

Carver Elementary School



2024-2025

Staff and

Faculty

Handbook

Carver Elementary School Profile

All of us at Carver Elementary School are involved in an on-going initiative of school improvement. We have developed a Mission Statement and a set of Beliefs which guide our efforts in school reform.

Mission Statement and Beliefs

Vision Statement: Carver Elementary School and community will do “Whatever It Takes” to ensure that every child will exit Carver Elementary prepared for middle school and beyond.

Mission Statement: Carver Elementary School will work with parents and the community in doing “Whatever It Takes” to provide a quality learning environment that promotes the personal, intellectual, and social growth of every child every day.

Carver Elementary is committed to the following beliefs upon which our philosophy is based:

1. Students learn to set goals and make appropriate decisions given a supportive, safe, physically comfortable, and challenging learning environment.
2. Student learning is the chief priority for the school.
3. Continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.
4. Curriculum and instructional practices must incorporate a variety of learning activities that are meaningful, inquiry based, data driven, and essential for student achievement.
5. All students can learn when they are actively engaged in the learning process and given appropriate opportunities for success.
6. The staff and stakeholders share the responsibility for advancing students’ learning needs.
7. Positive relationships, challenging expectations, and mutual respect between students and staff increase students’ individual performance and enhance self-esteem.
8. The school and community must provide students with the best public education to enhance their understanding of essential knowledge and promote problem solving skills.

Carver Elementary School’s Motto/Expectations: Carver Elementary School will do “Whatever It Takes” to be responsible, respectful, and ready.

The Carver Elementary School colors are blue and gold.

The Carver Elementary School mascot is Warriors.

Welcome Back, Faculty and Staff!

I hope everyone had a restful, relaxing, and safe summer filled with laughter, smiles, and joy. I am excited to welcome everyone back to a New Year in a new and refreshed building. The school is looking great. We have a new gym, office suite, restrooms, desks, and, more importantly, new classrooms for our outstanding students and teachers.

This year's theme is "**All In.**" "All In" means embracing our shared vision and working together to achieve our common goals. We need everyone to work together to ensure that all students are learning. We are "**All In**" to increase student achievement and attendance. We are "**All In**" to ensure all our students are learning in a safe and secure environment. We are "**ALL In.**" We are one Warrior Nation.

Our school goals for the 2024 – 2025 are:

- All (100%) teachers will effectively use the lesson plan template and collaborative planning process guide as determined by the administration and leadership team.
- CES will increase the percentage of students performing at grade level to 60% in reading and 50% in mathematics, as determined by I-Ready assessments.
- CES will develop a structure to track content mastery, Lexile, closing the gap, attendance, and participation rate during the 24/25 school with 90% effectively reporting during each Leadership Team meeting.

Thank you for your unwavering dedication and hard work. I am confident that with our collective commitment/efficacy to being "All In," we will make this academic year our most successful yet.

Let us go "All In" and make a difference together!

Enjoying the work,

Melvin Farmer

School Hours

Each person is responsible for signing in and out. It is your responsibility to check in with the principal if you are late.

Carver Elementary School hours are as follows:

7:15 Students may enter building

8:00 Breakfast served (Adults will not be served breakfast after 7:45 am)

All staff day begins, teachers should be at the classroom door to greet students.

Attendance / Daily routine

7:40 Announcements / Silent Reflection

8:00 Classes begin

10:55 Lunch begins

12:30 Lunch ends

2:50 Car riders and walkers released

3:00 1st Load

3:00 Paraprofessionals' day ends

Teachers' day ends (with the exception of days designated for faculty meetings or professional learning).

Please reserve Thursdays for professional learning/collaborative planning or faculty meetings! We will strive to let you know in advance!

Carver Elementary School

Melvin L. Farmer, Principal

Amber Hall, Instructional Coach

Sonya Spikes, Literacy Coach

Cassandra Walker, MTSS
Coordinator/Interventionist

Shanna Williams, Counselor

Cynthia Johnson, Media Specialist

Marilyn Davis, ESOL

Pamela Johnson, Secretary

Sherieka Hudson, Bookkeeper/ Title I Parent
Coordinator

Phyllis Wilcher –Pre-Kindergarten Teacher

Joanna Underwood – Gifted Teacher

Lauren Dye – Kindergarten Teacher

Almeter Dixon – Kindergarten Teacher

Ashley Woods – 1st Grade Teacher

Tamekia Henley – 1st Grade Teacher

Heather Lane – 2nd Grade Teacher

Sonya Davis – 2nd Grade Teacher

Margarett Leverett – 3rd Grade Teacher

Nicole Earl – 3rd Grade Teacher

Shareha Davis – 4th Grade Teacher

Alysia Mills – 4th Grade

Paula Jones – 5th Grade

Karrelido Williams – 5th Grade Teacher

Emily Chapman – Health/P.E. Teacher

Jocelyn Fann – Technology Teacher

Kayla Jennings - Art Teacher

Sandra Taylor – Paraprofessional

Lyvon Brown – Paraprofessional

Jadasha Murray – Paraprofessional

Brenda Alexander – Paraprofessional

Melonie Thompson – Dance Teacher

Angela Jackson – Paraprofessional

Mary Burden – Paraprofessional

Almarence Walker – Paraprofessional

Kate Watson – Cafeteria

George White – Custodian

Faye Martin – Custodian

Brandon Tennyson – Custodian

Tanzie McBride – Bus Driver

Jeff Grimes – Bus Driver

ABSENCES

Bereavement/Emergency Leave

In the event of a death of a spouse or child of an employee, up to three days cumulative bereavement leave will be granted. Up to three successive days bereavement leave will be granted in the event of a death of a spouse, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchildren, sister or brother, and others living in the home. All such bereavement leave will be charged against the employee's sick leave, if available.

Family and Medical Leave

Employees of the Jefferson County Board of Education ("Board of Education") who have been employed by the Board of Education for at least twelve (12) months and who have worked at least 1250 hours for the Board of Education during the twelve month period immediately prior to requesting leave are eligible to take twelve weeks of unpaid leave under the Family and Medical Leave Act ("FMLA"). Form WH-380-E should be completed when requesting FMLA and is available on the county website.

An employee may request leave for one or more of the following reasons:

1. Birth of a son or daughter and to care for the newborn child;
2. Adoption or foster placement of a son or daughter with the employee;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions; and
5. Certain qualifying military exigencies.

In the event of the birth, adoption, or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption, or foster placement.

Jury and Witness Duty

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Absences due to being subpoenaed for cases unrelated to the duties of a teacher or employee of the Board of Education must be charged against personal leave or may be leave without pay.

