

# **2009-2010 FACULTY & STAFF HANDBOOK**



*“Meeting the Standards and Reaching Beyond”*

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**All schools in Talbot County School District are closed campuses. All visitors must report to the main office. Unauthorized person(s) found on school property will be prosecuted. (16-7-21 O.C.G.A.)**

## **Central Elementary / High School**

### **Mission and Philosophy**

#### **Mission Statement**

“Meeting the Standards and Reaching Beyond”

#### **Central Elementary/High School Belief Statements**

- Student learning is the chief priority of the school.
- Teachers are committed to the belief that the higher the standards, the higher the performance.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed learners.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school’s mission.
- Schools need to function as a learning organization to promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.

Good classroom management is a must for quality learning experiences to occur.

**Central Elementary – High School  
2009-2010**

**New Teacher Orientation**

July 21-22

**Pre-Planning**

July 23-28

**Student Return**

July 29

**Open House/PTA (3:30-7:00 pm)**

Aug. 6

**Labor Day Holiday**

Sept. 7

**GHSGT Retest**

Sept. 14-18

**GHSGT Writing Test**

Sept. 30

**1<sup>st</sup> Nine Week End**

Sept. 30

**2<sup>nd</sup> Nine Week Begin**

Oct. 1

**Teacher In-Service**

Oct. 2

**FTE**

Oct. 6

**Early Release/Report Card (1:00-6:00 p.m.)**

Oct. 8

**Intersession – Fall**

Oct. 26-30

**GHSGT (Winter Administration)**

Nov. 2-6

**Veteran Day**

Nov. 11

**Thanksgiving Holidays**

Nov. 25-27

**FTE**

Dec. 1

**EOCT**

Dec. 1-10

**2<sup>nd</sup> Nine Week End**

Dec. 16

**Teacher In-Service**

Dec. 17-18

**Christmas Holidays**

Dec. 17-Jan. 1

**Teacher In-Service**

Jan. 4

**Students Return**

Jan. 5

**Early Release/Report Card**

Jan. 7

**Dr. Martin L. King Day**

Jan. 18

**8<sup>th</sup> Grade Writing Test**

Jan. 20

**President's Day**

Feb. 15

**GHSGT Writing Test**

Feb. 24

**FTE**

March 4

**3<sup>rd</sup> Nine Weeks Ends**

March 10

**4<sup>th</sup> Nine Weeks Begins**

March 11

**Intersession**

March 15-19

**GHSGT/3<sup>rd</sup> Grade Writing**

March 22-26

**Early Release/Report Cards**

March 25

**Spring Break**

Apr. 5-9

**CRCT Window**

Apr. 5 – May 7

**EOCT**

May 3-12

**Baccalaureate**

May 23

**Last Day of School**

May 26

**Post Planning**

May 27-28

**Commencement**

May 29

## Central Middle School

### Bell Schedule

Grades 6<sup>th</sup>-8<sup>th</sup>

7:30 a.m. – 8:05 a.m.	Homeroom/ (Breakfast and locker)
8:00 a.m. – 8:35 a.m.	Enrichment/Remediation
8:10 a.m. – 9:45 a.m.	1 <sup>st</sup> Block Class
9:50 a.m. – 10:50 a.m.	2nd Block Class
10:30 a.m. – 10:35 a.m.	6 <sup>th</sup> & 8 <sup>th</sup> Locker Break
10:35 a.m. – 10:40 a.m.	7 <sup>th</sup> Locker Break
10:55 a.m. – 12:25 p.m.	3rd Block Class & Lunch
11:00 a.m. – 11:35 a.m.	6 <sup>th</sup> Grade Lunch 7 <sup>th</sup> Grade Lunch 8 <sup>th</sup> Grade Lunch
12:30 p.m. – 1:40 p.m.	4th Block Class
1:45 p.m. – 2:55 p.m.	5 <sup>th</sup> Block Class
2:55 p.m. - 3:00 p.m.	Elementary/Middle Release (escort students to bus)
2:55 p.m.	<b>All walkers report to the cafeteria.</b>

**Central High School  
Bell Schedule  
Grades 9th – 12th**

7:30 am – 8:05 a.m.	Homeroom (Breakfast and locker)
8:05 am - 8:10 a.m.	Moment of Silence & Pledge
8:10 am – 9:40 a.m.	1 <sup>st</sup> Block Class
9:45 am – 11:15 a.m.	2nd Block Class
11:20 p.m. – 1:25 p.m.	3rd Block Class & Lunch
1:30 p.m. – 3:00 p.m.	4th Block Class
3:00 p. m. - 3:05 p.m.	High School Release

**Lunch is served from 11:30 p.m.-12:15 p.m. for students in grades 9<sup>th</sup>-12<sup>th</sup>.**

**Central Elementary / High School  
Faculty & Staff  
2009 – 2010**

Dr. Florence Reynolds, Interim Superintendent  
 Dr. Florence Reynolds, Asst. Superintendent, Finance and Personnel  
 Mrs. Tannette Saunders, Director of Federal Programs  
 Mrs. Cynthia Epps, Asst. Superintendent, Curriculum and Instruction  
 Mr. Edward Tymes, Sr., High School Principal  
 Mr. Rodney Hester, Middle School Principal  
 Mr. Kenneth Bonaparte, Elem. Principal  
 Ms. Gladys Doctrie, Instructional Specialist  
 Mrs. Gaytha Harris, Early Reading First Project Coordinator (Temporary)  
 Mr. Jerome C. Harris, Alternative School  
 Ms. Rosa Bell Hall, In School Suspension  
 Mrs. Thelma Blount, Nutrition Supervisor  
 Mr. Michael Ryles, Transportation/Maintenance/Security Supervisor

<b>Grade</b>	<b>Teacher</b>	
Pre-kindergarten	Ms. Niya Ferguson	
	Ms. Joyce Biggs	
	Mrs. Denise Walters	
Kindergarten	Ms. Synitra Horton	
	Mrs. Andrea Lauzon	
First	Mrs. Masooma Hasan	
	Mrs. Adrienne Chaney	
Second	Mrs. Catherine Walker	
	Mrs. Amber McDowell	
	Mrs. Regina Garrett	
Third	Ms. Wondalyn Bentley-Cotton	
	Mrs. Edna Dozier	
Fourth	Mr. Gloria Ramsey	
	Mrs. MaRhonda Towns	
	Mrs. Cheryl Barfield	

Fifth	Mrs. Debbie Gibson	
	Ms. Princess Walton	
	Mrs. Minyon Thornton	
Early Intervention Program (EIP)	Mrs. Ann Weaver	K-5 Eng./Lang.Arts
	Mrs. Sallie Nelson	K-5 Math
Sixth	Ms. Daphne Mathis	
	Mr. Steven Chambers	
	Mr. Frederick Cotton	
Seventh	Mr. Frederick. Cotton	
	Mrs. Jane Towns	
Eighth	Mrs. Regina Leonard	
	Mrs. Sara Street	
	Mr. Robert Johnson	
Middle School Career, Technical	Ms. Kimberly Hatcher	
Special Education	Mrs. Connie Gibson	
	Mrs. Brenda Horne	
	Mr. Henry Jackson	
	Mrs. Darlene Rucker	
	Ms. Annie Coleman	
	Ms. Lavian Wade	
	Mr. Joseph S. Gardner, 6-12	
	Mrs. Sherrill Whiddon, Pre-K	
English, 9-12	Ms. Gladwyn Davis	
	Ms. Daphne Michael	
Mathematics, 9-12	Ms. Leticia Cook	
	Mr. Otis Mathis	
Science	Mr. Calvin Epps	
	Dr. RaEll Foster	

Social Studies	Mr. Clayton Teat	
	Mrs. Brenda Martin	
Career, Technical & Agriculture	Ms. Joy Snellgrove	Agriculture
	Mr. Gertrude Huff	Business Information
	Mr. Clifton White	Technology
	Ms. Charla Black	Family, Consumer Science
	LTC. Kelvin Scott	JROTC
	SGM Leeroy Fountain	JROTC
	Mr. Jack Snellgrove	Work-based Learning Facilitator
Music / Fine Arts	Mr. Walter Emory	Music
	Ms. Terri Lander	Art
Physical Education	Mr. Tony Lamar	Elementary Gym
	Mr. Robert Jones	Middle/High Gym
Counselor/Youth Apprentice Coordinator	Mrs. Brenda Walker	
Coaches	Ms. Gladys Doctrie	Reading First, K-5 Eng., Lang. Arts
	Mrs. Barbara Dawson	K-5 Math
	Ms. Shrone Blackwell	6-12 Eng., Lang. Arts
	Ms. Tameka Taylor	6-12 Math
Speech Therapist	Ms. Jennifer Fisk	(Contract Services)
Media/Tech. Specialist	Mrs. Carol York	
Technology Support	Mr. Torrence Freeman	(Contract Services)
Clerical	Ms. Lillie Dillingham	High school
	Mrs. Marian Ford	Middle School
	Ms. Ka' Sonya Powell	Elementary

Attendance Officer	Mrs. Annie R. Epps	
Paraprofessional	Mrs. Patricia Thomas Mrs. Albert Bunkley Ms. Nikita Carter Ms. Nekisha Smith Ms. Vanessa Searcy Ms. Pamela Searcy Mrs. Rayneal Howard Mrs. Loretta Jackson Mrs. Ilene Jackson Ms. Cindy Trice Mrs. Katie Neal Mr. Andrew Hall Mrs. Lenora Adams-Horton Mrs. Theria Ferguson Ms. Freddie Jackson	
Central Office	Mrs. Teria McCrary	
	Mrs. Mildred Biggs	
	Mrs. Jannie Graham	
Bus Drivers	Mr. Winford Murrell	06-39
	Mr. Michael Smith	02-32
	Mrs. Theria Ferguson	08-42
	Mr. Alvin Parks	02-34
	Mrs. Katie Neal	07-18
	Mr. Ron Antley	04-36
	Mr. Roy Marshall	04-37
	Mr. Joseph Hixson, Jr	04-38
	Mr. William Carter	07-41
	Mrs. Minnie Smith	06-40
	Ms. Kimberly Glenn	02-33
	Mr. Pres Hall	
Cafeteria	Mrs. Thelma Blount, <i>Nutrition Director</i>	
	Mrs. Mary Seldon, <i>Manager</i>	
	Mrs. Charlie M. Whitehead, <i>Asst. Manager</i>	
	Mrs. Jerrylene Pugh, <i>Asst. Manager</i>	
	Mr. Dennis Collier	
	Mrs. Arie Davis	

