

Revised June 10, 2021

Jackson Elementary School

Faculty and Staff Handbook

OF

Guidelines, Policies, and Responsibilities

SCHOOL YEAR

2021-2022



#jespandapride



BCSS Strategic Goals

We will strive to be excellent and S.O.A.R. in the following areas:

Student Achievement and Growth

Organizational Effectiveness

Relationships and Perceptions

The Butts County School System Purpose:

*The Butts County School System's purpose is to provide **LEARNING AND LIFE EXPERIENCES** that **MAXIMIZE THE INDIVIDUAL POTENTIAL** of **ALL STUDENTS** so they are **PREPARED FOR A PRODUCTIVE FUTURE!***

FORWARD

This handbook is designed as a quick reference to questions concerning the operation of Jackson Elementary School. However, no handbook can answer all the questions that arise during the course of a school year. If you have questions that are not answered in the handbook, we will do our best to find an answer for you. It is vital to the overall operation of the school that all staff act in accordance with these policies and regulations. The Faculty and Staff Handbook of Guidelines, Policies, and Responsibilities is provided so that members of the faculty and staff at Jackson Elementary can understand the conditions which are part of their duties and responsibilities. We encourage all staff to read and study the handbook.

As different items are covered by Administrative memos/emails during the year, they will be distributed to you in order that you might add them to the back of your manual for reference. These memos/emails should be covered in detail with your students and the family if appropriate.

Many of the contents of the handbook are based on the Board Policies and Administrative Bulletins of the Butts County Board of Education, the actual policies, which are far more lengthy and detailed, have been summarized to make the handbook more readable. There are additional policies not discussed in the handbook. In the event of a conflict between the handbook and a policy, the policies shall control. Nothing in this handbook or in the policies is intended to create a contract of employment or entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or policies at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, which can be found at the District's web site (www.bcask12.org – Board of Education – Board Policy Manual) or contact the Human Resources Department at Butts County School System, 181 North Mulberry Street, Jackson, GA 30233.

This handbook is not a final product. It should be read carefully during the year as changes will be made when necessary. Such changes will contribute to a more efficient program. We earnestly solicit your suggestions and will count on each of you to uphold the reputation, tradition, and spirit of our school and to do everything possible to make Jackson Elementary a School of Excellence.

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Personnel and their duties:

Principal

Responsible for the implementation of the mission of the school. Responsible for the safety and academic growth of all children. Areas include:

A. Communication

1. Families

- Weekly Newsletters
- Flyers
- Whole school and specific phone messages
- Conferences

2. Formal and Informal meetings

- Letters
- Meetings (PTO, School Council)
- Messages on website/callouts
- Memos

3. Teachers

- Duties
- Calendar
- Concerns
- Celebrations

B. Facilities - Inside and Outside

1. Monitor for cleanliness and neatness

- Instruct custodians and teachers to clean up as necessary; follow up as is necessary

2. Safety

- Provide radios to appropriate personnel for duty stations and recess
- Make sure intercom is in working condition
- Maintain safety emergency kit in accordance with GEMA plan
- Enforce policies regarding parent pick up, custody disputes

- Enforce and monitor front desk coverage and locked outside doors
- Enforce and encourage proper supervision at recess and during transitions
- 3. Alarms
 - Helps to monitor the calendar for fire, intruder, and tornado drills to state requirements and monitor execution and reporting.
 - Report problems with alarms to maintenance
- 4. Maintain heating and air conditioning
- 5. Provide emergency lighting – provide flashlights for checkout during blackouts
- 6. Maintain signage

C. Finances

- Monitor County Instructional Budget, Staff Development Allotments; Title I and other grant funds, and school accounts.
- Monitor Extended Day Accounts
- Supervise bookkeeper
- Organize financial processes and procedures (along with bookkeeper) for collecting money from teachers, students, and families.
- Approve or disapprove of all spending requests.
- Approve or disapprove of all transfers from one account to the other
- Supervise and participate in efforts to collect monies owed to JES
- Negotiate with businesses and vendors for lower prices when experiencing poor quality merchandise or poor service (late Agendas, poor picture quality, damaged books, etc.)
- Coordinate and work with PTO to raise money and to determine helpful expenditures

D. Personnel

- Secure applicants, interview and hire needed personnel
- Monitor personnel records
- Monitor, observe, and evaluate personnel performance and provide feedback (LKES, TKES, CKES, media, and walkthroughs)
- Conduct annual evaluations for all certified staff
- Provide feedback and guidance when necessary
- Discuss and document inappropriate behavior, negligence or incompetence
- Investigate, document, and discuss parent complaints against teachers
- Mediate disagreements among staff
- Communicate expectations and duties clearly
- Write up and communicate Professional Development Plans
- Discuss lesson plans with teachers when plans seem inadequate

E. Motivation - building morale and developing a positive culture

F. Provide information requested by county and/or state

- FTE
- EIP
- Title I Compliance


- SACS /School Improvement
- Enrollment
- G. Curriculum and Instruction
 - Monitor that teachers are using GSE as instructional goals (lesson plans, observations, grade level discussions)
 - Provide mini-lessons to teachers at faculty meetings or model lessons in classrooms
 - Analyze and disaggregate data regularly and discuss with teachers and administrative team
- H. Day to Day
 - Monitor teacher and staff tardies
 - Monitor that teachers are on task during day
 - Monitor daily attendance of students and staff
 - Set up and lead grade level meetings regarding specific issues (curricular decisions, lesson plans, unit plans, assessments, looking at student work, etc.)
 - Create agendas for faculty meetings and lead those meetings
 - Create agendas and set up meetings for JES Leadership Team
 - Monitor lunchroom
 - Monitor car rider and buses
 - Handle teacher/staff complaints and concerns
 - Handle parent complaints and concerns
 - Create programs and opportunities for Parent Involvement
- I. Manages student discipline
- J. Manages bus discipline for all grades
- K. Creating and revising teacher/parapro duty rosters
- L. Creating and revising teacher evaluation schedule
- M. Creating and revising car rider drop off and pick up procedures
- N. Works with Secretary and AP to set up Fire, Tornado, AED and Code Drill Dates
- O. Works collaboratively with Instructional Coach on curricular and instructional programs
- P. Works with Technology staff to execute drills (Secretary reports Fire and Tornado Drill data to state and to local fire stations) – fire stations must be notified of drills before drills occur.
 - a. Put fire, intruder, and tornado drills on the calendar according to state requirements and monitor execution and reporting.
 - b. Provide for unannounced drills toward the end of the year. (Discuss and demonstrate student procedures on the morning news)
 - c. Report problems with alarms to the Technology Department
- Q. Manages and reports maintenance requests
- R. Works with Awards Committee to set up Awards Program
- S. Supervises the traffic controllers
- T. Approves grade level field trip requests
- U. Maintain an inventory of property in the building
- V. All other duties as assigned.

