number.
5. To be considered an honor graduate, a student must have an overall high school average of 90 or above.
6. In courses that require a Georgia Milestones End of Course Test, that test will count 20%, and the average of all other work will count 80%.
7. Students who are being served by the Hospital Homebound Program through the end of the semester may be issued a grade of I (incomplete) with the permission of the Principal.
8. Students who miss the semester exam and/ or work at the end of the semester must be issued a numerical grade (including zeros for all missed work). All missed work, including semester exams, may be made up within a maximum of 3 working days after the end of the semester or Saturday School if allowed by the Principal.
9. Comments on Report Cards should be a reflection of the grade received.
10. A Held Report Card List will be maintained in the school office at the end of each semester. Any teacher wishing to add a student to this list must obtain the permission of the Principal prior to the distribution of Report Cards.
11. Teachers are responsible for verifying all final grades.

## Tests, Homework, and Absences

All student absences will be determined either excused or unexcused. Any class work and/or tests missed during an absence must be made up in order to receive credit for those assignments. Students will receive a grade of zero on work and tests missed during an absence until it is made up. After an absence, students are required to bring a note signed by a parent/guardian or a doctor's statement explaining the reason for the absence. Excuse notes should be presented on the first day back at school and excuses will be not accepted after **three (3)** school days following their return to school.

Tests and other work missed during an absence is to be made up within three days of returning to school or as arranged by the teacher (generally one day for each day absent if beyond 2 days) in order to receive full credit for the missed work. The student is responsible for making up all missed work. If a student is present when a test or other assignment is announced, the student should be prepared to take the test or hand in the assignment on the day he/she returns, even if he/she was absent the day before. If a student is suspended home for disciplinary reasons, students will receive a zero for the missed work.

### **Hospital Homebound**

Students with valid medical conditions may qualify for Hospital Homebound services. Please contact Mr. Matthew Hall to discuss.

### **Homework**

Homework is an integral part of the education process. Homework can be given regularly in reasonable amounts. Students can benefit from homework, but should not be assigned large amounts that take hours each night.

### **Graded Student Work**

All work should be graded. Parents should be informed of grades made by their child. Parent signatures may be required on graded work.

### **Reporting to Parents**

A grade report will be made to parents at the midpoint and end of each nine weeks period. The report card furnished by the school will advise the parents of their child's academic progress, attitude and/or conduct, and attendance. Teachers are encouraged to send individual class progress reports home as often as needed.

Parents have daily access to their child's grades through PowerSchool. If a parent asks about a password for their child, they should be referred to the office. Parents should be encouraged to use this source to be aware of their child's progress. They can also view attendance through this method. Keeping parents aware of their child's progress early in the game can save problems down the road. Teachers need to be able to justify all grades given through recorded test grades, daily grades, etc. Points should never be deducted as a disciplinary measure.

### **Parent Relations**

A good relationship between teacher and parent is important in effective teaching. Some things to consider in teacher-parent relationships are

1. Be patient and courteous.
2. Take time to discuss problems fully and offer suggestions for the best possible solution.
3. Recognize and consider the parent's problems. (Empathize)
4. Cooperate with and encourage parent's efforts.

5. A teacher can never keep parents too informed.

### **Faculty and Individual Meetings with Parents and Others**

All faculty members are to attend all meetings required by the county and individual school administration unless special permission is received from the principal beforehand. This includes, but is not limited to: IEP Meetings, Section 504 Meetings, RTI Meetings, Parent Conference Days, and Open House.

### **Records and Reports**

All records and reports are expected to be accurate, complete, and on time. Final school year paychecks will be withheld until all records are completed to the satisfaction of the administration. The permanent records should NEVER be taken from the record room unless they have been signed out on the sheet on top of the filing cabinets. They should ALWAYS be returned before the day is over and should NEVER be left in the classroom overnight or taken home. This is a State Board of Education policy.

### **General Information**

#### ***Announcements***

Announcements will be made at the beginning of 1<sup>st</sup> period. If an employee needs an announcement made, it must be in the office by 7:55 each morning. We will do everything possible to limit interruptions to instructional time; however, understand that it may be necessary from time to time to make an announcement later in the day. Announcements must be about school-sponsored activities. Make sure all students are attentive during announcements to avoid the chance of not receiving important information. Items to be placed on the school bulletin are to be turned into the office. Items turned in before school will be included on that day's bulletin. All others will be added as time permits.

#### ***Visitors on Campus and in the School***

To enhance student safety as well as to comply with Georgia law, "any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school or a person who has been invited to or otherwise authorized to be at the school by administration shall check-in at the designated location as stated on posted signs and provide a reason for his or her presence at the school immediately upon entering the campus. Unless otherwise allowed by state law, the person failing to check in at the designated location may be guilty of a misdemeanor." Spouses and other relatives must report through the office before going to classrooms.