	Mrs. Beverly Edge	
	Mrs. Eva Dozier	
	Mrs. Lovie Griggs	
	Mrs. Manda McCrary	
	Mrs. Margie Horton	
	Ms. Annie Harig	
<b>Custodial</b>	Mr. Larry Marshall	
	Mr. Larry Mays	
	Ms. Shiradene Stringer	
	Mrs. Mary Ann Dozier	
	Mrs. Cynthia Snelling	
<b>Alternative School Program</b>		
	Mr. Jerome C. Harris	
<b>In-School-Suspension (ISS)</b>	Mrs. Mary Lee	K-5 <sup>th</sup>
	Ms. Rosa B. Hall,	6 <sup>th</sup> -12 <sup>th</sup>
	Mr. Tracy Horton	
<b>Early Reading First</b>	Mrs. Gaytha Harris	Project Coordinator (Temporary)
	Ms. Elsa Bisset	Family Coordinator
	Ms. Norma Hood	Teacher
	Ms. Angela Thomas	Teacher
	Ms. Erica Chaney	Paraprofessional
	Mrs. Chris Dozier	Paraprofessional
	Mrs. Mary Hunt	Paraprofessional

**Talbot County Board of Education**  
**Annual Work Days – All Classifications of Employment**

**184 days**

Bus Drivers

**190 days**

Teachers

Paraprofessionals

Media Specialists

Media Clerks

Speech Therapist

School Food Service Workers

**200 days**

School Food Service Managers

**210 days**

Asst. Superintendents

Principals

Special Education Directors

Vocational Teachers

Attendance Officer

Counselors

**230 days**

Superintendent

Custodians

Maintenance Supervisor

Transportation Supervisor

School Nutrition Director

Secretaries

Central Office Staff

Note: Personnel attending conferences/work sessions/staff development/program learning opportunities on non-duty days in excess of those specified for identified personnel/positions will be reimbursed at \$150.00 per day unless performing as a consultant in a contract service capacity, and that would be the documented agreed upon rate when performing in an agreed upon capacity at subject session, otherwise the \$150.00 fee applies for all personnel working for the Talbot County School System/LEA If not grant specified the \$150 fee does not apply. Further, the maximum number of days allowed/approved/authorized for any Talbot County School System employee is 230 days.

## **Foreword**

This handbook is a supplement to the Talbot County School Board Policy Handbook, hence we subscribe to its philosophy, purpose and policies (including rules and regulation).

This handbook for teachers/faculty/staff/contract service personnel was developed to serve as a ready reference for policies and procedures. This handbook should be consulted frequently. Each teacher/staff member/contract service personnel is expected to be familiar with its content and with carrying out subject procedures as stated.

The handbook will be revised as often as necessary to ensure accuracy and flexibility. Updates will be made after being approved by the board and reflected in the official meeting minutes.

## **Nondiscrimination Policy**

**It is the policy of the Talbot County Board of Education not to discriminate on the basis of sex, race, creed, religion, national origin, disability, or handicap in its employment policies, educational programs or activities, under which it operates; and to honor all appropriate laws relating to discrimination.**

**Any inquiries may be directed to the listed designee:  
Dr. Florence Reynolds, Interim Superintendent  
Talbot County Schools  
Post Office Box 515/Tyler Street  
Talbotton, Georgia 31827**

## Ethics

Teachers should be ethical and professional in all student-teacher, parent-teacher, and teacher-teacher relationships.

Teachers should be courteous, fair and open-minded in all situations that arise and slow to pass judgment until all the facts are clear.

A teacher should never criticize a fellow-worker nor tolerate unfair criticism about him/her from others.

A school problem should be discussed in faculty meetings or the principal's office and never carried outside the school.

Teachers should never discuss school problems where students can over hear, misunderstand and carry misconceptions home.

A draft of the proposed Code of Ethics for the Georgia teaching profession is located in the media center and office.

Note: Where applicable these ethics apply to all Talbot County School System employees, including contract service personnel and other non-certified staff members.

## **The Teacher's Creed**

I believe in boys and girls, the men and women of a great tomorrow.

I believe in the efficacy of schools, in the dignity of teaching, and in the joy of serving others.

I believe in wisdom as revealed in human lives as well as in the pages of a printed book, in lessons taught not so much by percept as by example, in the ability to work with hands as well as to think with the head and in everything that makes life large and lovely.

I believe in beauty in the schoolroom, in the home, in daily life, and in the out-of-doors.

I believe in laughter, in love, in faith, in all ideals and distant hopes that lure us on.

I believe in the present and its opportunities, in the future and its promises, and in the divine joy of living.

**Teachers & Staff**

**Duties**

**And**

**Responsibilities**

## **Duty Station Responsibilities**

1. Reporting Time: 7:30 a.m. – 3:30 p.m. (ON DUTY at 7:30 a.m.)
2. Be mobile in your area. Move around in order to be seen by the students.
3. Be accessible to the students in case you are needed.
4. Restrooms are potential problem areas. If your station is near a restroom, be seen frequently in and around the restrooms during breaks and the change of classes.
5. Each teacher is required to be in the doorway of their classroom to monitor the hall and their room during class changes.
6. No one is allowed in the school building after 7:00 p.m. unless cleared with the principal. This includes weekends and holidays. The principal will issue and assign keys. No one who is issued a key is allowed to loan nor reproduce a key to anyone without prior approval from the principal.
7. Paraprofessionals will only be paid for the time performing classroom duties.
8. Faculty/staff whereabouts will be known at all times, including contract service employees. Non-availability at on-site duty station requires advance approval from the superintendent for all personnel working under LEA, including those individuals whose pay and expenses are grant-supported/financed.

## **Extra Duties**

There are occasions when additional activities and monitoring are required at school, outside of the regular instructional day and teachers will be asked to participate. These activities may include, but are not limited to:

1. Hall and other area assignments before school, during and after school.
2. Chaperone for school activities when needed.
3. Bus duty (morning-evenings)
4. Breakfast and lunch.
5. Other duties as assigned by the principal (i.e. After-School Detention).
6. Extra curricular activities as assigned (Sports events, Miss. Central Pageant, Music and Art Concerts, Academic bowls, etc.)

## **Homeroom**

Homeroom period will meet from 7:30 a.m. – 8:10 a.m. Homeroom teachers have the following responsibilities:

1. Keep accurate attendance.
2. Call roll each day and in-put in the attendance data daily by 8:15.
3. Advise students on school rules and regulations daily.
4. When a student is absent three consecutive days or has nine tardies (3 days), complete attendance form and give to Attendance Office who will notify parents in writing and /or home visit. (Note: Schoolreach will be used to notify parents/guardians of daily absences)

## **Sixty Second of Quiet Reflection and Pledge of Allegiance**

Opportunity for students to participate in a period of quiet reflection for not more than sixty (60) seconds is provided. This time has been scheduled for 8:05-8:10 a.m. Please follow as closely as possible.

## **Announcements**

Information concerning up- coming events and other reminders may be issued through several sources:

1. P.A. System (Public Address)
2. Daily Bulletins (Daily Absentee List)
3. Special Memos
4. E-mail
5. Faculty Meetings
6. Announcement/Posters
7. All bulletin board items
8. School website <[www.talbot.k12.ga.us](http://www.talbot.k12.ga.us)>

All announcements must be approved by the principal before utilizing the above sources of communications and presented on an announcement form.

## Classroom Management

It is suggested that each teacher develop classroom management procedures. If these are clearly understood by students on the first day of school and reinforced regularly during the school year, fewer problems will develop in the classroom.

Suggested management procedures:

- **Fair, equitable, and clearly defined rules for behavior** (sharpening pencils, talking, seating, gum chewing, etc.)
- **Well planned classroom** – for each day’s class activity it is strongly urged that the major objective (s) for that day be posted so that students will be thoroughly informed of the reason for the day’s activity and will be more task oriented.
- **Clearly defined assignments** – Assignments should be more than a page designations. Students will be more responsive to assignments that lend to the attainment of current objectives. If credit toward nine weeks grades is to be given for homework or other written assignments, students should understand this from the outset. A well organized class syllabus is recommended for college prep.
- **Avoid student-teacher confrontation, if at all possible** – Teachers are adults; students are children. Teachers are professionals. No teacher should ever feel threatened by any student. No teacher should ever have to defend his or her actions to a student as long as the teacher uses the best professional judgment in dealing with the student. No teacher should ever feel the need to engage in a verbal battle with a student. Maturity, experience, and professionalism gives the teacher a natural advantage in any situation. No teacher should ever feel the need to flaunt his or her advantage over a student. Physical punishment is not used at this school, under NO circumstances.
- **Handling a minor maladaptive behavior within the setting of the misbehavior** – Each teacher is professionally in charge of his class. When minor misbehavior occurs, the teacher maintains his position of control when the problems are settled where they occur. Punishment is not the only means of settling problems – conferences and counseling sessions may help to prevent recurrences.

Once a discipline problem is referred to the office, it is assumed that the teacher involved has exhausted all remedial efforts. Actions taken by the administration will be according to school or board policies. Final decisions in such cases, therefore, rest with the administration. To refer a student for disciplinary action, complete the “Disciplinary Notice” and turn it in to the office.

Under no circumstances should a teacher use force (**or even touch**) in an effort to get an unruly student to the office.

## **Removal of Disruptive Student**

House Bill 605 has drastically impacted student discipline. One major area is that of teacher authority. Teachers have the authority to remove from their class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of student's classmates to learn. Before a student is removed from the class, the request will be reviewed by a Placement Review Committee to be rejected or upheld.

## **Discipline**

Classroom discipline is probably the largest and single cause of teacher and student frustration. Although well prepared teachers have infrequent problems, they do arise from time to time. It is the administration's belief that teachers strengthen themselves by handling their own problems whenever possible, but we pledge our support when the need arises.

Listed below are some suggestions for avoiding discipline problems:

1. Be prepared and respect students at all times.
2. Know your students as soon as possible.
3. Strive to make your classroom attractive.
4. Give clear, specific directions.
5. Study the seating arrangements and make changes when needed.
6. Stay with your students. Never leave your class without an adult present.
7. Move about in your classroom quietly and frequently.
8. Use a variety of teaching techniques and materials.
9. Use positive feedback whenever possible.
10. Check students' work often. Show interest in their achievement.
11. It is easier to loosen up than to tighten up you discipline once your class is "out of control".
12. Be fair at all times.
13. Don't make threats that you as a teacher cannot carry out.