Assistant Principal

- A. Manages student discipline
(AP informs Principal of major infractions and possible parent concerns)
- B. Manages bus discipline for all grades
- C. Testing Coordinator
 - A. Creating and revising Teacher/parapro Duty Rosters (Principal helps to monitor)
 - B. Creating and revising Teacher evaluation schedule (Principal helps to monitor)
 - C. Creating and revising car rider drop off and pick up procedures (Principal helps to monitor)
- D. Writes 504 plans for identified students
- E. Conducts annual reviews of 504
- F. Coordinates RTI/504/SST
 - a. Assist teachers with identifying Academic Tier II & III Students. Resource for strategies, forms, and steps to be taken to move students through the process.
 - b. Member of SST team once child is identified as Tier III
 - c. Prepares packets to go to Central Office for students being tested
- G. Works with Secretary to set up Fire, Tornado, AED and Code Drill dates
- H. Works collaboratively with Instructional Coach on curricular and instructional programs
- I. Serve on job-related committees, e.g.: Professional Learning Committee, PBIS
- J. Works with Technology staff to execute drills (Secretary reports fire and tornado drill data to state and local fire stations) – fire stations must be notified of drills before drills occur.
 - a. Put fire, intruder, and tornado drills on the calendar according to state requirements and monitor execution and reporting.
 - b. Provide for unannounced drills toward the end of the year. (Discuss and demonstrate student procedures on the morning news)
 - c. Report problems with alarms to the Technology Department
- K. Works to create a sustainable Partners in Education Program at JES
- L. Manages the Student of the Month Program
- M. Manages the Teacher of the Month and Teacher of the Year program
- N. Manages the Support Staff of the Month program and Support Staff of the Year
- O. Manages and reports maintenance requests
- P. Supervision of Non-Certified staff
- Q. Responds to requests from families asking to speak to an administrator
- R. Maintain an inventory of property in the building
- S. Manage School Safety
- T. All other duties as assigned.

Teacher

1. A. Follows professional practices consistent with school and system policies in working with students, students' records, families, and colleagues.
 - a. Interacts in a professional manner with students, family, staff, and school leaders
 - b. Acts in a confidential, ethical, and legal manner
 - c. Advocates for students
 - d. Strives to develop respect with students, parents, staff, and school leaders
 - e. Listens to various points of view
 - f. Shows courtesy, integrity, and follow-through
 - g. Demonstrates good listening skills
 - h. Communicates effectively with families, students, and colleagues
2. Is available to students and families for conferences according to system policies.
3. Facilitates home school communication by such means as:
 - a. Holding conferences, telephoning, sending written communications, and weekly newsletters
 - b. Uses clear, concise language in written and verbal communication
4. Maintains confidentiality of students and students' records
5. Works cooperatively with school administrators, special support personnel, colleagues, and families.
 - a. Participates actively in implementation of school and district projects
 - b. Demonstrates an understanding of the community and parent role in the education of a child
- B. Complies with school, system, and state administrative regulations and board of education policies
 - a. Conducts assigned classes at the times scheduled
 - b. Enforces regulations concerning student conduct and discipline is punctual
 - c. Provides adequate information, plans, and materials for substitute teacher
 - d. Maintains accurate, complete, and appropriate records and files reports promptly
 - e. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
 - f. 2 teachers/grade level or team attend each Title I/PTO event
 - g. Complies with conditions as stated in contract
- C. Demonstrates professional practices in teaching
 - a. Models correct use of language, oral and written
 - b. Demonstrates accurate and up-to-date knowledge of content
 - c. Implements designated curriculum
 - d. Maintains lesson plans as required by school policy
 - e. Assigns reasonable tasks and homework to students

- f. Enters grades into IC regularly and in a timely manner from when the assignment/assessment was given (grading norms provided:  JES/BCSS Elementary Grading Norms and Expectations)
- D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
 - a. Takes precautions to protect records, equipment, materials, and facilities
 - b. Assumes responsibility for supervising students in out-of-class settings
 - c. Keeps up-to-date with board policies

Professional Development Plan

In cases where a Professional Development Plan is required for specific needs development, progress relative to completing the annual Professional Development Plan shall be one of the assessments during the annual evaluation process. The ultimate evaluation of successful completion of a Professional Development Plan is significant improvement in targeted areas as measured by the next year's annual evaluation.

Grade Level Chairs

1. Lead collaborative grade level lesson planning
2. Coordinate all weekly team meetings
3. Be responsible for dissemination of information to team members from leadership meetings
4. Act as information liaison between administration and team members
5. Promote harmony and teamwork
6. Assist in alignment of the curriculum for content areas-make sure pacing guides are followed, **lesson plans submitted from each team member (due Friday by 3 p.m.)**, progress monitoring is done with fidelity
7. Assist in compiling resource needs and inventories
8. Assist in planning staff development
9. Review data and assist with decisions
10. Submit weekly team meeting **SOAR minutes and sign-in sheets on each Thursday by 6 p.m. in Google Drive.**
11. Ensure weekly grade level newsletters are shared with all parents
12. RTI chairs ensure that Rtl meetings are being scheduled on a regular basis, paperwork is being completed in a timely manner, and that end-of-year procedures are completed.
13. Identify a role for each member of the team or to serve on a committee including RTI, PBIS
14. **As a member of the JES Leadership Team**
 - A. Clearly and accurately communicate information presented
 - B. Bring suggestions, concerns, and ideas to Admin as they arise
 - C. Attend monthly Leadership meetings (actively participate with no cell phones and side conversations)

- D. Maintain a professional attitude while promoting a positive morale and school climate
- E. Share school-wide/team concerns with leadership team and personal concerns one on one with Admin

Counselor

1. DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- A. Discusses the comprehensive school counseling program with the school administrator.
- B. Develops and maintains a written plan for effective delivery of the school counseling program based on State School Counseling Standard Course of Study and current individual school data
- C. Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, families, and community/business leaders).
- D. Maintains current and appropriate resources for education stakeholders.
- E. Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability (National standards recommend 80% of the time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).
- F. Uses data to develop comprehensive programs that meet student needs.

2. DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Guidance Curriculum

- A. Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- B. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- C. Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning

- A. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- B. Accurately and appropriately interprets and utilizes student data.

- C. Collaborates with families/guardians and educators to assist students with educational, career, and life planning.

Preventive and Responsive Services

- A. Provides individual and group counseling to students with identified concerns and needs.
- B. Consults and collaborates effectively with families/guardians, teachers, administrators, and other educational/community resources regarding career and personal/social skills, goals, and plans.
- C. Implements an effective referral and follow-up process as needed.
- D. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

System Support

- A. Provides appropriate information to school personnel related to the comprehensive school counseling program.
- B. Assists teachers, families, and other stakeholders in interpreting and understanding student data.
- C. Participates in professional development activities to improve knowledge and skills.
- D. Uses available technology resources to enhance the school counseling program.
- E. Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. MAJOR FUNCTION: ACCOUNTABILITY

- A. Conducts a yearly program audit to review extent of program implementation and effectiveness.
- B. Collects and analyzes data to guide program direction and emphasis.
- C. Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- D. Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.
- E. School Title 1 Coordinator and Parent Involvement Coordinator
- F. Behavior RTI
- G. PBIS Coach
- H. All other duties as assigned.

Media Specialist

- A. Textbooks/Bookroom
 - a. Makes sure that every child has a textbook

- b. Assists teachers in setting up procedures for monitoring books to prevent lost books
 - c. Guides textbook committees - serves as member
- B. Webpages/Voicemail Box
 - a. Updates JES webpage and Kiosk
 - b. Assists teachers in updating web pages and changing voice-mails
- C. Coordinates activities of building media committee
- D. Manages media center services and facility
- E. Maintains accurate media center records
- F. Promotes media program
- G. Develops and maintains media collection
- H. Coordinates acquisition, processing, and organizing of media resources
- I. Provides and/or reinforces the instruction of information access skills
- J. Serves as a resource to instructional staff and students
- K. Provides services to facilitate the instructional process

Secretary

- A. Assists Principal and other administrative team members with projects and daily work
- B. Screens calls and interruptions for Principal
- C. Manages transportation changes for students
- D. Manages school related mailings
- E. Creates flyers
- F. Assist teachers in securing substitutes with the assistance of the Principal
- G. Enters personnel leave request into our CSI/Smart Fusion
- H. Answers the phone
- I. Manages and supervises afternoon car rider students not picked up in a timely manner
- J. Welcomes families and others to the building; assists in meeting their needs
- K. Responsible for personnel files including observations and evaluations
- L. Records time of monthly drills and reports
- M. Assists Bookkeeper with ordering and processing purchase orders
- N. Assists Bookkeeper with monies
- O. Acts as the health care worker when the health care worker is absent
- P. Enter attendance and payroll data
- Q. Makes copies
- R. Enrolls and withdraws students in the absence of the School Clerk
- S. Accesses Smart Fusion information when needed
- T. Keep Custody Alert list updated
- U. Assist School Clerk when needed

- V. Manages and reports maintenance requests
- W. Turn in monthly time card records
- X. All other duties as assigned

School Clerk

- A. Works collaboratively with the Instructional Coach to manage the distribution and posting of student grades
- B. Responsible for all student records including Infinite Campus and Permanent Records, CCRPI data
- C. Keep all scheduling updated in Infinite Campus
- D. Responsible for daily attendance recording and reporting, notifying School Social Worker and Principal as letters are sent to the family regarding attendance
- E. Maintains an inventory of property in the building
- F. Responsible for the management of our fax system
- G. Responsible for enrolling and withdrawing students
- H. Responsible for the maintenance of an afternoon car rider list
- I. Assists with transportation changes and assists Secretary when needed
- J. Acts as the health care worker when the health care worker is absent
- K. Turn in monthly time card records
- L. All other duties as assigned

Bookkeeper

- A. Maintains and audits financial records, county and school
- B. Writes checks to invoices and check requests
- C. Distributes and maintains two-way radios, including batteries
- D. Works with teachers regarding collection of monies for fundraisers, books, magazines, yearbook, field day, music and media fundraisers, etc.
- E. Works with the Principal to review and processes purchase orders
- F. Works with the Principal to monitor After School program and monies
- G. Submits request for transportation
- H. Receives orders and get them ready for delivery to appropriate personnel
- I. Accesses Smart Fusion information when needed for payroll and other data
- J. Assists with transportation changes and assists Secretary when needed
- K. Assist the Principal in monitoring County Instructional Budget, St; Title I and other grant funds, and school accounts
- L. Organize financial processes and procedures for collecting money from teachers, students, and families
- M. Organize financial processes and procedures for the delivery and distribution of ice cream, pictures, and fundraisers
- N. Assists the Principal to approve or disapprove of all spending requests
- O. Assists the Principal to approve or disapprove of all transfers from one account to the other

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- P. Negotiate with businesses and vendors for lower prices when experiencing shoddy merchandise or poor service (late Agendas, poor picture quality, damaged books, etc.)
- Q. Coordinate and work with PTO to raise money and to determine helpful expenditures
- R. Runs errands for the administrators as needed; daily trip to the county office
- S. Order lesson plan booklets, calendars and grade books
- T. Turn in monthly time card records
- U. All other duties as assigned

School Nurse/Health Care Worker


- A. See students for illnesses and injuries. Enter in Infinite Campus (IC).
- B. Conference with teachers as necessary and contact families
- C. Hearing and Vision Screening and follow-up and enter in IC
- D. Scoliosis Screening and reports to health department and enter in IC
- E. Assist records clerk with Immunization Records and enter in IC
- F. Conduct hand washing class
- G. Report to DFACS as necessary
- H. Schedule visits for dental van and assist
- I. Administer medication and maintain confidentiality
- J. Maintain to AED equipment and conduct
- K. Turn in monthly time card record
- L. Contact the school's registered nurse for assistance
- M. All other duties as assigned.

Paraprofessional (General Education)

- A. In accordance with lesson plans developed by the teacher, provides small group and/or individualized instruction to students.
- B. Assists teachers with daily classroom management activities designed to ensure students demonstrate behavior that is conducive to an effective learning environment.
- C. Assist teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks.
- D. Assists teachers with the development and organization of appropriate Instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments.
- E. Turn in monthly time card records
- F. All other duties as assigned.