School Work Week and Work Day

- A. State Standards require teachers to work 40 hours per week.
- B. The teacher work day for all Jefferson County Public Schools is 8 hours (JCBOE Policy). Teacher's hours at school are from 7:30 a.m. until 3:30 p.m. The principal reserves the right to require any employee to remain at their work position after 3:30 p.m. for as long as is necessary for the completion of specific tasks or the safe supervision of CES students. **All staff members must remain on campus and on duty until 3:30.** Additional time may be needed to perform any of the following duties: a) preparation of lesson plans; b) preparation of classroom materials; c) grading papers/inputting grades; d) assessing checklists; e) preparing report cards; f) contacting parents by telephone or in person; g) meeting, conferences, and in-class work. **Common planning times are at 3:00.**

- C. **Please make sure you keep Thursdays open for Faculty Meetings.**
- D. The work week for teachers will consist of Monday- Friday, unless other days are designated by the JCBOE.
- E. Teachers are required to be in their assigned area or classroom by 7:30 a.m..
- F. Supervision begins when students arrive on campus.
- G. Teachers must sign in/out PERSONALLY. Standing around the clock area before school and at the end of the day looks unprofessional and will not be allowed. The building will be locked at 5:00 p.m.
- H. At NO TIME is a teacher, paraprofessional, or support staff to leave the CES campus without clearing absence with Mr. Farmer. On Fridays teachers and paraprofessionals may go out for lunch, but not on Mondays - Thursdays. In the event the principal is absent, permission is to be obtained from the instructional coach. **A sign-out book is located in the office. All employees leaving campus for any reason must sign out and in during the course of a work day.**
- I. The principal reserves the right to deny any employee permission to leave the CES campus during the course of a workday.
- J. All leave should be approved by Mr. Farmer All personal time should be approved **two weeks** in advance.
- K. See Ms. Pamela Johnson concerning sick, personal, or professional leave forms.

Supervision of Students

- A. All teachers should stand at their doors to greet students as they enter their classrooms each morning.
- B. Teachers will not leave their classes unsupervised except in cases of extreme emergencies.
- C. Students, who for any reason are not under the supervision of school personnel, must have a hall pass/agenda stating the teacher's name.
- D. JCBOE policy states that "Students must be under some type of supervision at all times." Strict adherence to this policy is mandatory.
- E. Teachers will not be required to supervise their students during scheduled art, music, or p.e. activities.
- F. Teachers must supervise their students closely when they are in the restrooms. Teachers are to have bathroom monitors to make sure bathroom floors are clean, toilets are flushed, and water is turned off. Teachers must inspect the restrooms for cleanliness and order before and after their class has used it.
- G. The principal reserves the right to require teachers to remain with their classes AT ALL TIMES, including staying in the restrooms with students, when, in the principal's professional opinion, the teacher has been negligent in their supervisory duties.
- H. Supervision must extend to the halls. Do not allow your class to disturb other children in the school.
- I. Children must NEVER be left unattended on the playground. Teachers need to be close distance from their students in order to supervise. Teachers monitoring classes must be walking around and observing student behavior. All teachers and paraprofessionals are to go to recess with their classes unless you are keeping a student or students inside with you. Teachers should not be sitting together, but rather spaced around the perimeter of the playground. **SUPERVISION IS CRUCIAL!**
- J. Bus Dismissal – Students will exit the classroom as buses are called over the intercom. Please stand at your door and make sure students exit without running or pushing. Hall monitors will be in place as well.
- K. If a child's dismissal is any other than routine, the teacher is responsible for seeing that the child is dismissed according to the parent's/guardian's directions. Be sure to obtain names of parents and guardians that the students can and cannot be released to. This should be turned into the office. Notes stating bus changes must be cleared through the school office and signed by an administrator. If you question the validity of a note or need clarification regarding a note, discuss the situation with an administrator.

L. Accidents occurring during school time must be reported to the office. At the time of the incident, the child's welfare is the primary concern. Once this has been addressed, the child's parent/guardian is to be informed of the accident; the accident form is to be filled out and filed in the office on the same day the accident occurs. The principal and office personnel are to be made aware of the accident in the event questions arise and require a response.

M. CES School PBIS Expectations: It is important for teachers to teach daily the school-wide PBIS expectations for all areas of the school. Teachers must be consistent and inspect what we expect. All staff members are responsible for monitoring these expectations. (PBIS Expectations will be in your beginning packet)

Bathroom Breaks need to be limited throughout the day. Students will use a sign-out sheet in the classroom and a pass in the hall when leaving class.

Rules Governing Confidentiality

A. Teachers and paraprofessionals MUST be aware that what is discussed in meetings and conferences held at this school is confidential and may not be discussed in public.

B. Any and all information pertaining to children at this school is of a confidential nature. You may not discuss a child with an aunt, uncle or grandmother, unless the parent is present and agrees to the discussion. Address exceptions with the administration.

C. Be particularly aware that civil and criminal penalties can be levied for careless utterances regarding matters of a privileged and confidential nature. Federal and state laws govern the confidentiality issue.

D. Confidential records for students enrolled in any of the Special Education programs are secured by the special education teachers in a locked file. Access to the files/records is limited to school administrators and teachers directly involved in the student's instruction. If it's necessary for you to review a Special Education file, you MUST sign out and sign in the folder.

Use of School Materials

A. All school materials are purchased for use by teachers, paraprofessionals, staff employees, administrators, and students assigned to Carver Elementary School for the purpose of improving instructional programs of the school.

Paraprofessional Expectations

A. While in the classroom, paraprofessionals should be involved in meaningful work with students. Teachers are responsible for providing instructional materials/strategies for paraprofessionals to use while in the classroom. Paraprofessionals should be an integral part of enhancing all phases of classroom instructions.

B. Paraprofessionals may be asked to supervise classrooms during teacher meetings, teacher absences, or as designated by the principal.

C. Paraprofessionals must stay in their assigned classroom, unless given another assignment by administration.

Responsibility for Providing Instruction/Supervision

A. Teachers have the primary responsibility for planning and implementing instruction in their classroom. To do this properly, the teacher must be present. There are times when it is necessary to see the school administration, speak to a peer, use the restroom, or attend designated meetings. At all other times, however, the teacher must be present to provide direction for students and paraprofessionals. The classroom teacher is responsible for everything that occurs in her/his classroom.

B. Teachers are expected to refrain from leaving their classrooms unnecessarily. Each time the teacher leaves the room, valuable instructional time is lost. If deemed necessary, the supervising

administrator will address noncompliance of this expectation. Teachers should not send students to other classrooms to deliver messages, etc... Instructional blocks should remain sacred and instruction should be top priority.

Personal Items in the Classroom

A. At all times, personnel should secure personal items (i.e., purses, wallets, etc...) in a manner that provides the utmost safety. This matter is the responsibility of each employee. The school will not be responsible for lost or stolen or damaged items. Classroom doors should remain locked at all times.