#### ***School Closing Procedure***

The primary consideration regarding whether to have school on bad weather days will be the safety of our children. Heavy rain, and on some occasions snow and ice, causes some of our primary and secondary roads to become unsafe. If a threat to health and

safety exist, school will be dismissed. The superintendent will make a decision regarding school closing by 6:00 AM. The school website, Channel 13 WMAZ TV, and WQXY 103.9 FM radio station will communicate the decision. Also, the school system website, [www.wilcoxcountyschools.org](http://www.wilcoxcountyschools.org), will be updated by 6:00 AM. Follow us on Twitter @wilcoxschools for updates, too.

### ***Fire Drill and Alerts***

The principals will have regularly scheduled fire drills and severe weather drills each year. Classroom teachers will make sure students are aware of instructions to follow and that drills are conducted in a quiet and orderly manner. The fire alarm will ring continually. The principal will indicate the "all clear" signal. See student handbook for additional information.

### ***Funds Collected***

Teachers are required to collect various monies and are responsible for safeguarding these funds until receipted by the principal through the bookkeeping office. Teachers should not leave funds in their desks or other unsecured places. State law requires that the principal account for all funds collected from any source, and all funds be deposited within one school day. Therefore, teachers are required to deliver to the principal through the bookkeeping office all monies collected in school or through a fund raising project. The principal shall give receipts for money turned in and will provide a detailed accounting of these funds. All money should be turned in by 12:00 noon each day to the bookkeeper. Due to changes in the information required by the auditors, it is necessary to have on file a deposit summary for all monies deposited into the activity and athletic accounts. This form must have the names of the students that turned in money, the amount they turned in, and a total balance for all the money you give to the office. See Forms.

### ***Lending Money***

Employees are discouraged from lending money to students for any reason. If a student is in need of money, send them to an administrator.

### ***Fund Raising Projects***

All fund raising projects in any school must be approved by the Principal and Superintendent, and all requests must be made in writing. If you assign a student a job selling items as a fund raising project, please be sure the student is trustworthy. The administration will not be responsible for collecting the money for you. Students cannot be required to sell items as a prerequisite for belonging to any club. Items sold at school must be for school-related groups. You may not sell items to students for personal profit. Do not sell items in a manner that is disruptive to the learning process. Class time is for learning, not for selling and purchasing. Never send a student to another class to buy fundraising goods.

***Tobacco Products and Alcoholic Beverages***

Teachers should remember that members of the community view educators as upstanding people with little or no faults. Please use discretion when drinking alcoholic beverages out in the community. For reasons of health and safety, the Wilcox County Board of Education prohibits employees from using tobacco products of any kind during normal working hours while on Board of Education property, while traveling to and from school sponsored activities with students, and while supervising school activities located off Board property.

***Drug Free Schools***

See Student Handbook.

***Civil Rights Law***

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title I of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Wilcox County School System does not discriminate in any educational programs, activities, or employment policies.

The following individuals have been designated as the employees responsible for coordinating the department’s effort to implement this nondiscriminatory policy.

Perkins Act	Nathan Gibbs
Title VI & ADA	Dale Garnto
Title IX	Dale Garnto
Section 504	Wade Burnette

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the school system may be addressed to the persons listed above at the Superintendent of Schools office; to the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

***Student Reporting of Acts of Sexual Abuse or Sexual Misconduct***

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed below are definitions for "sexual abuse" and "sexual misconduct":

**"Sexual abuse"** means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

**"Sexual misconduct"** includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.

9. Talked or asked about a student's developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Makes fun of your body parts.
12. Called students sexual names.

### ***Due Process and Student Grievance***

See Student Handbook and school system website: [www.wilcoxcountyschools.org](http://www.wilcoxcountyschools.org).

### ***Student Civil Rights (Board Policy JCA)***

See Student Handbook

### ***Child Abuse and Neglect Reporting***

This is to inform you of the latest procedure to follow in the case of suspected child abuse. Board policy JGI-EP and JGI are included for your information. Child Abuse and Neglect Reporting (JGI-EP) – an administrator or a counselor is the appropriate person to make reports of suspected child abuse and neglect to the Department of Family and Children Services.

All school personnel suspecting child abuse and neglect **shall** make complaints to an administrator or a counselor. The administrator or counselor **should** take minimal individual investigative steps before reporting suspected cases of child abuse and neglect to the county's Department of Family and Children Services.

The system superintendent shall be notified of all referrals on child abuse and neglect received.

When reports of suspected child abuse and neglect are made in good faith, reporting is legal under the Family Education Rights and Privacy Act and does not constitute a violation of it so long as the following factors are taken into account:

1. The seriousness of the threat to the child's health and safety.
2. The need for the information from the child's education records to protect the child's health and safety.
3. Whether the information is being disclosed to persons who are in a position to deal with the emergency.
4. Whether time is of the essence in dealing with the emergency.