Paraprofessional (Special Education)

- A. Assists students with physical needs including feeding, toileting, lifting, and mobility.
- B. Assists students with health care procedures including hygiene and medications as needed for daily care.
- C. In accordance with lesson plans developed by the teacher, provides small group and/or individualized instruction to students.
- D. Monitors students before, after school, and during other non-instructional transitional periods.
- E. Assists teachers with daily classroom management activities designed to ensure students demonstrate behavior that is conducive to an effective learning environment.
- F. Assist teachers with assessment of student performance (standardized and non-standardized testing) and other recordkeeping tasks.
- G. Assists teachers with the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments.
- H. Turn in monthly time card records
- I. All other duties as assigned.

To: Administrators, Payroll and Leave Personnel
From: Jennifer Lucier 
Date: June , 2021
Re: Pay Periods

Payroll and Leave information **must** be recorded in CSI or received in Central Office according to the following schedule for the 2021-2022 school year to insure that employees are paid at the end of each month:

| PAY PERIOD | DUE IN CENTRAL OFFICE |
|---|-----------------------|
| June 21 st to July 16 th | July 19, 2021 |
| July 17 th to August 13 th | August 16, 2021 |
| August 14 th to September 10 th | September 13, 2021 |
| September 11 th to October 8 th | October 11, 2021 |
| October 9 th to November 5 th | November 8, 2021 |
| November 6 th to December 3 rd | December 6, 2021 |
| December 4 th to January 14 th | January 18, 2022 |
| January 15 th to February 11 th | February 14, 2022 |
| February 12 th to March 11 th | March 14, 2022 |
| March 12 th to April 15 th | April 18, 2022 |
| April 16 th to May 13 th | May 16, 2022 |
| May 14 th to June 17 th | June 20, 2022 |

PAY DATES FOR 2021-2022 SCHOOL YEAR

| | |
|-------------------------------|----------------------------|
| July 30, 2021- Friday | January 31, 2022- Monday |
| August 31, 2021 - Tuesday | February 28, 2022 – Monday |
| September 30, 2021 - Thursday | March 31, 2022— Thursday |
| October 29, 2021 – Friday | April 29, 2022— Friday |
| November 30, 2021 - Tuesday | May 31, 2022—Tuesday |
| December 17, 2021- Friday | June 30, 2022— Thursday |

CHAIN OF COMMAND

The chain of command is designed to promote the overall effectiveness of school programs. If there is a question or a problem to be resolved, staff at the local school

level shall follow the chain of command established by the principal. The principal is directly responsible to the Superintendent.

The chain of command at Jackson Elementary is as follows:

1. If you are a teacher, custodian, paraprofessional with a question or need to resolve a problem, initial conversation begins with your grade level chair, head custodian, or department head. If the question or problem involves your immediate supervisor, then seek advice from a member of the administrative team.
2. The next person on the list is the Assistant Principal
3. The Principal is the last point of contact in the building if you have a question or a problem.
4. The remaining order for the chain of command involves the Human Resources Director, a County Office Director, the Assistant Superintendent, and then the Superintendent.

Before seeking answers to your question or problem with a source outside of the local building, please make sure you have exhausted the chain of command entirely at Jackson Elementary.

Contacting the main office:

Please use the following preferred methods to communicate with the front office:

1. Instructions on how to use the white phones on your wall are posted near the phone. Please use this phone to communicate with the front office. For non-emergencies, please dial "0". For emergencies, please dial (*). This is the preferred method of reaching the office in cases of emergencies; the intercom records and holds your intercom number until we answer it.
2. Please use your classroom phone as a last resort. You can call us on your classroom phone. To call out, simply pick up the phone and dial:

| | |
|------------------------------|------------------------|
| 8000 for Secretary | 8005 for Records Clerk |
| 8010 for Principal | 8025 for Bookkeeper |
| 8015 for Assistant Principal | |

Please refrain from using your classroom phones as means to track someone down. If it is an emergency, the white phone should be used as a means to communicate with the front office. If you have an emergency and need a student removed, please dial (*) on the wall phone in your classroom. An available administrator will be notified and report to your room for assistance.

POLICIES AND PROCEDURES

Work Day:

The workday for certified teaching staff is from 7:20 am to 3:20 pm. The workday for paraprofessionals is 7:20 am to 3:20 pm unless scheduled differently by administration. The workday for front office staff varies. Each person is expected to be in the building and ready to begin at their assigned time. Good teacher attendance is vital to the smooth operation of any school. Research shows that three days of instruction are affected by one day of a teacher's absence.

All persons are requested to fob-in and out daily. You must notify the Principal if you are going to clock in late for any reason. Upon late arrival, let the secretary know you have arrived. Excessive tardies will not be tolerated. It is the responsibility of the employee to ensure no tardies accrue. There will be no tracking procedure. A total of 7 or more tardies on the year-end report will result in an Unsatisfactory rating on the end of the year annual evaluation and result in a Professional Development Plan of Improvement.

All non-certified staff members are required to keep a work time log and submit it to the principal at the end of each month.

Teachers, paraprofessionals, and other non-certified staff are expected to remain on campus until the end of the school (work) day. Permission to leave campus during the work day will only be granted for emergencies and/or school business and must be secured from an available administrator.

Leaving Campus:

In the event an employee has to leave campus, the following procedures are required:

- Secure permission from an available administrator
- Notify a member of the front office staff upon leaving and again upon your return.
- Officially sign/fob out when you leave and sign/fob in upon your return. We must be accountable for all staff in the building at all times.

Employees will be expected to follow the above-mentioned procedures regardless of the amount of time off campus. Anytime an employee has to leave campus for 2 or more hours of leave, they will be expected to complete a leave form properly documenting their missed time from work.

Sick Leave:

Sick leave may be taken for absence due to personal illness, injury, maternity, or other temporary disability, or necessitated by exposure to contagious disease in which the health of others would be endangered by the employee's attendance, or for illness or death in the employee's immediate family. If you must be absent from school for any reason, it is your responsibility to call the Principal at 678-544-5903 before 6:00 a.m. Then you are required to find coverage for your class or duties.

After the third absence from work, you will be required to submit a doctor's excuse for subsequent absences. For reasons of illness, immediate family shall be defined as spouse, child, mother, father, brother, sister, or any relative living in the household of the employee. In the event of death, the definition of immediate family is extended to also include grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law or any other family member deemed immediate by employee.

Please be sure to follow the established substitute procedures. Make sure you provide lesson plans for the day. What to include:

- Special student considerations (medication, restricted pick-up, etc.)
- Your team leader's name
- Schedule for students leaving the classroom (include where they are going and the procedure for moving to that location)
- Transportation list for all students
- Location of the emergency kit in the classroom
- Please notify the substitute of the time they will need to arrive and that they may leave. It is also important to communicate any morning or afternoon duties to the substitute also.

