

***2015-2016
FACULTY & STAFF
HANDBOOK***



**The Central
Elementary-High
School**

“Meeting the Standards and Reaching Beyond”

Table of Contents

I. Introduction	
Mission & Philosophy.....	5
School Calendar	6
Bell Schedule(s) Middle & High.....	7
Faculty and Staff	8
Annual Work Days	12
Foreword	13
Nondiscrimination Policy	13
Ethics & Teacher’s Creed.....	14-18
II. Duties and Responsibilities	
Duty Station Responsibilities.....	20
Additional Duties.....	20
Homeroom	21
Sixty Seconds of Quiet Reflection.....	21
Pledge of Allegiance.....	21
Announcements	21
Classroom Management	22
Removal of Disruptive Students	23
Discipline	23
Student Support	24
Grading and Reporting System.....	25
Grading Procedures.....	25
Grading.....	25
Student Honor Roll	26
Daily Communications/Student Announcements.....	26
Pay Period	26
Duplication of Materials	27
Textbook Distribution	27
Showing Videos to Students	27
Departmental Meetings	27
Faculty Meetings	27
PTA Meetings	27
Educational Trips	28
Teacher Dress Code	28
Professional Courtesies	28
Telephone Use	29
Hall Passes	29
Mailboxes	29
Parties	29
Use of Tobacco Product	29
Visitors	29
Classroom Maintenance	30
Custodial Request	30
School Furniture & Equipment	30

Cafeteria Maintenance	30
Request for Sick Leave	30
Notification of Absence	31
Personal Leave	31
Substitute Teacher Folder	32
Employee Travel	32
Parking Procedures	32
Grievances	32
Hospitality Club.....	32
Student Accounting System	33
General Media Center Policies	33-34
Clubs and Organizations	35
Fund Raising	35
Accounting/Purchasing/Selling	36
Annual Performance Evaluation.....	37
III. Safety	
Fire Drill Instructions	39
Tornado Watch and Warning	39
Procedures for handling Body Fluids	40
Emergency Situations	40
Accidents	40
Student Illness	40
Risk Management	42
Safety Zones	42
Security Cameras	42
Legislation/House Bill	43
Local Policies	43-50
IV. Academics, Athletics, Sport Schedules, Clubs, Forms and Alma Mater	
Course Syllabi.....	52
Grading and Reporting System	52
Honor Roll.....	52
Promotion/Retention (K-12)	52
Requirements for Graduation	53-54
Class Rankings	55
Valedictorian, Salutatorian, Top Ten	55
Testing Programs.....	55
Honors & Awards.....	56
Eligibility for participation in extracurricular activities.....	57

Athletics	57
Athletic Event Policies.....	58
Gender Equity.....	58
Qualifications for Miss Central, Homecoming, Club & Class Kings/Queens	58
Alma Mater.....	60
Graduation/Diploma Waivers.....	61
Procedures/Plans for Training and Monitoring Assessment.....	62
Talbot County Complaint Procedures.....	63-64
Policy on Waste, Fraud, Ethics and Abuse.....	65

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 students’ 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
2015-2016 Calendar*

New Teacher Orientation

July 24

Pre-Planning

July 28-31

Students Return

August 3

SLO (Pretest)

August 17-31

Labor Day Holiday

September 7

Fall Break

October 6-9

1st Nine Weeks Ends

October 5

2nd Nine Weeks Begins

October 12

PSAT*

October 22

Thanksgiving Holidays

November 23-27

2nd Nine Weeks Ends

December 18

Christmas Holidays

December 21 – January 1

Teacher In-Service

January 4-5

Students Return

January 6

3rd Nine Weeks Begins

January 6

Dr. Martin Luther King Day

January 18

Holiday Break

February 15-19

3rd Nine Weeks Ends

March 16

4th Nine Weeks Begins

March 17

GA Milestones* (EOG)

TBA

Spring Break

March 28 – April 1

GA Milestones* (EOC)

TBA

SLO (Post Test)

