

***CENTRAL ELEMENTARY
HIGH SCHOOL EMPLOYEE
HANDBOOK***



***“MEETING THE STANDARDS
AND REACHING BEYOND”***

Revised July 17, 2023

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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.

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**

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission (GaPSC) 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.

(2) Definitions.

- (a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the GaPSC.
- (b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the GaPSC.
- (c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (d) “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 GaPSC 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.
- (e) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the GaPSC 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.
- (f) “Inappropriate” is conduct or communication not suitable for an educator to have with a student. It goes beyond the bounds of an educator-student relationship.
- (g) “Physical abuse” is physical interaction resulting in a reported or visible bruise or injury to the student.
- (h) “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 for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(3) **Standards.**

- (a) 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 not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.
- (b) 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;
 6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
 7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).
- (c) Standard 3: **Alcohol or Drugs** - An educator shall 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 or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

2. Being on school or LUA/school district 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).
 - (i) For the purposes of this standard, an educator shall be considered “under the influence” if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.
- (d) 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.
- (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 or school district property without the approval of the local board of education/governing board or authorized designee.

- (f) 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, or school or LUA/school district personnel, 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.
- (g) 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.
- (h) Standard 8: **Required Reports** - An educator shall file with the Georgia Professional Standards Commission 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 to the GaPSC 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 an alleged or proven 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; and

3. Failure to make a required report of any alleged or proven violation of state or federal law 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. 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.

(i) **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; 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; or failure to supervise a student(s).

(j) **Standard 10: 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.

(4) Reporting.

(a) 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 GaPSC must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) 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.

(5) Disciplinary Action.

(a) The GaPSC 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 educator:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule [505-6-.01](#));
 2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule [505-6-.01](#));
 3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
 4. Suspension or revocation of any professional license or certificate;
 5. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
 6. Any other good and sufficient cause that renders an educator unfit for employment as an educator.
- (b) 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 educator designated by the superintendent/Local Board of Education 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. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.
- (c) The GaPSC is authorized to determine no probable cause as provided in O.C.G.A. § 20-2-984.4(e) and § 20-2-984.5(e) if:
1. After a preliminary investigation is concluded it is unlikely that there exists a preponderance of the evidence necessary to prove at a hearing that a violation occurred; or
 2. After a hearing the administrative law judge makes a determination that there is not a preponderance of the evidence necessary to prove that a violation occurred.
- (d) The GaPSC is authorized to determine no further action is necessary pursuant to O.C.G.A. § 20-2-984.5(a) if after review of the report of the preliminary investigation, sanctions should not be imposed.

(6) Sanctions.

- (a) As outlined in O.C.G.A. 20-2-984.5(c), the GaPSC has the discretion to issue a probable cause sanction against an educator. Common violations and associated sanctions can be found in the accompanying [GaPSC Guidance](#).
1. Denial is the refusal to grant initial certification to an applicant for a certificate;
 2. Monitoring is the quarterly appraisal of the educator's conduct by the GaPSC through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit *periodic* criminal background check (GCIC). The Commission specifies the length of the monitoring period;
 3. Reprimand admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action;
 4. Revocation is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall *be accepted and* becomes effective upon receipt by the GaPSC;
 5. Suspension is the temporary invalidation of any certificate for a period of time specified by the GaPSC; and
 6. Warning informs the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(7) Application Procedures.

- (a) "Yes" answers to Personal Affirmation Questions (PAQs) require submission of information identified in the accompanying [GaPSC Guidance](#).
- (b) With respect to an initial applicant, an application and corresponding ethics case that is initiated pursuant to O.C.G.A. § 20-2-984.3(c) will automatically close and be placed on hold if the applicant fails to submit requested documentation to the Ethics Division within 45 days of the request to the applicant. The application will be placed on hold in anticipation of the submission of a new application and the applicant's responding to any requests for documentation in a timely fashion.

Authority O.C.G.A. § 20-2-200

Duties & 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.
10. Dress code should be enforced by teachers at all times.