B. School employees are **NOT to use cell phones in the classroom**. Teachers should not be on the phones while students are in the classroom. We are here to teach.

Statement of Non-Discrimination

The Jefferson County Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age disability, or sex in all manners concerning employees, students, parents, the general citizenry, educational programs and services, and persons with whom the board does business.

Absences

A. All personnel **must** fill out a leave form for **any** absence. These forms will need to be turned in upon returning to school and checked with Ms. P. Johnson at the end of each month!

B. When you plan to be absent please notify Mr. Farmer at (404) 226 8548. Please make contact **between 6:00 and 6:45 a.m. or before 9:30 p.m.** the night before if you find it necessary for you to be out and **each additional day you are out. PLEASE DO NOT SEND A TEXT MESSAGE!**

C. If you have a doctor's appointment, please be sure to inform Mr. Farmer and remind Ms. Johnson the day before.

D. If you must be absent or leave early, please do not send an email or note, please see Mr. Farmer in his office before school, during your planning, or after school. Please do not casually discuss absences in the hallway. It is very difficult to remember those conversations.

E. Make sure your lesson plans are available so there will be minimal interruption of the school day. **This is not the grade coordinator's responsibility!**

All leave forms should be filled out as followed:

Professional Leave- This form is to be used when taking professional leave or jury duty. **PRIOR APPROVAL** of the principal and the superintendent is required.

Personal Leave- * Request must be in writing **AT LEAST THREE DAYS AND PREFERABLY TWO WEEKS IN ADVANCE TO BE APPROVED BY THE PRINCIPAL.**

* Personal leave will not be granted during PRE/POST PLANNING, IN-SERVICE DAYS, OR ON THE DAY BEFORE NOR AFTER SCHEDULED HOLIDAYS. DURING THE FIRST WEEK OF THE STUDENT SCHOOL YEAR OR DURING THE LAST WEEK OF THE STUDENT SCHOOL

**** Personal leave forms will not be signed unless discussed with the principal first.**

Sick Leave- This form is to be filled out prior to the day requested or immediately upon your return.

A DOCTOR'S STATEMENT is not required for FIVE sick leave days during the school year, but IS REQUIRED for ALL OTHERS.

If you must leave before the end of the work day, the absent time will be counted by the number of segments missed (Certified Personnel ONLY!)

Please refer to the JCBOE Policy/Employee

Accidents

Student

Any student who has an accident on campus should be sent to the office. A student accident report form must be filled out and parents notified about the incident. Accident report forms can be obtained in the office.

Personnel

Any staff/personnel member who has an accident on campus should complete a personnel accident report form. Accidents should be reported to Mr. Farmer and Ms. Johnson **immediately**.

Attendance / FTE

The Jefferson County Board of Education's attendance policy mandates that parents are notified by letter after 3 days absent by the data collector. Please encourage parents to send excuses.

Please be sure to turn in your attendance folder before 9:00 am each day and make sure that students that come in late are marked as tardy and not absent!

Leaving Campus

Staff members should be mindful that the school day is not designed for them to leave campus during the school day; the expectation is that school personnel should be at school and not off-campus conducting personal business. Leaving campus during the school day can be disruptive and can interfere with the delivery of instruction and services. No staff member should leave campus during the school day without the permission of the principal.

Personal Leave

Employees may take three (3) days of personal leave if **prior** approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the principal one (1) week prior to leave. Unless otherwise approved by the Superintendent, personal leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent, at his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstance beyond the employee's control. The Superintendent may refuse to allow an employee to take personal leave if qualified substitutes are not available.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" reasons.

Professional Leave

Personnel may request professional leave without loss of sick leave days to attend specific activities if requested by the district or the employee, if approved **in advance** by the immediate supervisor and the Superintendent, that may include, but are not limited to, professional meetings, workshops, and advanced training.

The approval of professional leave days and reimbursement for such shall be at the discretion of the Superintendent or designee.

The leave request must be submitted at least one week in advance on the appropriate professional leave form. Cost estimates should be as close as possible. **Please remember that you do not receive reimbursement for meals that are included in the registration fee. The forms and information on travel regulations can be found on the county website by scrolling down to the “Departments, Employees, General Employee Forms” tabs.**

Sick Leave

Sick and personal leave days are allotted to teachers at the rate of 1¼ days per contract month per year. (Example: a 10 month contract would receive 12½ leave days.) Central office clerical staff, school secretaries and bookkeepers, maintenance staff, and bus shop personnel shall be entitled to sick leave days at a rate of 1¼ days per month based on their work schedule as of the first day of employment. An employee must be at work or on paid leave at least 10 days within a calendar month to earn leave for that month. Paraprofessionals, school food service employees, and custodians receive:

0 -3 months experience	0 days
3 months - 1 year experience.....	6 days (3 personal & 3 sick)
2 years - 4 years experience	9 days (3 personal & 6 sick)
5 years and up	11 days (3 personal & 8 sick)

Unused leave may be cumulative up to, but not more than, 45 days (42 sick, 3 personal). All unused sick leave will be applied to service time upon retirement (based on formula provided by the state) for employees retiring in the Teacher Retirement System on and after July 1, 1998.

A doctor's statement is usually not required for any 5 sick leave days during the school year *BUT is required for ALL others* and may be required for ALL sick leave days at the discretion of the school principal or the superintendent. Appropriate forms must be submitted to the school office in a timely manner.

Long-term sick leave is defined as absence for 90 days.

Family Expansion Leave (Paid Parental Leave)

Beginning July 1, 2024 any full-time employee (eligible for TRS or PSERS) who has been employed with JCBOE for a minimum of six months is eligible for six weeks (30 days) of paid parental leave for the following qualifying events:

- The birth of a child of an eligible employee.
- The placement of a minor child for adoption with an eligible employee.
- The placement of a minor child for foster care with an eligible employee.

This leave is not cumulative, may not be carried over for future use, and has no cash value at any time an employee separates from employment with the JCBOE. Unused Paid Parental Leave may not be used toward retirement.

In any given 12-month period, fifteen days is the maximum amount of paid parental leave that may be taken regardless of the number of qualifying life events that occur during such period.

Employees requesting Paid Parental Leave should complete and submit a “Family Expansion Leave Request” form (formally Maternity Leave Request) at least 60 days prior to the date such leave is to begin.

Formal documentation from a doctor, attorney, or child services agency is required.

For more information, refer to policies GBRH (certified staff) or GCRG (classified staff). Your school’s administrative support personnel as well as county office support staff are also available.

ATTENDANCE AND RECORDS

Pupil accounting is of utmost importance. School personnel must keep accurate records of attendance. Teachers should work with their principals in whatever method is used at their school to keep accurate records for students.

1. Teacher Grade Book
2. Textbooks Records
3. Permanent Records (if required by your principal)
4. Attendance Register (if required by your principal)
5. PowerSchool

It is required that the teacher prepare daily teaching plans.