May 9-21

Baccalaureate Services

May 22

Last Day of School/Students

May 25

Commencements

May 28

Memorial Day Holiday

May 30

Post Planning

May 26 – June 2

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

7:55 am – 8:10 a.m.	Homeroom (Breakfast and lockers)
8:15 a.m. – 9:05 a.m.	1 st Period
9:08 a.m. – 10:05 a.m.	2 nd Period
10:10 a.m. – 11:00 a.m.	3 rd Period
11:04 a.m. – 11:54 a.m.	4 th Period
12:00 a.m. – 12:50 p.m.	5 th Period
12:55 p.m. – 1:25 p.m.	Lunch
1:30 p.m. – 2:20 p.m.	6 th Period
2:24 p.m. – 3:15 p.m.	7 th Period

**Central Elementary/High School
Faculty & Staff
2015-2016**

Dr. James Catrett, Superintendent
Mrs. Cynthia Epps, Asst. Superintendent-Standards, Instruction and Assessment
Mr. Kenneth Bonaparte, Asst. Superintendent Elementary Operations
Mr. Jonathan Taylor, Principal
Mrs. Brenda Walker, Middle School Director
Mrs. Thelma Blount, Nutrition Supervisor

Grade	Teacher
Pre-kindergarten	Ms. Niya Ferguson
Kindergarten	Ms. Dayana Hines Ms. Regina Garrett
First	Mrs. Masooma Hasan Mrs. Cheryl Barfield
Second	Mrs. Catherine Walker Ms. Haana Deickman
Third	Ms. Gloria Ramsey Mrs. Wondalyn Cotton
Fourth	Mrs. MaRhonda Towns Ms. Synitra Horton
Fifth	Mrs. Debbie Gibson Ms. Bonnie Collins
Early Intervention Program (EIP)	Mrs. Daphne Mathis-Daniels

Sixth	Mrs. Brenda Walker	MS Director
Seventh	Mrs. Jane Towns Ms. Jenie Carter	
Eighth	Mr. Regina Lockhart Ms. Kendra Chapman	
Special Education	Mrs. Connie Gibson Mr. Henry Jackson Ms. Annie Coleman Mrs. Sherrill L. Whiddon Mr. Andrew Hall	
English, 9-12	Ms. Gladwyn Davis Ms. Kimberly Bardge	
Mathematics, 9-12	Ms. Leticia Cook Mr. Kevin Mark Smith	
Science	Ms. Theresa Davo Ms. Katherine Poteat	
Social Studies	Mr. Clayton Teat	
Career, Technical & Agriculture	Ms. Gayla Singletary Ms. Kimberly Hatcher Mr. Todd Young	Agriculture Business Information Technology
JROTC	Maj. Andre Nettles 1 st Sgt James Lewis	JROTC JROTC

Music / Fine Arts	Mr. Walter Emory	Music
Spanish		
Physical Education	Mr. Tony Lamar Mr. Cleophus Hope	Elementary Gym Middle/High School
Counselor	Mrs. Beverly Bishop	
Media Specialist/Technology	Mrs. Carol York	
Alternative School	Mr. Frederick Cotton	Director
ISS	Mrs. Miriam Samuels	Coordinator
Clerical	Ms. Lillie Dillingham Mrs. Marian Ford Ms. Ka'Sonya Banks	Central Office Elementary School Middle/High School
Paraprofessional	Mrs. Albert Bunkley Ms. Nikita Carter Ms. Nekisha Smith Mrs. Rayneal Howard Ms. Cindy Trice Mrs. Theria Ferguson Mrs. Dejuane Mahone	
Bus Drivers	Mr. Michael Smith Mrs. Theria Ferguson Mr. Alvin Parks Mr. Larry Marshall Mr. Pres Hall Mr. Jerome Bunkley Mr. William Carter Mrs. Minnie Smith Mrs. Tonja Renaud Mr. Theodore Baldwin	

Cafeteria

Mrs. Thelma Blount, *Nutrition Director*

Mrs. Mary Seldon,
Manager

Mrs. Jerrylene Pugh,
Asst. Manager

Mrs. Beverly Edge

Mrs. Eva Dozier

Mrs. Manda McCrary

Ms. Annie Harig

Ms. Audrey Allen

Custodial

Mr. Shaun Cooley

Ms. Shiradene Stringer

Mrs. Fannie Mae Williams

Mrs. Cynthia Snelling

Mr. MacArthur Heath

Mr. C.W. Carreker

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

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 insure 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. James Catrett, Superintendent
Talbot County Schools
Post Office Box 515/Tyler Street
Talbotton, Georgia 31827**

THE CODE OF ETHICS FOR EDUCATORS

Effective October 2009

Introduction

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

Definitions

“Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

“Educator” is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

“Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

“Revocation” is the invalidation of any certificate held by the educator.