When problems do arise in your class:

1. First make sure that the student understands what the problem is and allow the student a chance to get himself/herself out of the situation.
2. Teachers are expected to maintain discipline. Before a student is sent to the principal for disciplinary action concerning a minor offense, a teacher should have used the following measures to attempt to correct the situation:
  - a. Warning
  - b. Reprimand
  - c. Contact parents) by telephone (during planning, before or after school)
  - d. Change seating chart
  - e. Educational writing assignment

- f. Student-teacher conference
  - g. Refer to the counselor
  - h. Notes to parents signed and returned
  - i. Parent Conference
  - j. Probation period
3. When it becomes necessary to get outside help, send the student to the principal with a written explanation of the problem.
4. Additional measures available to the administration are:
- a. Continued investigation
  - b. Hold the student out of class in the office temporarily
  - c. Out of school suspension
  - d. Repayment of property damage
  - e. Conference with parent, student, teacher, and administration
  - f. Refer to legal authorities
  - g. Alternative education
5. Teachers should never pinch, paddle or strike a student.
6. When a student is suspended to ISS or out of school (OSS), an admission slip is required before he/she may re-enter classes.

### **Student Support**

Under certain circumstances and recommendation of the Student Support Team, a parent conference will be held to consider assigning a student to the Alternative Education Program.

## Lesson Planning

Effective and efficient use of instructional time is dependent on careful planning by the teacher. Each day or class period a teacher meets a given class, if that encounter is to be all it should be, the teacher should have given careful thought to answering certain questions.

1. What do I want the students in this class to be able to do as a result of the activities that I have for them to do today? When this question is answered, you will have identified your objectives for the day's lesson. Remember, these should be stated in terms of student behavior (e.g. The student will write a compound sentence) not in terms of what the teacher will do (e.g., teach students to write compound sentences).
2. What instructional procedures will I use to enable the students to reach the objectives I have identified? Will I lecture? Write example on the board? Use a handout for students to work from? Use a video? When this question is answered, you should have an "agenda" for the period – that is, a list of what will be done and the order in which the activities will be done. You might also include an estimate of the amount of time you anticipate spending on each activity.
3. What are the materials and equipment I will need to have ready when class begin? In answering this question you should assemble copies or descriptions of materials to be used. (e.g., handouts, study guides, transparencies, assignment sheets, etc., should be included in the lesson plans). Materials such as videos, textbooks, library books, laboratory equipment can be described or referred to.
4. What assignments will I have for my students? Will I give a homework assignment to follow the lesson? If so, include a copy of it in the lesson plan.
5. How will I determine if my students have attained the objectives I have for this period of instruction? Will I check orally? (Indicate How). Will I give a short quiz? (Include a copy of it).
6. Plans must be prepared and placed on desk during teacher's instruction.
7. Lesson plans will be checked every week on Monday and upon administrator's request. A copy of the plan should be submitted to the respective secretary by 12:00 p.m. Teacher instructions will be rated unsatisfactory when lesson plans are not available and used.

In summary, a lesson plan should include:

- State Quality Core Curriculum (QCC) Objectives/Standards
- Content (What is to be taught)
- Procedures (How the lesson it to be taught)
- Assignments for learners
- Evaluation techniques

## **Grading and Reporting System**

Grades will be recorded alpha-numerically on students' report cards and records.

The system of grading, for 1st – 12th, will be as follows:

A = 90-100	Excellent
B = 80 – 89	Above Average
C = 70 – 79	Average
F = 69 – 0	Failure

Progress reports will be based on the average of weekly and daily grades. Progress reports are sent home each mid-term of the grading period. Report cards will be issued every nine weeks. Semester grades are an average of two (2) nine weeks. (see calendar)

Parents who are concerned about the academic progress of their child/children are strongly encouraged to make an appointment for a conference with teachers and/or principal. Grade level conferences will be held grading period to provide parents an opportunity to discuss their student's progress.

### **Grading Procedure**

Teachers in grades 6-12 are to use the following procedures to evaluate students:

1. Final Tests	25%
2. Major Tests	30%
3. Quizzes	20%
4. Homework	10%
5. Classroom Participation and/or projects	15%

**Note:** The EOCT test will comprise 15% of the final semester grad in all EOCT designated courses.

### **Grading**

1. It is each teacher's responsibility to record grades on the grade sheet/grade book and Student Information System grade book program.
2. Teachers will complete a grade sheet for each subject. At the end of each nine weeks or semester, the number of absences from each class will be entered in the appropriate space on the grade sheet.
3. Each semester will consist of 18 weeks (90 days) 2-9 week grading periods.
4. Progress reports will be sent home at mid-term of each 9 week grading period. All students should receive a progress report. Teachers are to keep a copy of this progress report for their record.
5. Teachers will keep every student abreast his/her progress. Parent/guardian will also be notified.

6. Grade sheets should be neat and correct. All appropriate information should be included. (It must be bubbled neatly.) Check each grade sheet carefully before submitting to office.
7. Homeroom teachers will keep a copy of the report cards on file and the final report card in student permanent record.
8. Before an incomplete (I) grade is given, it must be cleared with the principal. An (I) should be given only in the case of an emergency. The administrator and counselor will make sure I's are made up in a reasonable amount of time.
9. Grades should be recorded through the final test for the nine weeks or semester.
10. Grade sheets must be verified and signed by teachers before reports cards are printed.

### **Student Honor Roll**

An honor roll will be published at the end of each nine weeks grading period. This is not an average point system. It will be an "A" or "A/B" honor roll. One grade lower than a B will eliminate a student from the honor roll. Those students who are enrolled in the High School Diploma Curriculum College Preparatory and the Tech Prep Curriculum with A and/or B grades and above will be recognized. There will be a teacher and a principal honor roll. The principal will recognize students that made all A's.

### **Daily Communication & Student Announcements**

All teachers will be assigned an EMAIL address however you may use your personal EMAIL address.

The school's communication (i.e. ISS, OSS) may be distributed daily in mailboxes and EMAIL

Daily information and announcements for students may be broadcast by the Technology Department. All announcements should be submitted and approved by the administration at least one day prior to broadcast.

### **Assembly Programs**

All assembly, honors, Miss. Central Pageant, graduations, Teacher/Support Person of The Year, retirement programs, and all other special school programs will be video recorded by the technology department.

### **Pay Periods**

Payroll checks will be distributed on the last working day of each month. Exceptions are made for Thanksgiving and Christmas holidays **ONLY**.

Payroll checks will be distributed from the school or mailed. Pick up time for checks from board office is 1:30 by appointed designees and distribution from site begins at 2:30. No check will be distributed from the board office, **NO EXCEPTIONS**, even during the summer months.

Salaried personnel will not be paid overtime. The administration may request advanced flextime. Salary personnel will be issued only 1 pay identification number and receive only one payroll check per pay period.

## **Duplication of Materials**

Teachers should give the materials to be duplicated to the office staff as early as possible (at least 24 hours in advance), to prevent rushing and to ensure that materials will be available when needed. Computers, reproduction machine, and other equipment will not be used for wedding programs, church programs, college courses, non-approved grants and other non-school business.

## **Textbook Distribution**

1. Record a number in each book. See grade level chair or department heads.
2. Record the student's name in each book issued.
3. Each book issued should be assigned and initialed by the teacher.
4. Complete a textbook distribution sheet for each class.
5. All excess books will be stored in the appropriate textbook storage rooms.

## **Showing Videos to Students**

All videos shown to students must relate to a planned lesson and be approved by the principal one week prior to showing. Instructional technology must be a part of lesson plans. Video material should not be rented and brought in for viewing at school.

## **Departmental Meetings**

Departmental meetings will be held twice monthly. All members of the department are expected to attend. Minutes should be taken and a copy of the minutes should be turned into the Principal. The minutes should include a list of present and absent members of the department.

## **Faculty Meetings**

Mandatory faculty meetings will be held on a regular basis. All faculty and staff members are required to attend these meeting. Time missed from required meetings will be charged in addition quarterly PTA meetings are required attendance.

The basic goals of faculty meetings will be to facilitate communication, to pool faculty resources to reach a solution to a problem, and/or improve operations. Monthly faculty meetings will normally be held each Wednesday after monthly board meetings, or as called, and in most cases will last not more than an hour. Graduation exercises are also required faculty meetings and will be treated accordingly. Assigned teachers will also attend school counsel and student counsel meetings as scheduled if appointed said responsibility.

## **PTA Meetings**

All teachers will attend all PTA meeting during the school year (see yearly schedule). Requests to be exempted from a PTA Meeting must be submitted to the principal in writing.

## **Educational Trips**

The Superintendent shall have the authority to approve education trips within a 75 mile radius. All trips beyond the 75 mile limit, or requiring expenditures by the Board of Education must be considered by the full Board prior to the trip date. All requests shall be submitted to the principal at least two weeks before the Board of Education meets and are expected to be included in the board agenda package prior to the board meeting date.

## **Teacher Dress Code**

Teachers are to dress as a professional at all times.

Faculty and Staff will wear school issued id badges for security reasons.

Neckties should be worn two/three times per week by male teachers.

Jeans and T-shirts are not permitted unless special provisions have been made and approved by the administration. Dress down days will be announced by the administration.

Tennis shoes should be worn only with proper attire. (Coaches only) Exceptions allowed for wearing tennis shoes are medical reasons, field trips or special activities.

Jogging suits, sweat pants and/or physical education uniforms are permitted for physical education teachers **only**.

Shop teachers are permitted to wear jeans due to the type of work involved.

Physical education instructors and shop teachers are required to wear neckties at least once a week.

Shades are not permitted to be worn in the building.

Female teachers will not wear leggings underneath short/skirt/dresses.

Short suits are permissible (Shorts, jacket/sweater) Shorts should be no more than 2 inches from the knee.

Apparel prohibited for students is also prohibited for faculty and staff.

Denim jumper or skirts may be worn with blouses not T-shirts.

Sleeveless attire should be worn with the proper coverings.

## **Professional Courtesies**

Teachers will not hold classes (students) beyond the class limits as set by the master schedule. Students will be dismissed in sufficient time so as not to infringe upon the next teacher's class time.

If under special circumstances, a teacher detains students, causing them to be tardy for the next class, the delaying teacher will provide an excuse, explaining the delay to the receiving teacher.

Teachers will not send students off campus ..... THERE WILL BE NO EXCEPTIONS.

Teachers will greet students at the entrance to the classroom during the changing of classes and will assist with the smooth flow of hall traffic.

Instruction should last the entire class period. (Bell to bell instruction is expected daily; plan accordingly.)

Teachers will not send students on errands (to get sodas, ice, handouts, etc.)

## **Telephone Use**

The telephone in the office is for business only use. Long distance calls must be logged in the telephone log book. The telephone located in the reception area of the administration building is designated for teacher's use. Personal calls are not permitted. Abusers will be charged.

Teachers will not be called to the office to answer telephone calls unless it is an emergency. Telephone messages will be placed in teachers' mailboxes or delivered.

## **Hall Passes**

No student should be in the halls during class time. If it is necessary to send a student out of your class, be sure you give him/her a hall pass. Hall passes should state time left, destination, teacher's signature (issuing & visiting) and time returned. Students should be discouraged from going to the restrooms, locker and speaking to others during class time. There is ample time during lunch, before school and after school to take care of these activities.