The teacher's grade book is to have enough recordings for each grading period for the teacher to make a valid and easily justifiable determination of the student's report card grade.

Under no circumstances are students or paraprofessionals to make recordings in the teacher's grade book or cumulative record.

BOOKROOMS

All textbooks are accounted for and stored in a central bookroom at each school. The texts are issued at the beginning of each year by bookroom personnel to individual teachers who in turn issue them to students.

Accurate accounting is important! Students are responsible for the condition of their books. Teachers are responsible for assessing fines (for lost or damaged books) which will be used to replace the lost or damaged books. Classroom teachers should make periodic checks during the course of the school year to assure that students who have misplaced or damaged books pay the assessed fine within a reasonable amount of time so that another book can be issued. Teachers should not wait until the end of the year to hold the student accountable. If the book is found, the student will be reimbursed.

Books are returned to the bookroom at the end of the school year and stored for the next year. **NO TEXTBOOKS** should be left in individual classrooms, unless otherwise directed by the principal.

A final accounting is made to the principal who in turn makes his/her report to the central office.

CARE OF THE CLASSROOM

It should be remembered that children respond to attractive surroundings, and an effort should be made by teachers to keep classrooms clean and attractive. The custodian assigned to the building will do most of the work; however, much can be done by the teacher and students by keeping paper off the floor and giving proper care to window shades, walls, desks, and other equipment in the room. It is important to teach students to be neat and to have proper respect for public property.

GRADING AND FINAL EXAMINATIONS

Grading

- Standards-based or numerical-based report cards are issued to all students on a nine weeks basis.
- Progress reports will be issued to all students at the mid-point of the nine weeks grading period in grades using numerical-based report cards.
- Systems of reporting shall be the following:

Where numerical grades are used:

A = 90-100

F = Below 70

WP = Withdrew Passing

B = 80-89

S = Satisfactory

WF = Withdrew Failing

C = 70-79

U = Unsatisfactory - Below 70

- The high school will record and maintain numerical grades for students in all courses for which credit is given in grades 9-12. Credits may be earned in one unit segments only.
- The grading and reporting system will be continually reviewed and reevaluated.
- Practices of deducting points from a student's grade average because of minor infractions of general conduct (talking, chewing gum, tardiness, etc.) will not occur. It is recommended that alternative methods (conduct grades, etc.) for such infractions be devised by each school. Test grades and subject area averages should reflect the actual achievement on that test or in that subject exclusive of biases and feelings. Teachers should strive for a maximum degree of objectivity in this area.

Final Exams

- If semester exams are given in grades 6-8, teachers will use the following method in averaging grades:
 - a. count the semester examinations as 1/4 of the semester grade.
 - b. count the two nine weeks grades as 3/4 of the total.
- If final exams are given in grades 9-12, teachers in grades 9-12 will use the following method:
 - a. count the nine weeks examinations as 1/4 of the nine weeks grade.
 - b. count each nine weeks grade as 1/2 of the total semesterized block grade.

HONOR ROLL

Nine weeks and/or semester honor roll recognition will be based on the following grade averages for students in grades 4 - 12:

Distinguished Honor Roll - 90 or above average of all grades

Honor Roll - average between 85 – 89

PROMOTION RETENTION POLICY

The Jefferson County Board of Education has adopted a promotion retention policy (IHE). A student's passing or failing a grade depends not entirely on his subject grades, but on other indicators, such as attendance. This policy can be found on the system website. Go to www.jefferson.k12.ga.us
>eBoard>policies>section I>policy IHE.

RECORDING GRADES

Teachers -- not students or other personnel -- are ultimately responsible for determining and recording students' grades. These grades should -- as accurately as possible -- reflect students' performance.

SPECIAL EDUCATION GRADING

See individual student's IEP for policies concerning grading of handicapped students.

GRIEVANCES AND APPEALS

The purpose of the grievance procedure is to provide a way for the Board of Education and its employees to reach solutions to problems, disputes or controversies that may occur between them.

The term "grievance" shall not apply to any matter for which (1) the method of review is prescribed by law, or (2) the Board of Education is without authority to act.

For specific grievance procedures refer to policies GAE (2) and GAAA of the Jefferson County Policy manual.

INTELLECTUAL PROPERTY

COPYRIGHT ADHERENCE PROCESS

A system-level staff member will assure copyright adherence and the Media Specialist at each school shall assume responsibility for informing and distributing current information concerning copyright laws and procedures.

The system-level staff member shall make available to building-level media specialist the following:

1. professional learning opportunities concerning current copyright laws and practices;
and
2. current information pertaining to the copyright process.

The building-level staff member shall inform the faculty and support staff about current copyright laws in the following manner:

1. by providing and having readily available written information on copyright laws; and
2. by explaining the process whereby copies/duplication of copyrighted materials may be made.

Jefferson County Schools Faculty and Staff: Intellectual property created by faculty and staff in the course of their employment or under contract with the school district shall be considered work-for-hire and the property of the school district, unless otherwise specified in an agreement or policy.

INVENTORY

The Jefferson County School System maintains an inventory on all instructional materials, equipment, and computers. At the beginning of the school year, each teacher must sign an inventory list verifying the items that are located in his/her classroom. At the end of the school year, each teacher will be responsible for the missing items. If a teacher leaves the school system, he must be cleared through the media center for the inventory of items in the classroom.

A final accounting is made to the principal who in turn makes the report to the central office. A report of lost, damaged, destroyed or stolen property form (employee tab on website) must be completed. A police report must be attached if the item is worth \$200 or more.

100% TOBACCO FREE SCHOOLS POLICY

As of July 1, 2009, the 100% Tobacco Free Schools Policy is in effect for the Jefferson County School System. The policy forbids tobacco use in school buildings, on school grounds, in school buses or other vehicles used to transport students and at off-campus school sponsored events 24 hours a day, seven days a week. The policy also utilizes components such as youth groups, surveys, signage and media campaigns to educate students about the health risks associated with cigarettes and smokeless tobacco. Through this policy, the Board of Education is committed to identifying cessation programs and options for students and staff that want to stop smoking and/or using tobacco products.

Increasing the number of 100% Tobacco Free schools is a top priority with DHR's Tobacco Use Prevention efforts. The Jefferson County Board of Education worked with the East Central Georgia Health District and the Jefferson County Health Department in the development of the 100% Tobacco Free Schools Policy. The policy has been shown to be one of the most effective ways of reducing the start of tobacco use among the nation's youth. Also, according to the Centers for Disease Control and Prevention (CDC), implementation of the policy is a best practice for tobacco control.

For more information about the 100% Tobacco Free Schools Policy or tobacco use prevention, please visit online at <http://health.state.ga.us/programs/tobacco/index.asp> or call (404) 657-6611.