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.)
7. Teachers must attend Star Student Banquet and High School graduation
8. Teachers will be required to attend at least three Banquets/Events during the year.
9. **Classroom doors should be locked during instructional time.**

1ST Period

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.**

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- Check Morning and Evening
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 lead to the attainment of current objectives. If credit toward nine weeks grades is to be given for homework or other written assignments, students should understand this from the outset. A well organized class syllabus is recommended for college prep.
 - **Avoid student-teacher confrontation, if at all possible** – Teachers are adults; students are children. Teachers are professionals. No teacher should ever feel threatened by any student. No teacher should ever have to defend his or her actions to a student as long as the teacher uses the best professional judgment in dealing with the student. No teacher should ever feel the need to engage in a verbal battle with a student. Maturity, experience, and professionalism 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.**

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

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.

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

Teacher in grades 1-12 are to use the following procedures to evaluate students:

- 1. Test 40%
- 2. Quiz 15%
- 3. Homework 5%
- 4. Daily Assignments 40%

Students not meeting Grade Level performance on the Georgia Milestone test will receive an (I) incomplete, pending remediation and retake of the Georgia Milestone Test. Remediation and retake of the Georgia Milestone Test will take place during Summer School.

State law requires that students in grade 3 earn an At/Above Grade Level designation in reading to be promoted to fourth grade. In grades 5 and 8, state law requires that students earn an At/Above Grade Level designation in reading as well as score in the Developing Learner achievement level or above in mathematics to be promoted to the next grade.

Grading

1. All quizzes, homework and classroom assignments should be graded and put in PowerSchool within 3-5 days. All tests and projects should be graded within 5 days and placed in PowerSchool. Teacher shall provide students with grading rubrics for all graded assignments.
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.

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

Central Elementary High School Dress Code Policy

Each teacher must dress in a manner which is appropriate for school and its related activities. Good personal appearance, appropriate dress, proper behavior, and healthy personal hygiene are vital to each member of the school community. Developing good taste in dress, good grooming habits, and good behavior are a part of the overall educational program. Teachers who dressed inappropriately can have a negative influence on the educational process and the educational climate of the school. The Talbot County School District believes that this dress code promotes comfort and safety while enhancing the overall learning environment for the students.

- Sagging or baggy pants are not allowed. All pants **MUST** be worn at the natural waistline. No undergarment should be shown.
- Sleeveless shirts/blouses and/or shirts/blouses that expose the shoulders (cold-shoulder) are not permitted.
- **(Pants should have No Holes, Rips, Shreds or Tears.)**
- Head coverings of any kind (hats, hoods, bandanas, bonnets, scarves, sunglasses, etc.) are NOT allowed.
- Closed-toed shoes must be worn at all times. Bedroom shoes, Crocs, stilettos, flip flops, slides and wheeled shoes are not allowed. All shoes must have a heel strap.
- All belts will be buckled.

- Shorts, skirts, dresses must come to 3 inches above the knee (the short side of a 3x5 index card).
- Shirts/Blouses/Sweaters which expose the bare midriff are not permitted.
- See-through clothing is not allowed.
- Clothing which shows cleavage is not allowed.
- Gang related paraphernalia is not allowed.
- Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene, or inflammatory (e.g. alcohol, drugs, tobacco, sex, gangs, etc.) is not allowed.
- Leggings cannot be worn as pants without a covering of the appropriate length – 3 inches above the knee.
- No yoga, spandex, pajamas shorts or pants are allowed.
- Book bags and large purses must be translucent (clear) or mesh.
- **Any type of unusual or questionable wear will be judged on an individual basis by school administration.**

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.

School District Employees/Use of Tobacco Products

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

Visitors

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

Classroom Maintenance

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

Custodial Request

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

School Furniture & Equipment

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

Cafeteria Management

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

Request for Sick Leave

One and one-fourth days per month, 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 and Ms. K. Banks, 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

Each certificated employee is entitled to three (3) days **personal leave** days per employment term, and may not be accumulated from term to the next. **Personal leave** will be charged against accumulated sick leave days. Certificated employees shall request **personal leave** from their supervisors at least two (2) days prior to their absence on the proper request form, if the absence is to occur on Tuesday through Thursday of a normal week.

Certificated employees requesting **personal leave** on a Monday or Friday or on a day immediately preceding or following holidays shall request **personal leave** from their supervisors at least one week in advance on the proper request form. Such requests will be closely scrutinized and may be denied at the discretion of the principal and Superintendent if the presence of the person requesting the absence is essential for effective school operation on the specific date.

Personal leave will be granted to certificated employees only if the certificated employee has accumulated sufficient sick leave to cover the **personal leave**, and approval of such leave may not be conditioned on the reason.

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.*

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

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****

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.

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.