## **Mailboxes**

Each teacher is provided with an assigned mailbox. Please check your box upon arrival to school, during your planning period, and before departure for the day. Students are not to be sent for teacher's mail as confidential materials may be placed in the box.

## **Parties**

Parties will not be held during the school day for grades 6-12. Grades K-5 are allowed two parties per year with principal's approval prior to holding the parties.

## **School District Employees/Use of Tobacco Products**

**Smoking is prohibited on all school campuses/properties and at all activities.** We are a **Smoke-Free and Tobacco Free Campus.**

## **Visitors**

All visitors must report to the main office for a "Visitors Pass". If you notice anyone on campus that you feel is unauthorized, please refer that person to the office or inform an administrator. Teachers should ask **all** visitors for a pass before they enter the classroom. Former students are not allowed to visit former teachers during the instructional day. Faculty and staff members are not to bring children to school nor visit the classroom (unless signed out) during normal duty hours. This includes In-service and Staff development days also.

## **Classroom Maintenance**

The custodial staff will do routine cleaning and maintenance jobs. Teachers should encourage students to assist in maintaining a tidy appearance to classrooms during the course of a day. For major repairs/maintenance requests, please indicate in writing the repairs needed and submit to the office. If you are not satisfied with the custodial work in you area, please notify the principal. However, it is the teacher's responsibility to ensure students pick up paper and debris that is left on the floor and under desks.

## **Custodial Request**

All custodial requests for assistance must be approved by the administration.

## **School Furniture & Equipment**

All school furniture and equipment will remain within the assigned rooms. Moving of equipment and /or furniture must be approved by administration. Lost or inappropriate destruction (damage) of assigned accountable property will be reimbursed.

## **Cafeteria Management**

1. Lunch is served from 11:00 p.m. to 1:15 p.m.
2. All students are required to go to the cafeteria during approved times whether they bring lunch or eat in the cafeteria. Students must be served even if they bring a lunch from home.
3. Students are asked to leave the cafeteria table and floor free of food and debris. Teachers should inspect areas to ensure proper cleanness.
4. All foods and drinks including fruits must be consumed in the lunchroom.
5. Eating in the corridors or classrooms will not be tolerated.
6. All teachers and aides in grades K-8 are required to accompany their classes to lunch for supervision.
7. Students should not leave the cafeteria unless accompanied by the supervising teacher.

## **Request for Sick Leave**

One and one-fourth days per month for a total of twelve and one-half days per year are allotted for sick leave.

Please observe the following procedures when requesting sick leave:

1. All teachers who know at least one day prior to absence will make request through the principal for substitute.
2. It is the teacher's responsibility to notify school of impending absence. We will assume that you will be present unless you notify us of your absence. (EX: If you call in sick on Wednesday, we will expect you back on Thursday unless you call).
3. After being ill for more than three days, a doctor's excuse is needed. Person taking unauthorized days will be docked in pay.
4. Request for professional leave must be submitted and approved by the principal prior to absence.
5. Teachers are required to leave lesson plans for substitute. When teachers fail to do so we lose a valuable teaching day.
6. Sick leave days may be accumulated in accordance to policy.

7. Teachers are expected to be at work everyday
8. Teachers are required to complete an absentee from the day he/she returns to school. Failure to do so will result in an absence counted as personal leave.
9. Requested leave should state purpose, otherwise it will be documented as personal leave.
10. Leave should be used for intended purpose. Sick leave time should not be taken for personal time.
11. All requested absences will be documented in advance, except for emergencies.

### **Notification of Absence**

For absences defined by policy, please notify administration and/or Mrs. M. Ford, Mrs. L. Dillingham, Ms. K. Powell, by 6:00 a.m. the morning of the absence. Bus drivers should contact transportation supervisor by 6:00 a.m. or 1:00 p.m. the day unavailable to drive. If at all possible specify at that time how many days you expect to be absent. Lesson plans are necessary for the substitute teacher. Faculty and staff are not authorized to take leave three (3) days before or three days after a holiday. This includes: Pre and post-planning, staff development days, annual and personal leave.

Absenteeism/tardies will be documented on the daily sign-in roster and will be forwarded to arrive at the central office by 8 a.m. daily. The responsible principal/director will authenticate the sign-in roster/log before faxing or bringing it to the central office. Personnel are expected to be present at their on-site duty station for work daily unless a request has been coordinated, submitted and approved in advance by the Superintendent for such a change.

### **Personal Leave**

Up to three (3) days personal leave (taken from sick leave) will be granted on due notice/request. During any school year, a teacher may utilize up to the maximum of three days of any accumulated sick leave for the purpose of absencing themselves from their duties for personal reasons; if prior approval of their absence is given by the superintendent. Requests must be made five (5) days in advance and coordinated with the appropriate grade level principal or program director before sending to the superintendent for approval IAW OCGA 20-2-851 and returned before departing on leave.

## **Substitute Teacher Folder**

In order for the school to continue to function as smoothly as possible when a regular staff member has to be absent, it is necessary that adequate preparation be made to cover absences. The substitute teacher folder should contain the following:

- A. A copy of teaching schedule to include homeroom and lunch period.
- B. Class rosters
- C. Lesson plans
- D. Absentee reports
- E. Seating chart
- F. Discipline referral forms
- G. Extra assignments

Folders must be updated when you are absent. Teachers will have five days (5) of lesson plans on file in the office. Folders will be monitored for compliance.

## **Employee Travel**

Travel vouchers must be turned in by the fifth day of each month. Travel vouchers must not exceed two months. Travel vouchers that are filed for a period of time longer than two months will result in loss of travel reimbursement for that month. Must be coordinated on in advance by principal (plus program director when grants are involved) prior to obtaining the superintendent's approval IAW OCGA 20-2-851.

## **Parking Procedures**

Faculty and staff will park in designated parking spaces. Park in the lot near the high school gym or in front of the building. Do not park on the grass near the building or in areas other than a parking lot. Parking decals should be displayed on front left/right windshield.

## **Grievances**

Any employee who has a complaint should first discuss the matter with his/her immediate supervisor/principal in an effort to resolve the problem informally. If the matter is not resolved, the employee will follow the procedure outlined in the Talbot County Board Policies. It is imperative that any employee with a complaint follow the procedure in an attempt to resolve it at the lowest level as rapidly as possible.

## **Human Relations Funds (Benevolence)**

This fund is designed to have money available to purchase flowers when a member of the faculty is hospitalized or for other purchases deemed appropriate by the faculty. Each faculty member is asked to contribute \$15 at the beginning of the school year. The money should be collected by the Human Relations Committee and given to the school office for deposit.

Participating faculty members and their counterparts will be recognized as follows:

1. Faculty
  - A. Three days illness/not hospitalized – Card
  - B. Five days illness/hospitalized – Potted plant/Fruit basket
  - C. Death-Floral of a representative nature
  - D. Wedding – Gift of a representative nature
2. Spouse
  - A. Hospitalization – Potted plant/Fruit basket
  - B. Death – Floral of a representative nature
3. Children
  - A. Birth – Gift of a representative nature
  - B. Hospitalization – Floral/fruit/toy(s) (pending age)
  - C. Wedding – Gift of a representative nature
4. Parent – Grandparents
  - A. Illness – Card
  - B. Death – Floral of a representative nature
5. In-Laws
  - A. Death – Telegram

Faculty and staff will not collect, pay, or plan activities on campus unless it goes through the benevolent committee and principal.

## **Student Accountability System**

Students are to be accounted for during all class time. Every student will be on a roll and will be checked daily at the beginning of each period.

At the end of the day a list of absentees per period should be submitted to the office before leaving school. Students' absences will be recorded on attendance cards.

Students absent from class will be summoned to the principal on the morning following the offense for policy enforcement.

Tardy students should be sent to the principal's office for an admission slip in the morning and the beginning of each class period.

Students will not be allowed to check out of school early without parental consent in writing and by phone. Parents/Guardians will be contacted by School Reach for student absences or any other reason that warrants.

## **General Media Center Policies** **(See Media Booklet)**

### **Purpose of Intent:**

The centralized area of the school is the school media program and the services rendered. The media program supports the entire school curriculum by providing services and by continuously updating and evaluating these services and materials to meet the needs of the clientele it serves. The media program must therefore provide successful learning experiences from a variety of media keeping the students and teachers foremost in mind.

### **Hours for Services:**

The center is opened from 7:30 a.m. to 3:30 p.m. The media center will be open after 3:30 on designated days (fund availability).

### **Use of center by individual or small group:**

The media center is accessible to both individual students and groups. Prior scheduling throughout the instructional day for whole class usage is required.

Teachers may send students/groups from each class for individual or group work. Students must present an official pass stating the purpose dated. The pass must be dated and signed by the teacher sending the student(s). Passes will remain with media personnel until students leave the media center. Students will leave the center only to return to class or for emergencies. All students will be required to leave the center five minutes prior to class change (bell time). This will allow students ample time to check out materials and return to class. Forms for this purpose will be provided.

When there is a need for an entire class or large group to use the center for a period, it is suggested that the teacher notify the media specialist at least twenty-four (24) hours in advance. The class must always be accompanied by the teacher, who must remain with and supervise the class the entire period.

Students and teachers are invited to turn in to the media specialist requests for books they would like to have from the library.

If books are needed that are not housed in our media center, your media specialist will make every effort to locate them from another library.

The media specialist is glad to help you when you need help. Never hesitate to ask for help. The media center is provided for you!!!

### **Media Materials:**

Each teacher/student will have an identification number on file in the center. The number will indicate all books checked out by each teacher/student daily. It will also indicate lost, overdue, and damaged books if such is the case. This card will be the property of the media center.

- a. Loan time for checked out books is 14 days for open shelves books for students in grades 7-

12 and 7 days for students in grades K-6. If a book is needed more than 14 days, the book should be re-checked or renewed. **Reference books are not to leave the media center.**

- b. Teachers are held responsible and accountable for all materials checked out in his/her name. Students are not allowed to check out materials for teachers. Anything leaving the media center must be signed for at all times.

### **Magazines**

Magazines must be used in the media center by students. Special permission must be given for overnight use. Teachers may check out magazines daily. Magazines should not be cut or torn and should be returned once you are finished with them.

### **Use of Audio-Visual (A-V) Equipment**

- A. Each teacher should fill out a request for A-V equipment twenty-four hours prior to the date needed. A teacher is responsible for all A-V equipment checked out in his/her name at all times.
- B. Please have all A-V equipment (not on long term usage) prepared to be stored in the A-V room by 2:45 p.m. daily.

### **Videotape Duplication Catalog**

A videotaping duplication catalog is housed in the media center. Videotape copies of materials listed in the catalog may be obtained from the resource center. This catalog may be checked out by the teachers for selecting this material. Please take advantage of this service.