PRE-K, KINDERGARTEN, AND FIRST GRADE

A copy of the birth certificate must be presented before a child may enter Pre-K. A child must be four (4) years of age on or before September 1 to be admitted to Pre-K; a child must be five (5) years of age on or before September 1 to be admitted to kindergarten; a child must be six (6) years of age on or before September 1 to be admitted to grade one.

PREPLANNING AND POSTPLANNING WEEKS AND PROFESSIONAL LEARNING DAYS

Most employees work on a 190 day schedule which includes preplanning and postplanning days and professional learning days.

A schedule of work is arranged for preplanning week including county-wide teacher meetings and meetings of building faculties and departmental groups. For postplanning, a schedule of work is arranged for completion of records, reports, inventories, requisition of supplies for next year, and evaluation of the year's work.

Professional learning days are used for a variety of activities depending on the needs of the system and local schools. Employee suggestions of worthwhile activities for these days are encouraged and should be made through the principal.

PROFESSIONAL LEARNING

Implementation

In order to implement effective professional learning, district and school strategic improvement plans/goals are based upon annual needs assessment. Professional learning needs are prioritized at the district and school levels based on data (from the annual needs assessment).

Documentation is provided at the successful completion of professional learning activities. Professional learning units (PLUs) are based both on contact hours of instruction and verification that the intent of the instruction has been implemented on the job and/or mastery was obtained. District and school leaders monitor implementation and fidelity of professional learning.

PROFESSIONAL ORGANIZATIONS

Membership in professional organizations in the Jefferson County School System is left to the discretion of the individual teacher. The organizations include Educators First, NEA, PAGE and GAE.

REQUIRED IMMUNIZATION AND HEALTH SCREENING

All students must present full and complete immunization records before or on the first day of school. All students are required to have eye, ear, and dental examinations as well as scoliosis screening.

RETIREMENT

All employees are required by Georgia Law to be a member of a Retirement System. Instructional staff and secretaries will have 6% deducted from their monthly gross salary and any summer employment for the employees' contribution to the Teacher Retirement System (TRS). The Jefferson County School System contributes 20.78% toward retirement. Classified Personnel (except secretaries and paraprofessionals) hired after July 1, 2012 will pay \$10 per month and employees hired before

July 1, 2012 will continue to pay \$4.00 per month to the Public School Employees Retirement System for 9 months (September-May).

New employees must set up an online account and designate beneficiary(ies).

Upon termination from employment prior to retirement, a member may request and receive a refund of contributions previously made to the retirement system.

A refund can only be made if the member is no longer employed in a position covered by the Teacher Retirement System. A transfer from one Georgia public school system to another does not constitute a break in service and a refund will not be issued.

In the event a member has at least 10 years of creditable service, he/she has a vested right to monthly benefit at age 60. If a member has 10 years service and has terminated employment, the account may be "frozen" and application for monthly benefits may be made two months prior to the 60th birthday. If the member is already 60 and has 10 years creditable service, the member is eligible for a monthly benefit at this time and should contact the Board of Education office immediately. Once funds are withdrawn, rights to a monthly benefit are forfeited.

All unused sick leave will be applied to service time upon retirement (based on formula provided by the state) for employees retiring on and after July 1, 1998. TRS only.

SOCIAL SECURITY

The Jefferson County School System does not participate in the social security program for teachers and secretaries. Employees who wish to participate in the program will view this as an individual responsibility. Teachers and secretaries hired after March 1, 1986, pay 1.45% for Medicare benefits. Retired teachers who are teaching part-time must pay 1.45% for Medicare benefits.

*SSA-1945 Form required

STUDENT ABSENCES

In grades K-8, students must be present 164 days and miss no more than 16 days.*

In grades 9-12, teachers shall keep accurate attendance records for each class period and each such class period shall be treated independently. For each semester block, the student must be present 82 days and miss no more than eight days.*

* Exceptions may be made by the Board of Education upon the recommendation of the principal and the superintendent. (Exceptions shall not be made for student pregnancy.)

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a small multidisciplinary work-group or team designed to utilize to the fullest the in-house skills, expertise, and resources of a given school in the identification, assessment, and educational programming for any student experiencing difficulties within the school environment. Its objectives include early identification and intervention and remediation. The SST process individualizes and tailors assessment and educational programming to the individual student's unique learning style, strengths, weaknesses, and learning environment. Services are provided to students, teachers, and parents.

The following question/answer statements may aid in clarifying the purpose and function of the Student Support Team:

Q: Is the SST a part of the Special Education Program?

A: No. The SST is a part of the Instructional Program of the school as designated by the State Department of Education.

- Q: Who may serve on the team?
 A: The principal, assistant principal, high school counselor, classroom teachers, parents, and/or anyone with pertinent information or interest in the child's welfare.
- Q: Who should NOT be regular members of the group?
 A: Special Education teachers (may serve as consultants to the group).
- Q: What type of student should be referred to SST?
 A: Students experiencing problems academically, physically, emotionally, or medically. These problems do not have to be so severe that the child will ultimately become a special education student. Most students who are served by the SST should be those who can -- with certain "intervention strategies" -- function successfully in the regular classroom. It may include some of our brightest students who are not achieving as they should.
- Q: May any student be referred directly for Special Education evaluation?
 A: Requests for evaluations may be made directly by parents, doctors, etc. However, IDEA 2004 requires that pre-referral interventions are documented before consideration of special education services.
- Q: Who may refer students to the SST?
 A: Any teacher, parent, or administrator who works with the student.

STUDENTS' INSTRUCTIONAL FOLDERS

The following folders should be maintained at each school:

SST folders (yellow) – open and closed are kept in office – send the folders to the next level school when the students move

Instructional folders (red) – keep at least the information listed below (as it pertains to your grade levels) as long as the students are attending your school. When the folders are sent to the next school, weed the information as listed.

- GKIDS - weed
- Work samples – weed
- Grade 3/5/8 State Writing
- Exams (optional) – weed
- Copies of birth certificate, immunization, health screenings (all optional) - weed

LEP folders (green) – keep in the office – forward to new school

Special Education folders (blue) – forward to new school – if a student is tested and does not qualify for special education, place that information in the SST folder

504 folders (violet) – forward to the new school, accommodations may be copied and placed in instructional folder

Permanent folders (buff) – keep in office

- Registration/enrollment form
- Birth certificate
- Immunization
- Hearing, vision, dental screening
- Middle school and high school transcripts

TAX-SHELTERED ANNUITY

Tax-sheltered annuity programs offered by Lincoln National Life Insurance Company, Reliastar Insurance Company, and Corebridge Financial (VALIC) are available through payroll deduction. An employee can enroll or make changes only one time a year. For further information see the building administrators.