Student Welfare-Child Abuse Reports (JGI) - School officials having reason to believe that children within their care under 18 years of age have been abused by a parent or caretaker are **required** to report the incident to a child welfare agency providing protective services or to an appropriate police authority. Anyone making such a report in good faith is entitled to immunity. Abuse includes physical injuries, neglect, and exploitation is defined as where a child's parents or caretaker allows or permits the child to engage in prostitution or allows or permits the child to engage in sexually explicit conduct.



### ***Complaints and Grievances - Board Policy GAE***

The Board shall encourage the administration to 1. discover and practice effective means of resolving differences that may arise among employees and between employees and administrators, 2. reduce potential areas of grievance, and 3. establish recognized channels of communications between the staff, administration, and the Board.

The members of the Board shall encourage parents with concerns about a student/teacher or student/principal problem to contact that teacher or principal and try working the problem out. If a satisfactory solution is not reached with the parent in a reasonable length of time, then the member of the Board shall request, in writing to the Superintendent, a follow-up of the concern.

The channels of communication established shall provide for the following:

1. Grievances should be discussed with the immediate supervisor or principal (if possible).
2. Teachers and other school employees may appeal a ruling of an immediate supervisor, principal, or other administrator to the Superintendent. If a grievance is carried to the Superintendent, a short written notation signed by both parties should be on file.
3. All school employees may appeal a ruling of the Superintendent to the Board.
4. All hearings of grievances before the Superintendent or Board will be conducted in the presence of the Administrator who made the ruling which is the subject of the grievance.

It is the Board's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level and that each employee be assured opportunity for an orderly presentation and review of grievances and concerns without fear of intimidation or reprisal as a result of having presented a grievance for review. Dale Garnto is Title IX Coordinator, and the Section 504 Coordinator is Nathan Gibbs. Grievances in these areas should be filed with the proper coordinator.

## **Forms Used at Wilcox County Schools**

### **Forms Used at WCS**

The following forms are commonly used throughout the year. Copies of the forms can be found in each school. If you pick up the last copy of something, let the office know so more can be made.

#### ***Employment Application: Certified***

#### ***Employment Application: Classified***

These forms must be completed for all positions.

#### ***Professional Learning Log***

This is to be used to document any professional learning you take part in throughout the year. Include classes during workdays, the time you meet with your Study Group, college classes, classes at RESA, workshops, professional conferences, and other similar activities. Due by the last day of Post-Planning.

#### ***Accident Report***

Complete any time you or students are injured at school, regardless of how minor it may seem.

#### ***Bus Discipline Referral Form***

Bus Drivers complete this form each time you refer a student to the office.

#### ***Bus Driver Annual Physical Exam Form***

Must turn in before school starts in order to drive a bus.

#### ***Bus Driver Pre/Post Trip Inspection Form***

Complete this form each time you drive a bus.

#### ***Check Request (School)***

Complete this form to request payment for items pre-approved by the principal to be paid out of school accounts.

#### ***Classroom Repair Request***

Complete when you have needs that our custodial staff cannot fix. Turn in to your Principal as needed.

#### ***Deposit Slip***

Complete this form to provide details of money provided to benefit students (club dues, yearbooks, school store purchases, etc.). Check with your school to determine exact procedures.

***Discipline Referral Form***

Complete this form each time you refer a student to the office.

***Evaluation Forms***

These are used at least annually to evaluate Bus Drivers, Custodians, Bookkeepers, Paraprofessionals, Teachers, and Administrators.

***Field Trip Application/Bus Request Form***

Complete if you are requesting to take students off campus.

***Field Trip Permission Form (Sample)***

You must have one copy completed by each student you take on a field trip. Carry these with you on the trip.

***Field Trip Roster***

This is a sample format that must be completed any time you take students off campus. If you use your own format, make sure it contains all needed information. File a copy with the office before departing and carry one copy with you on the trip.

***Fundraising Request***

Used to obtain permission to conduct a fund-raiser for school sponsored groups. Turn into the office.

***Inventory Checklist***

Each teacher should complete a classroom inventory for his/her room and/or lab. Use the back or attach additional sheets if needed. Due by the last day of Post-Planning.

***Job Descriptions***

These are provided for informational use.

***Nurse Card***

Use each time you send a student out of your room.

***Professional Leave Request***

Complete when you wish to be absent for matters related to school. This is in addition to the form requesting the school pay for your trip. Turn in to the office.

***Personal Leave Request***

**Same as Professional Leave Request.** Complete when you wish to be absent for reasons other than sick or professional. Turn in to the office.

***Parent/Teacher/Agency Contact Form***

Complete this form each time you hold a conference with a parent. Keep on file for your records.

***RTI Forms***

These are used to document and advance students along the Tiers of Intervention.

***Student Book Issue List***

Used to record book numbers issued to students. Have this available as needed.

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