### **Challenged Materials**

A form (Citizen's Request for Reconsideration of a Book) will be provided for complaints of library materials. A school level committee along with the media specialists will follow the outlined policy in the school system instructional media policy (on file in the Board Office) in handling complaints.

## **Clubs and Organizations**

All clubs and organizations at Central Elementary-High School will function on a self-sustaining basis. If funds are required to carry out activities, these funds must be provided by the sponsoring organization. No general activity funds will be used to subsidize activities of individual clubs and organizations. All fund-raising activities must be approved by the local board of education. Clubs and organizations will function in the name of Central Elementary/High School only if copies of the organization's bylaws have been reviewed and approved by the principal.

Clubs and organizations will advertise, solicit membership, and hold meetings on the Central Elementary-High campus only after official recognition by the principal.

All clubs and organizations will be scheduled to meet at least once a month. All meetings will be scheduled through the principal's office.

Night activities held on school grounds require police protection. Unless exempted by the principal, the organization sponsoring a night activity will be responsible for paying policemen for security on an hourly basis.

Any night or weekend activity which requires clean-up by the school's custodial staff will require that the sponsoring organization pay for such services or the organization will be required to clean up the school facilities.

The sponsor, principal, superintendent, and board of education must approve all club field trips. All field trips must be under the supervision of the sponsoring teacher.

## **Fund Raising**

The Talbot County Board of Education must approve all club(s) & organization(s) fund raising activities during the school year. All written requests of approval must be submitted to the principal who will submit them to the superintendent prior to or not later than the last day of the month for placement on the board's Agenda.

Activities and organizations not under the organizational structure of the school nor governed by school policies are prohibited from using school facilities or properties to generate funds. Any activity that generates a profit is considered a fundraiser

## Accounting/Purchasing/Selling/Soliciting

1. Monies collected by school employees and student treasurers shall be handled with good and prudent business procedures. The principal will maintain records that will provide accounting for all funds received, all funds disbursed, obligation created, property on hand and etc. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.
2. Activity funds are those funds or monies that pre-collected by the students or faculty. Activity funds include club funds, class funds, athletic funds, and annual funds. All funds raised by classes, clubs, and other organizations shall be turned in to the school office for deposit on the day collected.
3. Activity fund purchase will be made with local school purchase order(s). The purchase orders must be signed by the principal and the originator of the request. The originator of the request may also be the principal, but in most cases shall be the club sponsor, coach or teacher. All activity accounts shall be audited quarterly.
4. Activity fund purchase orders will be issued before goods and services are ordered. Teachers and other building employees will not make purchases without written approval of the principal. **Any person who makes purchases before obtaining approval from the principal will pay for the purchases.**
5. Personal material, goods, and supplies shall not be ordered in the school's name.
6. Receipts will be written for all monies received in the principal's office.
7. Teachers, sponsors, and student leaders will produce an audit trail for funds they collect. They will use the receipt book provided, or methods provided by vendors for pictures, student insurance, etc., or a signed listed method.
8. All funds turned into the principal's office will be deposited into assigned accounts.
9. A purchase order will not be written against an account unless there are sufficient funds within the account to cover the purchase(s).
10. Purchase orders must be completed before the first Monday in each month. Allow five (5) working days to receive and complete the purchase order process. When an emergency occurs, a written explanation is needed if a purchase is needed other than monthly.
11. Soliciting of contributions or selling to faculty, staff members, or students on campus is prohibited.

## Annual Performance Evaluation

### **O.C.G.A. 20-2-210 – Annual performance evaluation**

- A All personnel employed by local units of administration, including school superintendents, shall have their performance evaluated annually by appropriately trained evaluators. All such performance evaluation records shall be part of the personnel evaluation file and shall be confidential. In the case of local superintendents, such evaluations shall be performed by the local board of education. Certified professional personnel who have deficiencies and other needs shall have professional development plans designed to mitigate such deficiencies and other needs as may have been identified during the evaluation process. Progress relative to completing the annual professional development plan shall be assessed during the annual evaluation process. The state board shall develop a model annual evaluation of the Professional Standards Commission. The local units of administration are authorized to use the models developed by the State Board of Education.
  
- B. Any teacher who removes more than two students from his/her total class enrollment in any school year under subsection (b) of code Section 20-2-738 who are subsequently returned to the class by a placement review committee because such class is the best available alternative may be required to complete professional development to improve classroom management skills, other skills on the identification and remediation of academic and behavioral student needs, or other instructional skills as identified in a plan derived by the principal of the school in consultation with the teacher.

# Safety

## **Fire Drill Instructions**

1. There will be at least one fire drill per month while school is in session.
2. Practice drills may be held even during inclement weather.
3. Running during fire drills is prohibited. All students must exit in an orderly manner and teachers are expected to supervise students at all times.
4. Signal: Continuous long horn blast.
5. All Clear: The State Fire Marshall or the building principal will notify teachers and students when to return to the building. This may be a verbal sign or a long blast of the bell.
6. Fire drill evacuation plans are to be posted in each classroom, each office, and any other such area that is occupied by students.
7. Each teacher should brief each class on fire drill instructions.
8. Teachers should always take his or her record book during evacuation and check class attendance immediately upon reaching designated site.
9. Teachers are responsible for maintaining class control during fire and tornado drills.
10. Teachers will demonstrate the appropriate evacuation responses during each drill/practice.

## **Tornado Watch and Warning**

A tornado watch is issued when the possibility of tornadoes exists.

A tornado warning is issued when one has been spotted or indicated on radar.

A tornado watch will be indicated at Central Elementary – High by three (3) short blast of the fire alarms system.

A tornado warning will be indicated at Central Elementary – High by three (3) long blast of the fire alarm system.

There may not be time for a tornado warning before a twister strikes.

If a tornado strikes, all teachers and students should move immediately to the hallways without windows and lie face down. See diagram of Tornado Warning Areas.

## **Procedures for Handling Body Fluids**

The following procedures shall be followed for handling fluids if infectious persons are in attendance:

- 1 Hand washing with soap becomes a routine and recommended procedure in schools. This practice should apply to all students, teachers and staffs. This practice should include a ten (10) to fifteen (15) second hand washing with soap after handling blood and/or body fluids.
- 2 Blood and/or body fluids spills should be routinely handled using a barrier such as paper towels, plastic garbage receptacles or disposable gloves. Soiled surfaces should be cleaned promptly with disinfectant, such as household bleach, diluted, one part bleach to ten parts water. Persons involved in such cleaning should avoid exposure to open skin lesions or mucus membranes by the blood or body fluids. Cleaning implements such as mop heads should be cleaned thoroughly after clearing a blood and/or body fluid spill. Implements should be cleaned with detergent in hot water of 160 degrees Fahrenheit, rinsed, soaked in a one-part bleach to ten-part water solution, and rinsed again.
- 3 Any garbage (sanitary napkins, tampons) containing blood or body fluids should be placed in a plastic bag, securely fastened and disposed of properly.
- 4 Persons involved in the cleaning of facilities in which blood and/or body fluid spills (i.e. Feces, urine) occurred should wear gloves and follow routine hand washing procedures.
- 5 Persons responsible for the cleaning and maintenance of CPR mannequins and equipment should follow the guidelines established by the American Heart Association, the American Red Cross and the Center for Disease Control.

## **Emergency Situations**

Each teacher is responsible for keeping all students in his/her classes informed of the proper instructions. Keep Calm – Be Alert – Don't Panic.

**Emergency First Aid Plan**  
**Central Elementary/High School**  
**Talbotton, GA 31827**

Department \_\_\_\_\_

First Aid Contact Person \_\_\_\_\_

Ambulance Phone Number \_\_\_\_\_

**Minor First Aid Treatment**

- 1 Assess the situation; if no apparent medical attention is needed, give minor first aid.
- 2 Student should be advised that it is always safer to have injury checked by a physician.

**Injury or Sudden Illness**

In case of injury or sudden illness call or have another person call for an ambulance giving the following information:

- 1 Injured or ill person located at CEHS campus \_\_\_\_\_ building, street address, phone number, and name of person placing call.
- 2 Notify main office.
- 3 Obtain student's hospital and physician preference. While help is being summoned, give immediate attention to the following first aid priorities:
  - A. Do not leave student alone.
  - B. Ensure that the victim has an open airway and give mouth-to-mouth or mouth-to-nose artificial respiration, if necessary.
  - C. Control severe bleeding by applying pressure.
  - D. Loosen constricting clothing.
  - E. Do not move a victim unless it is necessary for safety reasons. Keep the victim in the position best suited to his condition or injuries; do not let him get up or walk about.
  - F. Protect the victim from unnecessary manipulation and disturbance.
  - G. Avoid or overcome chilling by using blankets or covers, if available. If the victim is exposed to cold or dampness, place blankets or additional clothing over and under him.
  - H. Determine the injuries or cause for sudden illness. After immediate problems are under control:
    1. Find out exactly what happened. Information may be obtained from the victim or from persons who were present and saw the accident, or saw the individual collapse in the case of sudden illness.

Look for an emergency media identification, such as a card or bracelet, which may provide a clue to the victim's condition.

3. If the victim is unconscious and has no sign of external injury, and if the above method fails to provide identity, try to obtain proper identification either from papers carried in a billfold or purse, or from bystanders, so that relatives may be notified. (It is advisable to have a witness when searching for identification.)

I. Above all, as a first aid person, you should know the limits of your capabilities and must make every effort to avoid further injury to the victim in your attempt to provide the best possible emergency first aid care.

Students are responsible for their own emergency and/or hospital expense if injured while on duty in the school or clinical area. Students may be taken to the hospital emergency room or own physician.

### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. All employees must complete two accident reports immediately after an accident and be examined by the school system's doctor. Employers are required to handle/report/respond to student accidents/injuries in a response and appropriate manner.

### **Student Illness**

All medication will be administered to students by the school nurse (see new policy). If a student is taking prescribed medicine, he/she is to register the medicine with the nurse and secure time slips to leave class in order to take medication. A doctor's permission slip and prescription will be required at all times.

If you have a student too ill to remain in class, send him/her (with hall pass) to the office and a decision will be made concerning the action to be taken. Otherwise, the nurse passes should be filled out and someone will come around to pick them up.

Kindergarten-12<sup>th</sup> Grade  
&  
Alternative School

Code of Conduct/Discipline Plan

Bus Conduct

2009 - 2010

***See Parent/Student Handbook***

### **Risk Management**

Risk Management is concerned with the prevention of any incident, event, or occurrence, which could potentially be hazardous to and/or threatens the health and safety of anyone while on school property. Any situation deemed potentially hazardous should be immediately reported to the appropriate school officials.