TEACHER PARAPROFESSIONALS

Jefferson County employs paraprofessionals in the following areas:

1. Title I (reading and math)
2. Pre-K and Early Elementary
3. Media Center and Book Room
4. Special Education
5. Technology

All paraprofessionals must meet the federal guidelines. Each person hired after January 8, 2002, must have an associate's degree, two years of post-secondary education, or a passing score on a federal or state test.

TEACHER REPORTING REQUIREMENT

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

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

The grievance procedure for filing such complaints shall be as follows.

- a. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.
- b. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
- c. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance.
- d. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of School for approval.
- e. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who

- initiated the complaint.
- f. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Jefferson County Board of Education.
 - g. Should the Jefferson County Board of Education fail to agree, the complainant may appeal to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

TRANSFER OF TEACHERS

Teachers wishing to transfer to other schools within the county should make it known to the appropriate principals and in writing to the superintendent. Requests should be made during the contract period for the next school year.

TRAVEL REGULATIONS

The State Auditor and the Office of Planning and Budget set the statewide travel regulations. These regulations determine if meals may be reimbursed. The Jefferson County Board of Education requires a request to travel form (Professional Leave/RTT) to be submitted and approved by Principal, Coordinator, and Superintendent before travel will be reimbursed. This is needed in order to reserve funds for payment. Travel should be turned in the day after returning to insure timely payment. The JCBOE's travel reimbursement form has a tab that details these regulations. The reimbursement for mileage is based on the current state reimbursement rate. When overnight stays are necessary, individuals are encouraged to look for and request the most economical rates available. Local hotel/motel excise tax will not be reimbursed. Personnel may obtain a tax-exempt form from the school or county. **Lodging receipts with a detailed listing of charges must be attached to receive reimbursement. Credit card receipts for the total amount of the bill are not acceptable.** If sharing a room, each person must request a bill at check-in. Lodging will not be prepaid by the system. The form on our website should be used for reimbursement. This will make all necessary calculations for you, if you enter all data correctly.

The travel form must be checked by the designated school personnel and signed by the principal. The completed travel form should be turned in to your school office the day after the trip takes place.

An agenda of the conference must be attached to the travel form in order to receive travel funds.

Travel reimbursement requests are due in the county office no later than the 10th day of the month following travel. Expenses submitted in excess of 60 calendar days may not be reimbursed.

To access the forms please go to the following link: <https://www.jefferson.k12.ga.us/Page/995>

July 2024

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Acts 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 Jefferson County Board of Education does not discriminate in any educational programs or activities or in employment policies.

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

Perkins Act – Stacy Arnold, Assistant Superintendent

Title VI – Phrashunda Hudson, Director of Special Education

Title IX – Michael Lewis, Director of Testing

Section 504 and ADA – Phrashunda Hudson, Director of Special Education

Sports Equity Issues – J. B. Arnold, Athletic Director, Jefferson County High School

Inquiries concerning the application of the Perkins Act., Title VI, Title IX or Section 504 and ADA to the policies and practices of the department may be addressed to the persons listed above at the Jefferson County Board of Education, 1001 Peachtree St., Louisville, GA 30434, or call (478) 625-7626; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Jefferson County Board of Education not to discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or disability in any employment practices, educational programs, or activities. The Jefferson County Board of Education is an Equal Opportunity Employer.

Lesson Plans

Lesson Plans are expected to be prepared in Google Drive by Thursday by 5 p.m. Lesson plans are used as documentation and should reflect what is actually being taught in your classroom. All lesson plans must include the following: What I am Learning (standard), Why I am learning it, and How do I know I have learned it. It must also include an activator/opening, focus lesson, vocabulary, differentiation, and summary/closing. **Please submit your plans on time!**

Emergency Lesson Plans

1. Emergency Lesson Plans – Five (5) day plans should be turned in to the office by August 30, 2024 for all teachers. **These plans should be updated as applicable.**

Grades/EIP

- A. Teachers should collect data, conference minutes, etc. on all students who are EIP. This information will need to be turned in at the end of the year for each of those students. So please keep accurate documentation.
- B. Grades should be input in Powerschool weekly. Parents have access to the parent portal and are requesting to see grades frequently rather than at Progress Report or Report Card.

Loitering

All unauthorized persons loitering or causing a disturbance in or around the school should be reported to the principal immediately.

Paraprofessional
Lunch Duty
11:00 – 12:40

Monday: Jackson
Tuesday: Walker
Wednesday: Alexander
Thursday: Burden
Friday: Brown
(Lunch 12:45 – 1:15)

**Special teachers, Mr. Farmer, Mrs. Hall, and Mrs. S. Williams will monitor the cafeteria when available. **

When on duty, lunch should be eaten from 12:30 – 1:00

The responsibilities of the cafeteria monitors are:

- **To move about the cafeteria**
- **To watch, observe, and assist students during lunch**
- **To check or regulate the noise level in the cafeteria**
- **If for some reason you are not available for your duty time, please make sure you ask someone to cover for you.**
- **Behavior incentives will be given to well-behaved classes during lunch. This will assist in determining the class of the month.**

The lunchroom is a **Low Noise Zone Area.**

It is required that all teachers in grades Kindergarten through five (K-5) have thirty minutes of duty-free lunch (Code Section 20-2-218). However, at the discretion of the principal, a teacher may be asked to monitor his/her own class periodically. Monitors are assigned to the lunchroom during the lunch period. Teachers should walk their class to the lunchroom in an orderly manner. Students should be taken to lunch and picked up **ON TIME** after the thirty minutes of duty-free lunch.

Lunch Bills

All lunchroom bills must be paid in full each month. **Please sign in, in order to help with accounting for your lunch bill.** Adult breakfast - \$2.50 and Adult Lunch - \$5.00

Medication

All medications should be sent to the office/nurse and presented in a labeled prescription bottle. Our school nurse or designated personnel is in charge of all medication. Written instructions signed by a parent shall always be required. No medication shall be administered at school unless a current Medical Authorization Form has been completed and signed by the student's parent or guardian.

Objectives/Goals/Expectations

Morning Routine

1. Teachers should welcome/greet students at the classroom door at 7:30.
2. Students should be orderly when they come into the room.
3. Unpack bookbag.
4. Sharpen pencils.
5. Turn in homework at a designated place.
6. Begin Student Directed Independent Activity/posted announcements.
7. Students should read books that are on their Lexile level.
8. Morning Announcements
9. Set purpose for each lesson and emphasize daily behavior expectations and student performance objectives.
10. **Reference Standards and specify the essential question/"I Can Statement."**
11. **Follow instructional protocols.**

Closing Routine

1. Pack book bags.
2. Summary of the day's learning.
3. Review homework assignments.
4. Stand at the door and dismiss students.

Office Etiquette

Please refrain from gathering in the office for conversations, as visitors are frequent on campus and we must maintain a professional setting.