If you are going to be absent from work or if a member of your immediate family is sick, the following are the steps one needs to take:

Please complete a leave form if you know that you are going to be absent **ahead of time** and given to the School Secretary as soon as possible. If an emergency arises before the end of the school day and you know that you are going to be out the next day, please complete a leave form and turn it into the school secretary as soon as possible.

If you are not able to complete the leave form, please be sure to contact Ms.Stamoules via phone using the following phone number before **9:00p.m.** or before **6:00a.m.: 678-544-5903 or 770-296-9234.** If you call in sick please make sure to submit your leave form upon returning back to school.

Once you have received approval for leave please secure a substitute. Please see the updated list on the Google Drive. Contact Ms. Stamoules to let her know who you have secured for your position.

Professional Leave:

Please attach to the leave requests for Professional and Staff Development a copy of the registration form. PLU forms are sent to central office. Professional leave taken at the request of or on behalf of the school system shall not be counted against sick leave.

Once your leave has been approved you will be added to the list for approved leave and you may secure a substitute.

Personal Leave:

Employees may take three (3) days of personal/professional leave if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation. **A leave form must be filed and approved by the principal five (5) days prior to leave.** Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or the designee, in his or her discretion, determines that such leave should be granted due to emergency or extenuating circumstances beyond the employee's control. The superintendent may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available.

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

Once you return to work...

- If the substitute leaves you a note indicating that a student misbehaved, please be sure to follow up with a discipline referral, for that student, to an administrator.
- Please make sure that you notify the office if there is a problem in your classroom during the time a substitute is present. This is the only way we can monitor the substitutes in our building.

We believe that if we consistently follow these procedures it will decrease the level of frustration and teacher coverage of classes.

Emergency Lesson Plans:

Emergency lesson plans (ELP) are created and utilized in the event of an emergency and **you are not able** to fax, phone, send lesson plans to school in your absence.

Please make sure that your Emergency Lesson Plan folders (binders) have the following information:

- 3-5 days of lesson plans for full day instruction.
 - Please make copies of all applicable work before hand
 - Please make a note if students are allowed to work in small groups.
 - Please leave directions on how the work is to be completed.
- Your teaching and lunchtime (routines/procedures).
- Two (2) student helpers in each class
- Extra assignments and activities for early finishers.
- The name of another teacher that might be able to help out if necessary.
- Student transportation information. Be sure to include bus numbers, car riders, and extended day. Please include a reminder for substitutes to check agendas.
- Emergency map and procedures
 - You may make a copy of the one in your room
 - Create your own using the copy located in your room
 - Or, create a “list” of directions for evacuation, etc.
 - Include tornado, fire, and severe weather drill information

Substitute Teacher Procedures.... Please leave these detailed instructions in your sub folder.

Attendance and Tardies

- Class rosters will be printed for you before you arrive.
- Please call each student's name on the roster. Please do not allow students to take attendance.
- Once you have finished taking attendance send the roster to Ms. Iris.
- If a student walks in after you have taken attendance, note the time that they arrived to class on a separate sheet of paper to turn in to the teacher.
- Students should present a tardy slip from the office with arrival time and date. If they do not, please send them back to the front office.

Lesson Plans and Daily Activities

- Please be sure to follow the teacher's lesson plans. Please do not deviate from those plans. If there is confusion about an assignment check with a teacher on the same grade level for clarification.

Discipline and classroom management

- If you have a student who is extremely insubordinate, disrespectful, or disruptive push the emergency call button or dial 8000. An administrator will come to the room as soon as possible.
- Please be sure to leave a detailed report of the incident for the teacher to respond to when they return.

Attendance at Meetings:

All teachers are expected to attend scheduled meetings. Promptness is essential to the success of all meetings. There may be times when things come up that need to be discussed with the faculty and unscheduled meetings might have to be called. Excessive absences or early departures will reflect on a teacher's annual evaluation of duties and responsibilities. Request to be excused from a meeting must be submitted to the principal. **Please reserve ALL Thursdays for meeting days.** Other days will be communicated in advance if necessary.

All certified staff is expected to be at the following events:

**Open House
Student Showcase Night
Parent and Student Family Nights
School dances
PTO sponsored events
Parent Teacher Organization Performances
And others as assigned.**


Non-Certified staff members are invited to attend events to support our students and colleagues

Communication:

Be sure to check your email daily. You will be expected to check your email at least once a week over the weekly and summer breaks. Daily announcements, reminders, and pertinent information are transmitted via email. School email should be used to communicate only school business.

Correspondence, which contains errors, is poorly worded, or is illegibly written, creates an inappropriate school image. The principal should be informed and given a copy of correspondence sent school-wide or home to families via students. School stationery is available on the common drive. Clubs or organizations may use the marquee space to publicize upcoming events. Submit the message to the principal in a timely manner. Communicate with families often via email, telephone, notes, and conferences. Remember to communicate the positives and keep track of your contact in your communication log in IC.

Grading:

All teachers are required to keep grades updated in Infinite Campus each quarter. Grades should be updated regularly and in a timely manner from when the assignment/assessment was given. A minimum of 3 grades should be given per content per quarter. There shall be no areas without a grade by the end of the school year.  JES/BCSS Elementary Grading Norms and Expectations

All teachers will be given a schedule of when progress reports and report cards are to be distributed and teachers are expected to adhere to the schedule. Teachers in grades K-5 will input grades into Infinite Campus in a timely manner and will also be given a schedule of when to post grades and validate grades in Infinite Campus each 4 ½ weeks. As stated in Butts County Board Policy IHA: A grade of 70 shall be the minimum passing grade for all subjects in grades K-5. Numerical grades shall be used for any subject in grades K-5. A report card of student grades shall be sent to the family of all pupils enrolled in grades K-5 at least every nine weeks throughout the school year.

A report must be given to administration and families must be contacted for any student that has failing grades on their progress report and/or report card before it goes home. It is the teacher's responsibility to notify the Principal of any child receiving a failing grade on the report card 5 days before the report goes home.

Contacting a family member:

Contacting the family is an obligation that we often neglect for a variety of reasons. We worry that the parent will respond negatively, that they will not want to hear from us or that all we ever do is contact them with "bad news." None of these reasons excuses us from making parent contacts, and there are things we can do to make this part of our job a better experience. Weekly emails must be sent to the student's family addressing what the student will be learning for the week and any school-wide events or functions.