### **School Safety Zones**

School safety zones are established and are defined as “in, on or within 1,000 feet of any real property owned by the public or private schools” (16-11-127.1). This bill provides that it shall be unlawful for any person to carry, possess, or have under such person’s control while within a school safety zones or at a school building, school function, or school property or on a bus furnished by the school any weapon or explosive compound, other than fireworks. Violation is a felony punishable by a fine up to \$10,000.00, imprisonment for not less than two (2) years and not more than ten (10) years, or both. Weapons are defined and a list of exemptions for various individual is provided.

It is unlawful (20-2-1180) for any person to remain within the school safety zone when that person does not have a legitimate cause or a need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of high and aggravated nature (20-2-1181). Teachers or other employees of public or private schools are required to report reasonable cause belief that certain prohibited acts have been committed (20-2-1184). Several other subsequent reporting requirements are imposed with immunity from liability provided and punishment as a misdemeanor for willful failure to report.

### **Security Cameras**

Security cameras are located in hallways, outside the building and on some school buses. Information gathered from security cameras will be used to discipline students when necessary and when available.

**BEHAVIOR SUPPORT PROCESS  
REFERRAL FORM  
CENTRAL ELEMENTARY-HIGH SCHOOL**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_

How long have you known the student?

Is this student excessively absent/tardy?

Describe typical behavior in school.

Describe significant strengths (academic and/or behavioral).

Describe significant weaknesses (academic and/or behavioral).

Teacher Observation:

Have parent(s)/guardian(s) been contacted about the problem(s) indicated?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many times

How was contact made or attempted:

Date                      Form of Contact

Parental response:

Describe behavioral and discipline history (list specific code of conduct violations and consequences).

Date            Behavior                                      Consequence

Describe effectiveness of past discipline procedures.

What support services have the student previously received through the school setting?

Are other community agencies involved with the student and/or family?

Which agencies are involved and how?

Does the student have a current IEP or 504 Plan?

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Date                      Form of Contact

Parental response:

Describe behavioral and discipline history (list specific code of conduct violations and consequences).

Date            Behavior                                      Consequence

Describe effectiveness of past discipline procedures.

What support services have the student previously received through the school setting?

Are other community agencies involved with the student and/or family?

Which agencies are involved and how?

Does the student have a current IEP or 504 Plan?

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

**BEHAVIOR SUPPORT PLAN  
CENTRAL ELEMENTARY-HIGH SCHOOL**

Date: \_\_\_\_\_  
Teacher(s):

Case Manager assigned/phone number:

Support Plan Members

Agency Represented:

Student Behavior Goals:

Timelines:

Intervention Strategies to be implemented:

School and Community Resources and Responsibilities for Implementing Intervention Strategies:

Parent/Family Involvement for Implementing Intervention Strategies:

Behavior Support Follow Up: Date \_\_\_\_\_

## LEGISLATION/HOUSE BILLS/REFORM

### Bus Conduct

Descriptor Code: EDCB/JCDAD

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespect conduct toward the school bus driver or other persons on the school bus, and other unruly behavior:
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in the Code Section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit to instances when other code of conduct violations may require use of a student bus behavior contract. **Cross Ref: Also JCDAD**

## Medicines

**Descriptor Code: JGCD**

### Definitions

*Medication* – Medicine prescribed by a physician, dentist, podiatrist, or other individual authorized by Georgia law to prescribe medicine.

*Self-administration of asthma medication* – A student’s discretionary use of asthma medication prescribed for him/her.

A teacher or school designee may administer medication provided all of the following requirements are met:

- The medication must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and time of dosage.
- A written authorization must be signed by the student’s parent or guardian to allow the teacher or school designee to administer the medication.
- The teacher or school designee shall keep written documentation of medication administered.

School personnel shall not provide students with any medication except as authorized by this policy.

A student who has asthma may possess and use his/her asthma medication as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- While in before-school or after-school care on school operated property.

### **Other Legislation**

The 2000 Session of the Georgia General Assembly produced a hallmark in education legislation, the “A Plus Education Reform Act of 2000, “ (House Bill 1187). To ensure Georgia’s students ultimately acquire the skills they need to compete in the fast moving global economy, the Governor has made a commitment to public education. The expectation for high levels of academic achievement for **all** students is the catalyst of education reform in Georgia. For additional information about educational issues impacted by HB 1187, please monitor the following web sites:

- © A Plus Education – [www.ganet.org/governor/education](http://www.ganet.org/governor/education)
- © Georgia Department of Education – [www.doe.k12.ga.us](http://www.doe.k12.ga.us)

**Public computer use is available at the following sites:**

**Central Elementary-High School; Talbot County Public Library;  
Adult Literacy Center (GED classroom); and Family Connections Center.**

## **House Bill 656 – Education Reform in 2001**

**Www.gssanet.org.**

House Bill 656 passed the Georgia General Assembly on March 2001, establishing a number of new requirements and procedures as well as amending some of the provisions of the “A Plus Education Reform Act of 2000.” The purpose of this summary is to provide an overview of the most significant parts of the legislation included in House Bill 656.

- © **Alternative Education Program** includes grades Kindergarten to twelve. It is comprised of two components: alternative school and In-School-Suspension (ISS). The staff of each component is supervised by a certified T-6 school administrator.
- © **Early Intervention Program (EIP)** provides additional instructional resource to help students (grades K – 5) who are performing below grade level obtain the academic skills needed to reach grade level performance in the shortest possible time.
- © **Remedial Education Program (REP)** will continue in grades 9-12. Students in grades nine through twelve are eligible for remedial services if they meet two or more of the following criteria:
  - a) The student is eligible to receive Title I services.
  - b) Current test information indicates the student has scored below the twenty-fifth percentile.
  - c) Students in grades eleven and twelve who have taken and failed the Georgia High School Graduation Test are eligible in reading/writing or mathematics.
- © **Twenty Additional School Days** provide twenty (20) additional days of instruction for 10 percent of the students who are academically behind. The total hours of instruction must equal 120 hours and will be done summer and Saturday activities. Selection to the program is based on the norm-referenced test given in the spring. Students in Kindergarten who scored 35 percentile or below in the areas of reading, mathematics, and/or language and those in grades first – third that scored 30 percentile or below in the above areas are eligible.
- © **Social Promotion: Georgia State Board of Education provides for the elimination of social promotion** by the 2005-2006 school year. Social promotion is to be phased out over the next five years. Social promotion will be eliminated in the:
  - \* Third grade beginning in 2003-2004;
  - \* Fifth graded in 2004-2005; and
  - \*Eighth grade in 2005-2006.

However, at the local level social promotion is eliminated, except in extreme cases as administration decision.

**Promotion:** Promotion criteria established by the State Board of Education as follows:

- \* Third grade — students must pass the CRCT in reading and meet other state and local promotion standards.
- \* Fifth and eighth grades — students must achieve grade level on the

CRCT in both reading and mathematics, and meet other state and local promotion standards.

A Placement Committee (consisting of the principal or designee, parent/guardian, and teacher) will consider the appeals of the teacher or parent/guardian to retain a student. For special education students, the IEP committee serves as the placement committee.

- © **Middle School Organization**— Middle School is required to provide five hours of academic instruction daily. Remedial instruction will be a part of the five hours.
- © **Student Voter Registration – House Bill 372** requires that all public secondary schools provide each eligible student the opportunity to register to vote at his or her school during the month of April each year.

#### **Senate Bill 291– Expulsion Required For Physical Violence Against A Teacher.**

This bill defines physical violence and requires local board policies that provide for the expulsion of a student guilty of such against a teacher or other school official or employee. Provides that “physical violence” means:

- a) Making physical contact of an insulting or provoking nature with the person of another, whether intentionally or otherwise; or
- b) Causing physical harm to another, whether intentionally or otherwise, unless such physical contact or physical harm was in defense of him or her.

Further, it requires the board—and not a tribunal or hearing officer—to hold a hearing regarding the expulsion.

#### **Senate Bill 472 – Medication**

Boards must permit students to self-administer asthma medication.

#### **Senate Bill 161 – Visitors to Schools**

Visitors to the school must register at the school office.

- © **Local Board Policies on the following topics are housed in the media center and website – [www.gsba.com/policymanual/link/talbot](http://www.gsba.com/policymanual/link/talbot).**
  - a) Sexual Harassment — Policy JCAC/JGI
  - b) Discrimination — Policy GAAA (1)
  - c) Complaints & Grievances — Policy JCE (12)
  - d) Drugs & Reporting — Policy JCDAB/JCDAC

## **CHRONIC DISCIPLINARY PROBLEM STUDENTS ACT**

### **O.C.G.A. 20-2-764 ~ Definitions**

As used in this subpart, the term:

- (1) "Chronic disciplinary problem student" means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
- (2) "Expulsion" means expulsion of a student from a public -school beyond the current school quarter or semester.
- (3) "Suspension" means the short-term suspension of a student from a public school for not more than ten days or long-term suspension for more than ten days pursuant to Code Section 20-2-751. (Code 1981, ~ 20-2-764, enacted by Ga. L. 1995, p. 240, ~ 2; Ga. L. 1996, p. 6, ~ 20.)

**O.C.G.A. 20-2-765 - Notification of parent or guardian of chronic disciplinary problem student; observance of child by parent or guardian; attendance of conference with principal and/or teacher.**

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by certified mail with return receipt requested, by first-class mail, or by telephone call the student's parent or guardian of the disciplinary problem, invites such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. (Code 1981, ~ 20-2-765, enacted by Ga. L. 1995, p. 240, ~ 2.)

**O.C.G.A. 20-2-766 ~ Students returning from expulsion or suspension; notice to parents; conference with principal or teacher to devise disciplinary and behavioral correction plan.**

Before any student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by certified mail with return receipt requested, by first-class mail or by telephone at least one parent or guardian to attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal shall ensure that a notation of the conference is placed in the student's permanent file. (Code 1981)

## **ELECTRONIC PAGERS**

The following information is an excerpt from the Georgia Law Enforcement Handbook:

**(GCA – 32-883) Pupils prohibited from carrying electronic communication devices while in school**

**(GCA – 32-9934) Violations relating to carrying electronic communication devices by pupils while in school**

- (a) No local board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other unusual reasons approved by the board of education
- (b) Any student found in violation of provisions of this Code section shall be subject to placement in an alternative education program. (Acts 1989, p.1394; 2000, p. 618, eff. July 1, 2000.)

School district policy, state law and State Standard prohibit the use of pocket pagers, laser pointers, walkie - talkies, or electronic communication devices by students on their person, on school property, and school buses. Students found violating this policy will have these devices confiscated and turned over to the administration. Pagers, laser pointer and cellular phones will be held by the administration and may be returned at the discretion of the administration. Repeated violation of this rule will result in disciplinary actions.

## **V. CARRYING WEAPONS AT SCHOOL**

O.C.G.A. 16- 11 - 127.1 I - Carrying weapons within school safety zones, at school functions, or on school property.