“Denial” is the refusal to grant initial certification to an applicant for a certificate.

“Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

“Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

“Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

“Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of

monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

“No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

Standards

Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student; and
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student under the educator’s supervision or control (including but not limited to the educator’s residence) to consume alcohol, or illegal/unauthorized drugs.

Standard 3: Alcohol or Drugs - An educator should refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs;
2. being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc;) and
3. failing to monitor and/or prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence

or any other private setting).

Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent, or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts;
5. using school property without the approval of the local board of education/governing board or authorized designee; and
6. using school system property for personal gain.

Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information.

Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

Standard 8: Abandonment of Contract - An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

Standard 9: Failure to Make a Required Report - An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission.
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner.
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

Reporting: Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for

reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

Disciplinary Action: The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11;
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators;
3. order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;
4. notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan;
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GAPSC certification.

*Effective 2009, Professional Standards Commission

The observance of this Standard by educators employed by Talbot County Board of Education is mandatory and binding. Any violation of this standard may subject an educator to investigation and disciplinary action, including dismissal.

**Professional Standards Commission Contact Information:

Kimberly Anderson, Confidential Secretary
Paul Shaw, Director of Educator Ethics
Georgia Professional Standards Commission Educator Ethics Division
Two Peachtree Street, Suite 6000 404-232-2700
Atlanta, GA 30303-3141 Fax: 404-232-2720
www.gapsc.com ethics@gapsc.com

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. This is the prime responsibility of all personnel to monitor the hallway and bathroom.
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 promptly 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- no assignments made for office duty.
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.
9. Supervision of students is the responsibility of all staff. Uncertified staff is to contact certified Personnel of any infraction of rules

Additional Responsibilities

There are occasions when additional activities and monitoring are required at school and outside of the regular instructional day. 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 assigned.
3. Bus duty (morning-evenings) – This is extremely important to supervise our students during this time. Be at your appointed station in a timely manner. The principal will make both inside and outside assignments.
4. Breakfast and lunch.
5. Other duties as assigned by the principal or administrative staff.
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 nine tardies (3 days), complete attendance form and send to school office. The office will then notify parents in writing.
5. **Enforce dress code.**

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>

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 threaten 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 give 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.

*****Students are only allowed to leave class in emergency situations. Teachers should report all tardies and absences within the first five minutes of class. Teachers should also document and notify parents after three tardies or three absences.**

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 student's 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 damage property
 - 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.

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 certain percentage of the final grade in all EOCT designated courses for students in grades 11 through 12 as prescribed by the Department of Education.

For students who entered the ninth grade in 2011-2012 and after, the EOCT test will comprise certain percentage of the final grade in all designated courses as prescribed by the Department of Education.

Grading

1. It is each teacher's responsibility to record grades on the grade sheet/grade book and Power School.
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. 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.
4. **Teachers will keep every student abreast his/her progress. Parent/guardian will also be notified. The administration may ask for a pass failure rate every two weeks.**
5. 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.
6. Homeroom teachers will keep a copy of the report cards on file and the final report card in student permanent record.

7. 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.
8. Grades should be recorded through the final test for the nine weeks or semester.
9. Grade sheets must be verified and signed by teachers before reports cards are printed.
10. Homework should be graded and returned to the student in an approximate time frame. Administrators should be involved should there be any questions regarding homework.

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. Initially, a default password will be assigned. Please change immediately.

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 daily. All announcements should be submitted and approved by the administration at least one day prior to broadcast.

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 p.m. and distribution from site begins at 2:30 p.m. No check will be distributed from the board office, **NO EXCEPTION**, 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 council and student council 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. No flip flop, slides, sandals should be attached at the heel.

Faculty and staff will wear school issued badges for security reasons.

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.

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 is 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 your 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 cleanliness.
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, Twelve and one-half days per year is 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. Teacher 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/Tardy

For absences/tardies 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 before or after a holiday, during pre and post-planning nor staff development days. (Only Extreme Excused Emergences) Absentees/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 authenticates the sign-in roster/log before faxing or bringing it to the central office. Personal 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 absenting 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 should be checked and signed by the school principal/ program designee before it is sent to the central office. Travel reimbursement will be processed after the regular monthly board meeting or normally within the next two weeks. 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. (Update) (Will it be enforced?)*

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.