1. Contact families using a variety of methods. We try to have current phone numbers available, though these do frequently get disconnected and changed. If making a phone contact is not possible, asking students to bring back a signed note is an acceptable way of making a verifiable contact. Email is also an acceptable alternative; make one positive/informational phone call at the beginning of the year to each household and ask the family for their emails at this time. Be sure to encourage them to check it, respond to your emails or to send you any questions or concerns they might have.
2. As noted above, do take the time during the first two weeks of school to make a quick, positive phone call to each of your students' family or

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guardians. For many families this will be the first positive contact that the school has initiated toward them in a long time. Always take the opportunity to ask families what they think you can do to help their children; even if they do not have an answer, they will give you a much greater understanding of the students you have in your classroom. Document all parent contact in Infinite Campus. Positive Contacts Logs will be due to the AP three (3) times per year.

3. Always contact families in the following situations:
 - a. When students have been disruptive or disrespectful to you. Always call a family about a disciplinary situation before you refer it to the administration. This does not mean a phone call made in October covers a referral made in March because “it’s the same kind of thing.” Every referral to the office warrants a phone call home.
 - b. When students are in danger of failing your class. Always call the family when students are in danger of failing your class. If you do not notify the family that their student is failing your class, it will be exceedingly difficult to support you or the grade if the parent questions it.
 - c. When a student does something spectacular or out of the ordinary. Call the family when their student does a particularly good job, or when you begin to see a positive change in the student. We sometimes have to “make withdrawals” in the accounts we hold with students and families; it is much easier to do this if we have taken the time to make “deposits.”

Parent Teacher Conferences:

Teachers are required to make a minimum of four **positive parent contacts** throughout the year via conference, phone call, email, or note. Teachers are expected to have at least one face-to-face conference during the first semester. Teachers must also have a subsequent face-to-face conference for any student not meeting expectations. Teachers will be required to work the Parent Conference Day.

Teachers should log all contacts in Infinite Campus. These logs will be submitted three times a year to the Assistant Principal at the end of the first month of school, first semester; before Spring Break; and in the last month of school.

Observations and Evaluations:

Every employee’s performance will be evaluated annually using TKES, LKES, and CKES. The administrative staff will be conducting formal/informal observations.

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The formal evaluation process at Jackson Elementary School is an extension of a much broader informal one. It is the hope of the administration to be in your classrooms on a regular basis; when we step into your classroom for a formal observation, we will hopefully see the same excellent instruction that we have seen throughout the year during our shorter visits.

When we visit your classroom for our walkthroughs, we will be looking for, listening for and asking about specific instructional activities. These are:

1. "I Can" Statement or Learning Target. Every student should know the Learning Target Question for the unit you are studying, or, better yet, it should be posted or written somewhere in your room so that the students can always refer to it.
2. Standards you are currently teaching should be posted in one central location in your room where they are visible and accessible.
3. An opening activity. These activities are known by many names, but the primary element is that they are activities that begin a class period.
4. Students' work session. Students are demonstrating what they are able to do as a result of your instruction.
5. A closing or summary activity. This activity is designed to check students' understanding of the material presented in class on that day.

These tools will help your lessons to exhibit the kind of engaging structure that will satisfy the Teacher Keys Effectiveness System.

Faculty and Staff Dress Code:

Teachers are expected to set a professional example for our students. The guidelines for Faculty and Staff dress code at Jackson Elementary are as follows:

- All clothing should be free from wrinkles.
- Jeans may be worn on designated days
- Athletic style pants and/or jackets are prohibited. Physical education staff may wear, when appropriate, collared, Polo-style shirts.
- Clean and slightly worn athletic shoes are acceptable. Faculty are not allowed to wear crocs or rubber flip-flops at any time.
- Men should wear collared shirts Monday-Thursday.
- Form fitting clothes are not permissible.
- Capris may be worn and must be longer than half the distance between the bottom of the knee and ankle.
- Leggings are allowed as long as the top/blouse comes to below the hips.
- **Midriffs and backs should be covered (even when reaching, bending, stooping, etc.)**
- Sleeves on tops and dresses must be four fingers wide.

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- Attire worn on professional learning days should follow the same dress code as stated above.
- **Shorts may not be worn on campus at any time for any event (field trips, PTO, or other school-sponsored events). Exception: Bermuda length shorts may be worn on Field Day. Jeans should not be worn on field trips unless the trip warrants that type of attire and you have prior approval by the principal.**

Professional Development:

Continuous professional growth is critical to our success with students and to our personal well-being. Staff development provides each of us with the opportunity to be more effective and to be more satisfied in our jobs. The goal of professional development is "to improve the performance of students by increasing the proficiencies of teachers." Please see the Professional Log in the Appendix. Each teacher will be responsible for filling out his/her log throughout the year. Return the log to the Assistant Principal in post planning.

Classroom Telephones:

Classroom telephones are for school use. No long distance telephone calls should be made from the classrooms and charged to the school. If you must make a school-related long distance call, make it from an Administrative Office and log the call. Do not allow students to leave during class time to make or receive a telephone call without the approval of an Administrator. Classroom telephones are equipped with a security feature. If you have an emergency, please dial (*) for an Administrator using the wall classroom phone. School office personnel stay busy with outside calls. Please refrain from calling the front office with requests that can be handled in other ways.

Cell Phones:

Employees are not allowed to use their cell phones to talk and text during the day while supervising students. If a family emergency arises and an employee must receive or initiate a call via cell phone, please notify a member of the administrative staff.

Tobacco:

All employees and visitors are prohibited from using tobacco products in board owned vehicles and on all school property with the exception of outdoor facilities after school hours. All employees are prohibited from using tobacco products while supervising students for any school-sponsored activities.

Volunteers:

The schools welcome volunteer help. All volunteers must complete a criminal background check prior to participating in any school functions or to work in the school. Anyone who desires to volunteer must secure permission from the principal. All volunteers are subject to the Board of Education administrative procedures and regulations in order to assure effective school operations. (School Board Policy IFCD)

Only approved volunteers are allowed to work with our students.

Studies have shown that volunteering with youth not only improves their academic performance and chances of going to college and getting a good job, but also contributes to their overall well-being, and the well-being of the community. In order to make an impact on a child's life, all a volunteer needs to do is give is an hour a week of their time. The goal of the volunteer program at JES is to help children stay in school and prepare them to graduate with a plan for their next step – college, trade school, or the armed forces – and eventually move into the workforce. Encourage any person that would like to volunteer stop by the front office to pick up an application packet.