(a) As used in this Code Section, the term:

- (1) "School safety zone" means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school or school board and used for elementary or secondary education and in, on, or within 1, 000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of post-secondary education.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser as defined in subsection (a) of Code Section 16-11-I06.

- (b) Except as otherwise provided in subsection (c) of this Code Section, it shall be unlawful for any person to carry or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.
- c) The provisions of this Code Section shall not apply to:
- (1) Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;
  - (2) Participants in organized sport shooting events or firearm training courses;
  - (3) Persons participating in military training programs conducted by or on behalf of the armed forces of the U.S. or the Georgia Department of Defense;
  - (4) Persons participating in law enforcement training conducted by a police academy certified by the Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;
  - (5) The following persons, when acting in the performance of their official duties or when en route to or from their official duties:
    - (A) A peace officer as defined by Code Section 35-8-2;
    - (B) A law enforcement officer of the United States government;
    - (C) A prosecuting attorney of this state or of the United States;
    - (D) An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm;
    - (E) A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20; and
    - (F) Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof;
  - (6) A person who has been authorized in writing by a duly authorized official of the school to have in such person's possession or use as part of any activity being conducted at a school building, school property, or school function a weapon which would otherwise be prohibited by this Code Section. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid;

- (7) A person who is licensed in accordance with Code Section 16 - 11 - 1 29 or issued a permit pursuant to Code Section 43-38- 10, when such person carries or picks up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school or any weapon legally kept within a vehicle in transit through a designated school zone by any person other than a student;
  - (8) A weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school; provided, however, that this exception shall not apply to a student attending such school;
  - (9) Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;
  - (10) Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
  - (11) The Attorney General and those members of his or her staff whom he or she specifically authorizes in writing to carry a weapon;
  - (12) Probation supervisors employed by and under the authority of the Department of Corrections pursuant to Article 2 of Chapter 8 of Title 42, known as the "State-wide Probation Act," when specifically designated and authorized in writing by the director of the Division of Probation;
  - (13) Public safety directors of municipal corporations;
  - (14) State and federal trial and appellate judges;
  - (15) United States attorneys and assistant United States attorneys;
  - (16) Clerks of the superior courts; or
  - (17) Teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle.
- (d) (1) This Code Section shall not prohibit any person who resides or works in a business or is in the ordinary course transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property, a school bus, or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

- (2) Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code Section.
- (3) This subsection shall not be construed to waive or alter any requirement for possession of weapons or firearms otherwise required by law.
- (4) The real property was being used for other purposes besides school purposes at the time of the offense; or
- (5) The offense took place on a school vehicle. (f) In a prosecution under this Code Section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area on or within 1,000 feet of the real property of a school board or a private or public elementary or secondary school that is used for school purposes or within 1,000 feet of any campus of any public or private technical school, vocational school, college, university, or institution of post-secondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code Section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county. This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.
- (g) A county school board may adopt regulations requiring the posting of Signs designating the areas within 1,000 feet of school boards and private or public elementary and secondary schools as "Weapon-free and Violence-free School Safety Zones." (Code I 98 1, ~ 1 6- 1 1- 127.1, enacted by Ga. L. 1992, p. 1315,~ 2; Ga. L. 1994, p. 543, ~ 1; Ga. L. 1994, p. 547, ~ 1; Ga. ~. 1994, p. 1012,~ 4; Ga. L. 1995, p. 1 D, ~ I 6.)

**Academics,  
Athletic,  
&  
Clubs**

## **Course Syllabi**

At the beginning of each semester (grades 6 -12), teachers will provide a course syllabus to each student enrolled in class. Since the syllabus contains an outline of the course content, grading procedures, expectations for behavior, and other pertinent information, it is important that students and parents read and discuss all syllabi.

## **Grading and Reporting System**

Grades will be recorded alpha-numerically on students' report cards and records. Although 70 is a passing grade, grades below 75 will not be recommended for college entrance.

The system of grading, for 1st – 12th, will be as follows:

A = 90-100	Excellent
B = 80 – 89	Above Average
C = 70 – 79	Average
F = 69 – 0	Failure

Progress reports will be based on the average of weekly and daily grades. Progress reports are sent home each mid-term of the grading period. Report cards will be issued every nine weeks. Semester grades are an average of two (2) nine weeks. (see calendar)

Parents who are concerned about the academic progress of their child/children are strongly encouraged to make an appointment for a conference with teachers and/or principal. Grade level conferences will be held grading period to provide parents an opportunity to discuss their student's progress.

## **Honor Roll**

An honor roll will be published at the end of each nine (9) weeks for students in grades 1st – 12th. This is not an average or point system but an all “A” or “A/B” honor roll.

## **Promotion and Retention, Kindergarten – Twelfth**

**Kindergarten:** Students must post a passing score on the State Mandated test (GKIDS) to be promoted to 1st grade. All decisions can be appealed to the placement committee.

**Grades 1 & 2:** Students will be retained in grades 1 and 2 based on whether or not the student is below grade level in Reading, student has unsatisfactory yearly averages in two or more subjects, and has made unsatisfactory scores (below 30% -NPR) on one or more standardized tests.

**Grade 3:** Students must demonstrate acceptable performance in reading skills on the CRCT tests. (“Acceptable performance” is defined as a score at or above the minimum performance level-30th percentile-on both the reading and mathematics tests.)

**Grades 4 – 8:** Students will be retained if they have failing yearly averages in two or more academic subjects (math, reading, science, social studies, English, or exploratory classes [6th – 8th only] and fail to achieve grade level on the CRCT in both reading and mathematics.

**Daily attendance is of utmost importance to the student. In order to receive credit and to be promoted to the next grade, your son/daughter must be present a minimum of 80 days per semester. All days absent are counted whether excused or unexcused.**

**Talbot County Board Policy (IHE) - Grades 4-6 -** Students will be retained if they have failing yearly averages in two or more academic subjects (Math, Reading, Science, Social Studies, or English). In accordance with promotional procedures a student may be placed in the next grade if the student is in a Special Education Program. A student will not be retained more than one time per grade, K-6. All recommended retention K-6 shall be finalized by a committee.

Individualized Education Programs (IEP) for handicapped students shall establish standards for promotion. In accordance with promotional procedures a student may be placed in the next grade if the students are in a Special Education Program.

**Grades 9 – 11:**

<u>For Entering Freshmen, 2008</u>	
To progress to 10th	6 units
To progress to 11th	14 units
To progress to 12th	21 units
To graduate	28 units

**Grade Point Average (GPA)**

The following system of quality points will be used when calculating the Grade Point Average (GPA):

College Prep Classes

A = 5 points
B = 4
C = 3
F = 0

Other Classes

A = 4 points
B = 3
C = 2
F = 0

## **Student Requirements for Graduation**

**Any parent (or student) may see their minor child's (or own) permanent record folder by coming to the counselor's office any school day from 8:30 a.m. – 3:00 a.m. No appointment is necessary. Parents are strongly urged to monitor their child's academic progress.**

Multiple requirements for high school graduation include the following:

- I. **ATTENDANCE**-Any student who misses more than 7 times in any class that meets for 90 days shall not receive credit. This includes absences and an accumulation of tardies.
- II. **CARNEGIE UNIT**-A Carnegie unit of credit for graduation shall be awarded to students only for successful completion of state approved courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school.

A course shall count only once for satisfying any Carnegie unit requirement for graduation. The same course cannot be used to satisfy a Carnegie unit requirement in more than one core area of study.

Remedial unit credits must be included among the elective unit credits. State required unit credit must be awarded for courses, which include skills and concepts generally considered to be secondary school education levels of performance. Developmental special education courses are not considered remedial.

- III. **STATE ASSESSMENT REQUIREMENTS** – Students must satisfactorily meet the requirements for 11th grade assessment.

**Students who satisfy all the multiple requirements for graduation will receive a high school diploma. The high school certificate will be awarded to students who don't complete all of the criteria for a diploma but who meet all requirements for attendance and Carnegie units.**

One diploma will be issued with a choice of four seals, the College Preparatory (CP), the College Preparatory with Distinction (CP+), the Technology/Career-Prep (TC), and the Technology/Career-Prep with Distinction (TC+). Distinction seals have additional requirements. The Special Education diploma will depend on completion of the IEP.

<b>CORE AREAS OF STUDY</b>		<b>CP</b>	<b>CP+</b>	<b>TC</b>	<b>TC+</b>
I.	English/Language Arts*	4	4	4	4
II.	Mathematics*	4	5	3**	4**
III.	Science*	3	4	3	4
IV.	Social Studies*	4	4	4	4
V.	Health & Physical Education	1	1	1	1
VI.	Computer Tech and/or Fine Arts and/or Tech/Career Prep and/or Foreign Language	1	1	1	1
VII.	Foreign Language*	2	2	0	0**
VIII.	Tech/Career Prep Units***	0	0	4	4
IX.	Locally required or elective units	9	9	3**	4**
X.	State Electives from Core Courses (*) and/or Fine Arts	0	2	0	1
<b>TOTAL UNITS (MINIMUM)</b>		<b>28</b>	<b>30</b>	<b>28</b>	<b>30</b>

\* **Core Course**

\*\* **Tech/Career-Prep**

\*\*\* **Tech/Career Prep**

College Preparatory Program (**CP**) - a program of study requiring 28 Carnegie units as specified by the State Board of Education. Completion of this program is signified by a high school diploma with a College Preparatory Seal.

College Preparatory with Distinction (**CP+**) - a program requiring 30 Carnegie units and a grade point average in the Core Courses of 3.0 or above on a four point scale or 80 numeric grade point average or above as specified by the State Board of Education. Completion of this program is signified by a high school diploma with a College Preparatory Seal of Distinction.

Technology/Career-Preparatory Program (**TC**) – a program of study requiring 28 Carnegie units as specified by the Georgia Board of Education. Completion of this program is signified by a high school diploma with a Technology/Career-Preparatory Seal.

Technology/Career-Preparatory with Distinction Program (**TC+**) - a program of study requiring 30 Carnegie units and a grade point average in the Core Courses of 3.0 or above on a four point scale or 80 numeric grade point average as specified by the Georgia Board of Education. Completion of this program is signified by high school diploma with a Technology/Career-Preparatory Seal.

## **Class Ranking for Graduation**

- © The unofficial class ranking for the Top Ten/Honor students for high school graduation will be computed at the end of the first semester. Student's cumulative averages will be computed from the ninth grade through the first semester of the senior year.
- © The official ranking will not be calculated until the final grades (cumulative averages) are computed for the second semester of the senior year
- © Graduating seniors must possess at least a 3.5 GPA to qualify as an honor graduate, and they must have passed all parts of the Georgia High School Graduation Test. Anyone failing to reach any of these two requirements will not be distinguished as an honor graduate.
- © Student(s) must have been enrolled in Talbot County Schools for at least four consecutive semesters prior to graduation.