Hospitality Club

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 \$20 at the beginning of the school year. The money should be collected by the Hospitality 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)
- 4. Parent – Grandparents
 - A. Illness – Card
 - B. Death – Floral of a representative nature
- 5. In-Laws
 - A. Death – Floral of a representative nature

Faculty and staff will not collect, pay, or plan activities on campus unless it goes through the hospitality 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 admit 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 experience 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 and/or is required instruction.

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 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 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) hour in advance. The class must always be accompanied by the teacher, who must remain with 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!!!

Curriculum of Media Materials:

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

Fundraising

The Talbot County Board of Education must approve all club(s) & organization(s) fundraising 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 or the school's name or the likeness of the school or any facsimile of the school without school board approval 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 are 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 make 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 regardless of infection 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 head 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.

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.

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 responsible 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. ****NOTE: See parent/student handbook and safety plan for procedures governing responses to H1, N1, and other viruses****

Kindergarten-12th Grade
&
Alternative School

Code of Conduct/Discipline
Plan

Bus Conduct

2015-2016

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.

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 Definitions

Descriptor Code: JGCD

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
- © Georgia Department of Education – 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](http://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.**
- 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 I981, ~ 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 198I, ~ 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.

I. 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 16-11-106.

- (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. I 992, p. 1315,~ 2; Ga. L. 1994, p. 543, ~ 1; Ga. L. 1994, p. 547, ~ 1; Ga. ~. 1994, p. 1012,~ 4; Ga. L. I 995, p. I 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 Georgia Milestone 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 GMSA 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: (All must be change to reflect the traditional schedule as of 2012-2013 school year.

For Entering Freshmen, 2012

To progress to 10th	5 units
To progress to 11th	12 units
To progress to 12th	18 units
To graduate	25 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.

Students must complete 25 units of coursework in order to graduate.

Current GEORGIA Graduation Rule for students entering the 9th grade in Fall of 2012	Units
English/Language Arts	4
Math	4
*Science	4
Social Studies	4
PE	1/2
Health	1/2
** Required Electives: Career, Technical and Agricultural Education (CTAE), &/or Modern Language/Latin, &/or Fine Arts	3
Electives	5
Local Required Electives	
TOTAL UNITS	25
*4 th Science may be used to meet both science and elective requirement	
**Student <u>must</u> complete 3 units in a CTAE pathway to complete the pathway; student <u>must</u> complete 2 years of the same foreign language for admissions to Georgia Board of Regents colleges/universities	

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.

Valedictorian, Salutatorian, and Top Ten Seniors (*specify criteria*)

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

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.
- © **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 (9th Grade Lit/Comp & American Lit/Comp).**

The End-of-Course Test result counts for as prescribed by the Georgia Department of Education.

- © **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 *(update)*

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.

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 preceding participation. Summer school is an extension of spring semester (High School). Pass at least 4 of 5 classes the semester preceding 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 not be allowed to participate without a valid excused absence (doctor's note).

Students assigned OSS suspensions are not permitted to practice, play, travel 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 judge 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)

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.”

Central Elementary/High School Graduation/Diploma Waivers

A person who is no longer enrolled in Talbot County School and who previously failed to receive a high school diploma from the Talbot County Board of Education, the State of Georgia and was denied graduation solely based on failing to achieve a passing score on one or more portions of the graduation tests, may petition the Talbot County Board of Education to receive their diploma. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma. The law includes all subjects, forms and versions of the Georgia High School Graduation tests (English Language Arts, Mathematics, Science, and Social Studies), Georgia High School Writing Test, and Basic Skill Tests (Reading, Mathematics, and Writing). Once the petition is received, a determination will be made based on the law whether he or she is eligible to receive their high school diploma, pursuant to O.C.G.A. 20-2-28-281.1, based on the graduation requirements in effect when you first entered ninth grade. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma.

The law covers ALL graduation tests, beginning with the Basic Skills Test, which was administered to students who enrolled for the first time in grade 9 on or after July 1981. This law applies to regular and special education students. There is no deadline by which a petition may be submitted.

A special education student who was previously awarded a special education diploma or a certificate of completion only because he or she has not passed one or more sections of the graduation tests can petition the Talbot County Board of Education for their high school diploma.