The secretaries will be glad to assist you in the office with your needs. Please check with them before entering the administrators' offices since you are unable to see if their offices are occupied. Administration has an open-door policy; however, please have the secretary announce your arrival.

Paraprofessionals

Paraprofessionals play a valuable role in the educational process. Effective use of

paraprofessionals increases student achievement. They allow teachers to expend on those students who require more help. The role of the paraprofessional may include; but is not limited to: Instruct a small group following teacher directed instruction, instruct small group using a teacher's lesson plan, monitor and assist during whole group instruction, assist with independent work activities, assist with classroom management, provide one on one tutoring, and give feedback to teacher regarding student progress and behavior. **All paraprofessionals are expected to be in their designated area by 7:30a.m. Breakfast must be eaten before class.**

Professional Learning Communities

Professional Learning Communities are required at Carver Elementary School. Teachers must collaborate on a weekly basis to allow teachers to be on the same page with the instructional standards taught that week. During PLC time it is the teacher's responsibility to participate productively, be respectful, share knowledge, be prepared, and be on time. The focus of PLC should be to increase student academic growth. The process will include looking at all students and ensuring that all student subgroups are making adequate growth. PLC notes should illustrate conversations, planning, and outcomes around the following questions:

*What is it we want our students to learn? (What should each student know and be able to do as a result of each unit, grade level, and/or content? These are your SMART goals and lesson plans)

*How will we know when each student has learned it? (Are we monitoring each student's learning on a timely basis? These are your assessments)

*How will we respond when some students don't learn? (What systematic process is in place to provide additional time and support for student who are experiencing difficulty? Analyze data and adjust)

* What will we do if they already know it? **PLC notes will be turned in to the principal each week.**

Recess: (Grades Pre-K - 5)

- Recess should be no longer than 10 to 15 minutes for grades k-5. **Students are not** to remain in your classrooms unsupervised. **Students are not** to be on the playground unsupervised. Place the time of recess in your schedule that will be turned in to the office and the schedule that is left in your rooms. **Recess should not be taken during extreme weather (hot/cold).** The playground area behind the gym will be used as a second designated playground area. Only one class per area is allowed at a time. Classes will not be blended. Administration will create a school-wide schedule. **The teacher and/or paraprofessional is to be on duty at all times!!!**

Report Cards

- Report cards are sent home every nine-week grading period.
- Report cards should be brought back signed, if not, notify parents after 2 days.
- Kindergarten, first, and second grades are standards-based report cards, a checklist of standards/achievements. Please scan a copy of report cards to yourself, Ms. Pam Johnson and Mr. Farmer each nine weeks.

- Third, fourth and fifth grades will assign report cards grades in math, language arts, science, and social studies. Semester grades are an average of 1st and 2nd 9-week grades and 3rd and 4th 9- week grades.

Reports/Data – Timeliness Accuracy

All reports and data will have established deadlines. It is required that requested information will be on time and accurate. Please adhere to the monthly calendar.

Restroom Schedule

- Please try and not congest the hallways during restroom breaks. Teachers should share the responsibility of efficiently taking their grade to the restroom. (For example: one teacher might handle the boys’ restroom, one the girls’, and one handle the hallway. After breakfast, there will be staff monitoring the restrooms to ensure social distancing and proper hand washing. Each class will have a designated time to go to the restroom. Teachers may send one student to the restroom at a time during class.

All teachers are to take students to the restroom before going to Specials.

Restorative Practices

Jefferson County schools are committed to implementing restorative practices for positive classroom management. To be “restorative” means to believe that decisions are best made and conflicts are best resolved by those most directly involved in them. The restorative practices movement seeks to develop good relationships and restore a sense of community within the classroom and school. **Students must be taught appropriate behavior. Please make classroom rules with your students on the first day of school.**

Restorative circles are to be conducted on Monday mornings and as needed in order to build community within your classroom. Circles can be used in diverse situations, including proactive circles for improving relationships and enhancing academics, responsive circles to solve problems and address conflict.

Rules and Regulations

1. Solutions for problems within the school should be sought by the faculty and staff. We must discuss problems constructively within the school rather than destructively in the community. Professionals do not engage in public discussions of a student, parent, teacher, or administrator or other employee of any school. Humiliating, derogatory or sarcastic remarks damage the reputations and credibility of the individuals involved. A good rule of thumb is to never say anything that you wouldn’t be able to explain in the newspaper or on television.
2. Please feel comfortable to share information with the principal and assistant principal including mistakes and concerns. It is very uncomfortable for the principal to be unaware of a situation and receive a phone call or visit from a parent/stakeholder.
3. No person may ever sign/clock in or out for another person. Variations in time schedule are handled only by the principal.

4. Avoid the physical punishment of children at all times. Physical force may be used only to the extent absolutely essential for restraint in the face of danger. Corporal punishment must never be used in the classroom by the teacher nor the parent.

5. Children should not be placed in the hallway as a disciplinary measure.

6. Personnel may only leave the building if the principal has been informed.

7. A class may not be left uncovered and unsupervised in the course of the school day. Emergencies can be handled by contacting the office or the teacher next door.

8. Money that has been collected should not be left in the classrooms, since the school nor the board of education does not take responsibility for its loss.

9. No child may be sent home in the course of a day without office authorization. No parent may pick up a child from class without office authorization (office pass).

10. Parent-teacher conferences should be scheduled and not held during class time.

11. No child is to be denied breakfast or lunch.

12. No drug or medicine may be administered by a teacher.

13. No instructional machine or equipment may ever be removed or borrowed from school without permission and receipt from the principal and media specialist.

14. No child should be kept in school beyond school hours without notification to parent or parental permission.

15. Do not park in front of the building to sign in.

16. Everyone is expected to be on time for work. A reprimand will be given when tardiness becomes an issue.

School Safety Plan

In order for students to learn and teachers to teach, there must be a safe environment. Carver has received funds from the Jefferson County Board of Education for a fence to protect against unwanted visitors through our back doors. The mobile unit has a radio/telephone available. The current plan will include the following:

- All gates will remain locked during the school day.
- All doors to classes will remain locked daily.
- All windows are to remain closed and locked at all times.
- If an emergency arises and the office is aware, they will announce the alarm code “Lock Down,” this is the signal to keep all students in class away from doors and windows. See Emergency Plan for more details. Custodians are asked to be posted on each hallway.
- **All visitors will have a pass.** Those visitors without passes that are not accompanied by an office staff member will be asked to return to the office.