Visitors/Guest Speakers:

Visitors who come to see a particular teacher must have a visitor's pass. **If someone is in the building and is not wearing a visitor's pass, please be sure to ask how you can help the unidentified person.** Then please escort them to the front office or call the office for assistance. No student is allowed to bring visitors to school or to invite visitors to campus during the school day. Please make every effort to invite community members into your classrooms when applicable. This will enhance your teaching and enrich student learning. **All guest speakers must be approved by the administration before they are scheduled.** Notify Administration the morning a speaker is expected. Please take a moment and send them a formal thank-you letter as well as having your students write one.

While at work, the expectation is that instruction is a teacher's number one priority. As such, minimal interruptions to the instructional day are encouraged and necessary to ensure the academic success of our students. Should the need arise (a family emergency) for a spouse or a child to be at your workplace, you must notify the principal. Please work to ensure that spousal and child(ren) visits are minimized during the school year. They may stay in the after school program on the day of staff meetings at **no** charge. They are to remain with their teacher until dismissal or if you are checking them out to leave campus.

Duty:

Staff may be assigned to morning duty, lunch duty, and after school duty. Duty assignments are made by the Administration. Rosters will be available at the beginning of the year and will be adjusted as necessary. **You are responsible for finding coverage for your duty in your absence. Once you have secured a replacement to cover your duty please notify the front office as well as administration.**

Extra Duty Assignments:

Teachers will be assigned extra duties by the administration. These duties are a necessary and extremely important part of every teacher's responsibilities. Every effort will be made to distribute these in an equitable manner.

Lesson Plans:

All staff must create weekly lesson plans. Please submit lesson plans on Google Drive using the BCSS Lesson plan template. Lesson plans should be typed and posted to the appropriate folder on Google Drive by **5:00 pm the Friday before the plans are to be implemented**. Lesson plans should reflect accommodations for curriculum differentiations for achievement levels and special education populations, including **TAG, SLD, EBD, MID, etc.**

Team Meetings:

Grade levels are expected to meet during planning time to build a sense of community and shared responsibility. Meetings should be documented and minutes kept as a record. The following meetings are the required minimum number of meetings expected weekly:

- Grade level collaborative planning meetings: TBD by individual grade levels.
- Academic and Behavior Rtl meetings: Meet on Thursday.
 - Update student intervention information. This is in addition to any information discussed in the previous data meetings. In order to discuss a student in a data meeting, the current intervention and assessment information should reflect the data already collected for that student: small group assessments, pre/post summative data, MAP, Acadience, STEEP proof of progress monitoring, etc.
- Curriculum Empowerment/Data Reviews: Meet every Wednesday, or as outlined, in the data room.

Classroom Management Plan:

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Teachers are expected to handle routine classroom management problems; however, the administrative team recognizes the “right to refer.” Many problems can be prevented through proactive management. Teachers are expected to formulate a classroom management plan and provide a copy to the appropriate administrator at the beginning of each school year. The family and student needs to know your expectations. Make sure that your students and families have a copy of the plan and you have evidence that they have received it. **Classroom/Grade level rules and expectations are due to Boyd by August 13 at 3:00 PM.**

Supervision of Students:

When a student is dismissed from class for any reason, he/she must have a hall pass. Students must travel in **pairs** at all times. If a student is going to be left at the nurse station or with administration allow three students to transition together. If a student is permitted to leave the room, the teacher must be aware of the time of leaving and returning. No student should be allowed to interrupt or disrupt another class. **It is against school policy for teachers to leave students unattended.** If an emergency should arise, notify a neighboring teacher or a member of the administrative team so that someone can supervise students. Students must not be left alone. Students should be dismissed immediately after the bell rings and teachers should closely supervise their students during this transition time. Students should also be supervised at all times when moving from classroom to classroom on departmentalized grade levels.

Student Attendance:

Teachers have a legal responsibility to maintain accurate, current daily attendance records. It is highly important that you discharge the responsibility efficiently since this report serves as a basis for computing daily attendance figures. You are also responsible for the safekeeping of these records. You will be asked to submit a hard copy of attendance at the end of year. It is imperative that you enter attendance accurately and in a timely manner by **8:00 a.m.** each morning.

Students are required to bring a written excuse from the family, guardians, and/or doctors stating reason(s) for absences. All written excuses should be turned in **immediately** to the records clerk.

- **Teachers are required to call the family and document in Infinite Campus when a student has missed 3 days (cumulative, not necessarily consecutive) without notification.**
- **When the child has been absent for 5 days, a written report must be made to the counselor with a copy submitted to the principal. The report should include the date of contact(s) with the parent and the parent's response. A letter will be sent to the family.**
- **After 7 unexcused days, a referral will be made to the System Social**

Worker. *See Board Policy at the end of Section 2.0.

If a child will be out of school ten (10) or more consecutive days because of personal illness, accident, or surgery, the services of a hospital/homebound teacher can be arranged in the school office and the child will be counted present. Contact the designated school administrator to handle the forms.

Student Tardiness:

Students who arrive at school after the tardy bell will be counted as tardy. Students who are tardy must come to the office and get a late pass from the school secretary. Students who are tardy may not enter the classroom without a tardy slip. It does not apply to students whose buses are late. Repeated tardies should be reported in writing to the counselor with a copy to the principal. After five tardies, the records clerk will notify the counselor and a letter is sent to the family. After eight tardies, a second letter is sent requesting a parent conference with the principal and the counselor. If a student is tardy or checked out an excessive number of times (the equivalent of 7 hours), a referral may be made by the counselor to the System Social Worker.

Classroom Appearance:

It should be remembered that children respond to attractive, clutter-free surroundings, and an effort should be made by teachers to keep classrooms neat, attractive, and free of unnecessary materials and clutter. The custodians assigned to your room will do most of the heavy work; however, much can be done by the teacher and students by keeping paper off the floor, keeping desks, chairs, and tables clean and keeping shelves straight and dusted. If your room needs special cleaning, or if it is not being cleaned to your satisfaction, please notify the principal by email.

Care should be given so as not to mar the walls or scratch the paint. **Use only Permacel tape or Command Strips on the walls.** Do not use duct tape, putty, etc. These will peel the paint and leave residue on the walls. Spills or stains on carpets must be cleaned as they occur and reported immediately!

No microwave oven, coffee pot, fish aquarium, refrigerator or any type of hot plate should be in the classroom.