If you earned a GED because you were denied graduation based solely on failing to achieve a passing score on one or more portions of the graduation tests, you are also eligible to petition the Talbot County Board of Education for your diploma.

The petition form will soon be available on the Central High School website. If you are mailing the petition include a photocopy of your government ID (driver's license). Be sure to complete all the required information and mail to Talbot County Board of Education, P.O. Box 515, Talbotton, Georgia 31827. Once eligibility to receive your high school diploma is determined, you will be notified. If you have questions about the diploma waiver, please contact Cynthia Epps or Beverly Bishop, Counselor at 706-665-8528.

Talbot County School District
Procedures/Plans for Training and Monitoring Assessment Administration
Conditions

Training:

The Talbot County School District will provide training for principals, test examiners, and proctors (if applicable) prior to the administration of each standardized assessment. Training requirements include agendas, copy of training materials, and signatures of all who attended the training.

Monitoring:

Standardized assessment monitoring is the responsibility of the principal, test examiners, proctors (if applicable), system coordinator, and school coordinator.

Test Material Distribution:

Prior to distribution of secure test materials, the Talbot County School District Test Coordinator and/or School Coordinator will train examiners on administering the assessment. The Talbot County School District Coordinator will deliver secure test materials to the school level. Immediately upon arrival of test materials, the district or school level coordinator will use the Test Material Security Checklist to inventory and prepare materials for distribution to classrooms. Any discrepancies will be reported immediately to be dealt with by the district coordinator and the test distribution center. Test material checklists will be kept on file for at least 12 months by the district following testing.

Test examiners will pick up testing materials on the day of testing at a predetermined location. Examiners will inventory their materials immediately upon receiving their tests. Discrepancies in materials should be reported immediately to the district or school coordinator for investigation.

Test examiners will sign for the materials that they take to their classrooms or the testing area. Sign-out sheets will be kept at the district for at least 12 months after testing.

The school will maintain test materials as secure in a predetermined secure location until time of testing. Logins and student any other student or examiner passwords must be kept in a secure location until time of testing.

Test Materials Return:

All testing materials will be returned to a predetermined location and checked in by the district and/school coordinator. All discrepancies will be addressed immediately by the district and school coordinator.

Talbot County Complaint Procedures

Talbot County Schools are committed to open communication between staff and parents at the county's federal programs schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with federal programs, services, and staff members. All complaints are to be directed to the director of elementary education as described below.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form. Remember, being as specific as possible will help us to resolve the issue.
3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (Central Office Staff does the following)

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originators of the complaint in order to resolve the complaint. The director usually arranges this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

6. If the complaint cannot be resolved by the director, a meeting will be set up with the superintendent, the director, and the concerned parties.
7. The superintendent will work with the director to resolve the complaint.
8. If the issue is still unresolved, the director will contact the state department of education office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

Contact for Complaints

Cynthia Epps
Federal Programs
Talbot County Board of Education
945 N. Washington Avenue
Phone 706-665-8577 ext. 123
Fax 706-665-2734

Federal Programs Complaint Form

Name _____

Address _____

Phone Number _____ Date _____

Nature of Complaint _____

Do Not Write Below This Line

Date Received in Federal Programs Office _____

Date of Conference _____

Date Resolved _____

Resolution _____

Talbot County School District Policy on Waste, Fraud, Ethics and Abuse

Ethics

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds;
2. Failing to account for funds collected from students or parents;
3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. Co-mingling public or school-related funds with personal funds or checking accounts; and
5. Using school property without the approval of the local board of education/governing board or authorized designee.

Reporting Suspicion of Fraudulent Activities (Waste, Fraud, Abuse)

Purpose: To ensure the reporting of suspicion of fraudulent activity, the Talbot County Schools provides employees, clients and providers with confidential channels for such reporting.

Definitions: Fraud: A false representation of a matter of fact, whether by words, by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

Statement of Administrative Regulations:

The Talbot County Schools thoroughly and expeditiously investigates and reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality: All reports of suspected fraud must be handled under the strictest confidentiality.

Only those directly involved in the investigation should be provided information regarding the allegation. Informants may remain anonymous but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraudulent activity should report their concerns to the Talbot County Schools, School Superintendent, Assistant Superintendents, or Finance Director at 706-665-8528
2. Any employee with the Talbot County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day.
3. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
4. The Talbot County Schools Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
5. If necessary, the person reporting will be contacted for additional information.
6. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