Security of Room

If it is necessary for you to leave your class, tell students where you are going and tell them the name of the teacher you have asked to monitor them while you are out. **This Is A Must! You are not to leave your class unattended. You should not leave this responsibility on your fellow teachers for more than a few minutes; nor should this be a frequent occurrence.**

Social Media

Carver Elementary School takes no position on employees’ decision to participate in the use of social media networks for personal use on **personal time**. However; **use of social media for personal use during school hours is prohibited**. Further, please know that personal postings on personal time that reflect negatively or derogatorily on Carver Elementary or the Jefferson County Board of Education will be addressed. Therefore, when sharing any information via social media, employees must use sound judgment in their postings, be respectful in their commentary, and exercise professionalism in all communications. As employees of the Jefferson County Board of Education and Carver Elementary School, employees must be aware of the effect that their actions may have on their image as well as the image of Carver Elementary School. Please refer to the Code of Ethics for educators.

Social Security Numbers

Parents/guardians of students are asked to provide a social security number for the purpose of permanent records. If the parent/guardian objects to providing a social security number, a waiver form must be signed and filed.

Solicitation by Staff Members

Employees of the Jefferson County Board of Education are not to sell anything to, or solicit any money or other donation from other staff members, students or anyone else while on school property or at school events except when such activity is school sponsored, approved by the school principal and the Board, and results in all proceeds going to the general fund of the school and to be used for school activities approved by the school principal.

Employees of the Jefferson County Board of Education, while on school property or at school events are not to solicit signatures from students for any petition, resolution, position, paper, etc. without consent of the Jefferson County Board of Education.

STEAM

Each grade will be responsible for researching, planning, and collaborating on an activity for STEAM each month. Please make sure these activities are spotlighting the standards you are working on for that month. Student centered activities will be displayed quarterly.

Telephone Usage

- Telephones are for school and emergency use only. Please check with the office personnel before using the telephone at any time.
- Calls to parents should be made privately if at all possible.
- **All cellular telephones must be on silent/vibrate at all times. They should not be visible.**

Testing

All state and local mandated test materials must be returned to the School Testing Coordinator, Ms. Shanna Williams. Please do not send any testing information home with students or parents before prior approval from the School Testing Coordinator. **Please always be mindful of testing irregularities.**

Visitors / Sign-In / Sign-out

All visitors must report to the front office before visiting your classroom. This is for your protection as well as the students in your classroom. Please do not allow visitors in your room without an office pass. Visits for personal reasons are discouraged. If you are “visited” by an irate parent who disturbs your class, DO NOT engage in conversation with him or her. Refer

the person to the office immediately and/or send for the principal via the call back intercom system.

Workman's Compensation

Employees must report all accidents immediately to the office. You will need to fill out a workman's compensation form whether you feel it is serious or not.

****Failure to do so could bring serious consequences. ****

Carver Elementary School Committees

Courtesy/Sunshine Committee

Responsible for planning and coordinating school gatherings and staff celebrations

Brenda Alexander (chairperson), Cynthia Johnson, Pamela Johnson,, Mary Burden, Melonie Thompson, Phyllis Wilcher

Communication/Publicity Committee

Responsible for ensuring that events are published on media outlets

Amber Hall – Facebook, Cynthia Johnson – school sign and website,
Pam Johnson – school website, Sherika Hudson – Honor roll in newspaper

Red Ribbon Committee

Meet and plan activities for Red Ribbon Week

Theme: Send a Message. Stay Drug Free.

Shanna Williams (chairperson), Sherika Hudson, Ashley Woods, Almarene Walker

Special Events/Cultural Holidays Committee

Meet and plan ways to bring awareness to significant events/holidays.

Cynthia Johnson (chairperson), Shanna Williams, Cassondra Walker, Heather Lane, Brenda Alexander, Mary Burden, , Almarene Walker

Student Support Team (SST) Committee

Meet every nine weeks to discuss the students' progress in SST as well as testing accommodations.

Cassondra Walker, Shanna Williams, Melvin Farmer, Amber Hall, Marisa Hartley and teachers within grade level

Reading and Writing Committee

Responsible for planning reading and writing activities to motivate students as well as Reading Counts recognition (meet bi-monthly)

Heather Lane (chairperson), Cynthia Johnson, Sonya Spikes, Christie Glover

School Safety Committee

To evaluate school safety protocol.

Emily Chapman (chairperson), Shanna Williams, Brenda Alexander, George White, Pam Johnson, Amber Hall,

Helping Hands

To assist families within the community during unfortunate events as well as organize community service events

Phyllis Wilcher (chairperson), Alysia Mills, Almarene Walker,

Physical Education/Field Day Committee

To plan and coordinate culminating physical education activities for field day

Emily Chapman (chairperson), Melonie Thompson, Mary Burden,, Shanna Williams,

**Positive Behavior Intervention Support
(PBIS) Committee**

To discuss discipline protocols, data, assist teachers with behavior concerns, and plan student incentives. Will meet on third

Tuesdays

Heather Lane (Coach), Melvin Farmer, Shanna Williams, Lauren Dye, Emily Chapman, Sherieka Hudson

Jr. Beta Club Sponsors

Heather Lane and Cynthia Johnson

Spirit Committee

To plan exciting activities to boost student and staff morale.

Cassandra Walker, Heather Lane, Melonie Thompson, Brenda Alexander,

Mentor Teachers

To accumulate new teachers to Jefferson County and Carver Elementary School. County and school meetings will be held monthly for new teachers and those within the induction period.

Amber Hall, Sonya Spikes, Cassandra Walker

Assessment Team

Cassandra Walker, Amber Hall, Shanna Williams, Cynthia Johnson, Sonya Spikes, [Joanna Underwood](#), [Marisa Hartley](#)

Career Day Committee

To plan a career day that features various careers for grades 3-5

Shanna Williams (Chairperson)

Leadership Team

Melvin Farmer, Amber Hall, Shanna Williams, Cynthia Johnson, Heather Lane, Sonya Spikes, Cassandra Walker

School Improvement Team

Melvin Farmer, Amber Hall, Shanna Williams, Cynthia Johnson, Heather Lane, Sonya Spikes, Sherika Hudson, Cassandra Walker, Emily Chapman and other stakeholders.

Continuous Improvement Team (CIT)

Melvin L. Farmer, Cassandra Hall, Sonya Spikes, Amber Hall, Shanna Williams, and Cynthia Johnson,

Committee Meeting Dates:

Reading and Writing K – 5 – 2nd Thursday

Math Vertical Teams PK-2 3rd Tuesday;

Grades 2-5 – 1st Tuesday

Reading Vertical Teams K & 1 – 4th

Tuesdays; 2 – 5 – 1st Tuesdays

Science/Social Studies Grades 2 – 5 –

Monday (Monthly)

PBIS – 3rd Wednesday

I have read and understand the policies and procedures outlined in the Jefferson County Teacher's Handbook and the school's (Carver) handbook. I understand that it is my responsibility to comply with these policies and will notify the principal at any time that exceptions to these policies and/or procedures may occur.

Print Name

Signature

Date