## **Valedictorian, Salutatorian, and Top Ten Seniors**

- © A selection committee will meet to compute, list, select and announce the Valedictorian, Salutatorian and Honor graduates.
- © To qualify as the valedictorian/salutatorian of the senior class, the honor graduate(s) must possess at least a 90 average.

## **Minimum System Admissions Standards for 2008 Freshmen**

Research Universities– The University of Georgia

16 CPC units

+ 4 additional academic units

Freshman Index of 2500

Regional Universities-Georgia Southern University or Valdosta State University

16 CPC units

+2 additional academic units

Freshman Index of 2040

State Universities and Colleges– Fort Valley State University or  
Southern Polytechnic State University

16 CPC units

+2 additional academic units

Freshman Index of 1940

Two-Year Colleges-Georgia Perimeter College

16 CPC units

Freshman Index of 1830

## Technical Institutes

- © The Department of Technical and Adult Education sets the standards for admission to the technical institutes in Georgia
- © SAT and ACT test scores are accepted for admission provided the scores meet the minimum requirement set by the institution.
- © ASSET is the state-mandated placement test for entrance into technical institutes. Remember that students may exempt the ASSET test if their SAT or ACT test scores meet the minimum requirement set by the institution.
- © Additional criteria may be set by individual institutes

*\*\*The Freshman Index will be based on a combination of a student's SAT (or ACT) score and their high school grade point average. This formula will provide a better look at a student's potential for college success than just SAT scores or a high school grade point average considered separately.*

## Testing Programs

The following tests are administered to the students during the school year with the exception of the SAT/ACT tests.

- © **GKIDS** – a state administered test given to kindergarten students three (3) times during the school year. The test is given in the fall, winter and spring of the year.
- © **GHSGT** – Georgia student graduation test given in the fall and spring of the school year. Students who are juniors or those who have not mastered the previous examinations are allowed five (5) opportunities to earn a high school seal.
- © **End-of-Course** – **The A+ Educational Reform Act of 2000. O.C.G.A. 20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. With educator input, and State Board approval, the End-of-Course Testing program is therefore comprised of the following eight content area assessments: Mathematics (Algebra I and Geometry); Social Studies (United States History & Economics/Business/Free Enterprise); Science (Biology & Physical Science); English Language Arts ( 9<sup>th</sup> Grade Lit/Comp & American Lit/Comp).**

**The End-of-Course Test result counts for 15% of student final grade. Class grades are calculated for 85% of final class grade.**

- © **Writing Assessment** – Curriculum Based Writing Assessment given in grades 3, 5, and 8 are administered during the second semester of school.
- © **Norm-Referenced** – State selected tests are given to students in grades kindergarten – eight. The scores are used to compare Central Elementary/High School to area schools in the surrounding areas.

- © **Basic Literacy Test (BLT)** - This test is used in grades K – 3rd to determine a student’s instructional level in reading. The test is given three (3) times per year.
- © **Armed Services Vocational Aptitude Battery (ASVAB)** – All eleventh grade students will take the Armed Services Vocational Aptitude Battery (ASVAB) in February. Seniors may take the ASVAB with written permission from a military recruiter. A test administrator gives this test from the Federal Government, with the assistance of representatives from the various branches of the armed services. Results give students an idea of their abilities and potential for success.
- © **ASSET Test** consists of 36 writing skills (English) questions, 24 reading questions, and 32 math questions. The technical institutes will provide a study guide to students upon request.
- © **Preliminary Scholastic Assessment Test (PSAT)** -Ninth and tenth grade students should be encouraged to take the PSAT for practice. The results of PSAT scores during a student’s junior year are used to determine National Merit Scholars, Achievement Scholars, and National Hispanic Scholars. Students’ costs for taking the PSAT are funded by the Georgia Department of Education. **Scholastic Aptitude Test (SAT)** - The SAT 1 Reasoning Test measures verbal and mathematical ability. Scores from each section of the test are reported on a scale from 200-800.

## **Honors and Awards**

### **Governor’s Honors Program**

Each year the Georgia State Assembly provides appropriations for a summer enrichment program for gifted students. This is held at a location on one or more of the State University System college campuses. Students who are selected to participate must meet the established criteria for the area in which nominated. Nominations originate with the classroom teacher. Students in the 10th and 11th grades are eligible to be nominated for the following summer. Preliminary nominations are made in October each year. Selections are made at the school level, the local district level, and at the state level. There is a limit to the number of students who may participate from each district. Preliminary Scholastic Aptitude Test/National Scholarship Qualifying Test (PSAT/NMSQT) is required for participation. This test is administered at the school in October of each year. For more information, see your guidance counselor.

### **Georgia Scholar Program**

The Georgia Scholar Program is a state-sponsored program designed to identify and honor outstanding graduating seniors who have exhibited excellence in all phases of school life, community activities, and in the home. Georgia Scholars are eligible to apply for the Governor’s Scholarship if they plan to attend an approved college in Georgia. For more information, see your guidance counselor.

### **Hope Scholarship**

**Admission standards at Georgia's public colleges and universities are increasing.**

**The HOPE Scholarship requirements for the graduating classes of 2000 and 2001 are different from those classes before them.**

As of the year 2000, students must have a 3.0 grade point average or an 80 numerical average (for college prep) or a 3.2 grade joint average or a 85 numerical average (for) non college prep) in their **CORE CURRICULUM to be eligible for the HOPE Scholarship.**

**Core curriculum** includes English/Language Arts, Mathematics, Social Studies, Science, and Foreign Language.

### **Page One Awards**

The Page One Awards Program originated in 1976 and is sponsored by the R. W. Page Corporation, publisher of the COLUMBUS LEDGER & ENQUIRER. The purpose of these awards is to recognize the outstanding seniors in area high schools for their unselfish service to their schools and communities through the use of outstanding talents and abilities. A Page One Award is an award for excellence.

The awards consist of trophies and cash awards to the winners in each of thirteen categories. Certificates are presented to all nominees, and one Runner-up Award is named in each category. The Awards Selection Committee, following the established criteria in each department makes nominations for Central Elementary/High School.

These awards are made in May. Qualifications/guidelines are established by the newspaper. The selection of judges, judging of candidates, and the presentation of the awards are administered by the COLUMBUS LEDGER-INQUIRER. The newspaper assumes all expenses for this program.

An award naming a PAGE ONE TEACHER has been added to this program. Each school may nominate a teacher to receive this award.

### **Star Student – Star Teacher**

Selection is made from those scoring highest on the Scholastic Aptitude Tests (SAT). The student who meets all other criteria specified, and who has made the highest score on the SAT from January through November of the year of graduation is named the STAR Student. The STAR student selects the STAR Teacher. The STAR student is identified in January or February prior to graduation. Further competition is held for the district, region and the state winner. The minimum score to be eligible for this program is set by the STAR program.

## **Student Eligibility Requirements for Participation in Extra-Curricular Activities (grades 6th – 12th)**

Participation in extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity is when one or more students from one school compete against one or more students from another school. For a student to be involved in a competitive activity, the student must:

- © Pass at least 3 out of 4 classes the semester proceeding participation. Summer school is an extension of spring semester (High School). Pass at least 4 of 5 classes the semester proceeding participation (Middle School).
- © Earn the required number of units to be on track.

**NOTE:** There will be limited transportation offered for students who wish to participate in after-school activities. Check with the advisor or coach in any activity in which you wish to participate

### **Athletics**

Central Elementary-High School is a member of Region 2A. The Georgia High School Association governs the eligibility of participants.

The following criteria must be met before a student is allowed to participate:

- © Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
- © Students must have sufficient insurance to cover athletic injuries. Parents and school must coordinate policies in case of injury. School is neither responsible nor liable for defraying injury costs.
- © Parents must sign the student's participation form.
- © Students who are not eligible to participate may not practice or travel with a team or activity.

Failure to pass three for high school and four for middle school academic subjects at mid-semester will result in suspension from all school activities and clubs for nine weeks or until grades are brought up to at least four passing academic subjects. Students are highly encouraged to attend study hall.

A student who is suspended will not participate in any athletic event during the duration of the suspension. He/she may resume activity following the suspension.

Students who are absent from school on the day of an activity will be not allowed to participate without a valid excused absence (doctor's note).

Students assigned OSS suspensions are not permitted to practice, play, or remain after school as an observer.

Students assigned After-School Detention or In-School Suspension on the day of a practice or a game may not participate in activities on those days.

\*Students are responsible for maintaining their grade in each class. It is the student's responsibility to seek assistance from teacher and coaches when needed.

**\*Note: Defibrillator will be available and accessible and for all school activity.**

### **Athletic Events Policies**

Students attending athletic events are under the supervision of the principal, faculty and coaches. Proper behavior of students will be expected at all athletic events.

### **Gender Equity Policy**

No student shall on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by such Central Elementary – High School, and Central Elementary-High School shall not provide any such athletics separately on such basis.

**The Gender Equity Sport Coordinator: Ms. Leticia Cook, (706) 665-8577**

### **Qualifications for Miss Central, Mr. & Miss Homecoming, and Class/Club Queens & Kings**

- Ⓞ Will be held yearly when qualifications are met
- Ⓞ Adhere to the rules and regulations at Central Elementary/High School
- Ⓞ Conduct oneself morally and ethically at school and away from school;
- Ⓞ Maintain a grade point average of 80
- Ⓞ Be a positive role model for the student body;
- Ⓞ Serve as the official student representative of Central
- Ⓞ Each teacher rates the contestant.

### **Qualifications for Miss Central Middle School and Class/Club Queens & Kings**

- Adhere to the rules and regulations at Central Elementary/High School
- Maintain a grade point average of 80

**Student Supply List:** Principals will ensure the student classroom supply list is generated and made available and accessible to parents if such supplies are required by subject teacher(s). The list will include name and quantity of supplies as well as the participating vendors from which the supplies may be purchased and where they are located.

**Calendars,  
Clubs  
Organizations  
&  
Schedules**

**(See Website; [www.talbot.k12.ga.us](http://www.talbot.k12.ga.us))**

Note: Students will sing daily!

## **Central Elementary/High School Alma Mater**

*O', Central High,  
Your halls are brightly shining  
From door to door,  
And on the campus green.  
Our hearts will 'er be true to thee,  
Dear Central High.  
To honor thee forever faithfully.  
Through all the years  
Your fame will last forever,  
To lead us on  
To higher destiny.  
And we will praise  
The blue and gold forever.  
O', Central High  
O', Central High  
We Love you So.....*

*“Meeting the Standard and reaching beyond.”*

# **Organizational Chart**

**&**

# **Position Description**

*(Reference Attachment 1)  
(Position Descriptions will be posted at a later  
date.)*