All drinking cups must have a secure lid.

Academic Galleries should always show **current** student work with the appropriate content standard(s) posted. **It is expected that these displays will change monthly at a minimum.**

Learning targets and standards must be posted and easily accessible in all content areas.

PLEASE REPORT BLOOD ON ANY SURFACE IMMEDIATELY. CLEANING FOR BLOOD MUST BE DONE WITH THE USE OF THE PROPER CLEANING PRODUCTS AND METHODS. THIS IS A REQUIREMENT TO PREVENT THE SPREAD OF AIDS.

STUDENTS ARE NOT ALLOWED TO EAT OR DRINK IN CLASSROOMS EXCEPT DURING APPROVED SCHOOL PARTIES AND BREAKFAST.

TEACHERS ARE NOT ALLOWED TO EAT LUNCH IN CLASSROOMS AND SHOULD NOT HAVE FOOD OR DRINK WHEN STUDENTS ARE PRESENT.

Classroom Schedule:

Each teacher is responsible for having a **current** classroom schedule posted on the outside wall beside the door and one in a substitute folder. A copy should also be sent to the ASSISTANT PRINCIPAL. Any revisions should also be sent to the ASSISTANT PRINCIPAL. The schedule should include academic blocks of time, and other special classes, such as music, art, media center, P.E., and dismissal time. All content areas must be taught each day during the scheduled block.

Restroom breaks should be limited to 5 minutes and staggered on the grade level. Classroom transition times must occur within 2 minutes. **A list of students should be posted inside each classroom of how all children normally get home.**

Student Schedule:

| | |
|-----------|------------------------------|
| 7:20 A.M. | Breakfast |
| 7:50 AM | Tardy Bell/Morning Broadcast |
| 7:50 AM | Instruction begins |
| 2:50 PM | Dismissal |

****Students must have a note to go home any way other than their usual way. If the change involves a bus, the note must be sent to the office so that a bus pass can be issued. Students *are not allowed* on buses without a pass. The pass must include the address where the student is to be taken.**

In the afternoon, all children of staff members will line up with after-school students and report to the cafeteria, where they will be supervised until 3:20. At that time, they may go to the classroom/office of the parent, and they are expected to stay there and work or play quietly so that they do not disrupt people who are still working. Each employee is responsible for the supervision of his/her children until they leave the building. Students who are participating in after-school clubs or chorus may go directly to that location at 2:50. **This is the only exception to this required procedure.**

Early Dismissal:

Families must check students out in the office for early dismissal. The office will normally call for the child to report to the office to go home. If an adult arrives at your door to pick up a student, do not release the child without a checkout slip from the office, even if you know the person asking for the child.

Lunch Procedures:

During the first 8 days of school and the last 5 days of school, teachers are asked to sit with their students. At this time, it will be your primary responsibility to ensure your students are following cafeteria rules and procedures. In addition, it is the time for you to model cafeteria expectations with regard to the music that is played while students are in the cafeteria. When the music is played, the students **ARE** able to talk as long as their volume level is below the music level. When the music is off, the students are not allowed to talk. If students see you talk, then they will believe it is okay for them to talk while the music is playing. Once cafeteria routines have been established, you are expected to ensure that your students are settled before leaving the cafeteria.

Students are provided **30 minutes for lunch**. This includes the time in line and the time to eat. Students may finish before the 30 minutes are up (and usually do). You should **supervise their clean up** as well: forks in buckets, putting their trays away, wiping off tables, etc. It's usually easier to supervise students when they have something to do—especially with older students. If they have nothing to do, they'll find something to do!

Recess Procedures:

All students will have a **20 minute recess DAILY**. Supervision during recess is critical! This is the number one area for accidents and playground disputes. During recess, be sure that you consider the following:

- **Please be sure to take the recess radio to the playground for communication, especially in case of emergencies.**
- Have your first aid fanny pack with you. The nurse will hand these out. If you should need refills later in the year, please be sure to contact the nurse.
- Make sure playground mats are appropriately in place and the mulch is raked appropriately before the students begin to play. **If the playground needs attention please call for Assistant Principal and Custodian on duty to come out to fix the problem before the students begin to play.**
- Be on your feet at all times, walking around the playground, giving verbal redirection and signals.
- Have a signal that you use when it is time to go in, such as a hand in the air, a whistle, etc., which the children recognize.

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- Pay particular attention to students using playground equipment.
- Carefully supervise the students as they play games like basketball and football. A good-natured game can become a fight real fast!
- Be sure that this does not become a time for visiting with other staff members.

School Committees and School Clubs:

All faculty and staff members are expected to assist or be involved on a committee or with a club. Any new club must be approved by the Principal before the meeting takes place. Currently JES has the following committees and clubs:

| | |
|-------------------------------|-------------------------------------|
| Leadership Team | Student Council |
| Hospitality Team | Check-in/out Mentoring |
| Art Club | Cooking Club |
| Science Club | Architecture Club |
| Math Club | Jr. BETA Club |
| Book Club | Superintendent's Advisory Council |
| Dance Club | School Council |
| PTO | Teacher/ Support Person Recognition |
| Awards and Honors | Relay for Life |
| PBIS team | Yearbook committee |
| Safety Team | Media Committee |
| Chess Club | Scrapbooking Club |
| Girls Etiquette Club | Technology Committee |
| Drama Club | Fundraising Committee |
| Black History Month Committee | Pandamonium |
| Good News Club | Teacher Induction Program (T.I.P.) |
| Student of the Month | Never Being Absent (NBA) Committee |
| Spelling Bee Committee | Literacy Day Committee |
| Core Essentials | Drama |
| Basketball | |

Mail:

Mail pertaining to school may be placed in school envelopes and postage will be paid by the school. Remember to initial all school printed envelopes in the upper left hand corner. Do not send personal mail in school envelopes. Staff mailboxes are located in the workroom. At a minimum, check mailboxes in the morning and afternoon.

Students are not allowed to check the mailboxes for teachers.

Use of the Teacher Break Room:

The break room is a very important place in the school and is reserved exclusively for adults. It is a gathering place; a social place; a place to escape; and a resting,

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relaxing, and rejuvenating place. Rumors and gossip have no place at JES. The break room should be a place where all are welcomed, where no negative comments are made about others, where “shop talk” is light and fun and where everybody cleans up after themselves. Extra silverware will be provided by the school. Please do not take silverware from the cafeteria. **Children are not allowed in the break room for any reason. Please do not send students to get your mail.**

Parking:

Teachers and other staff members should park in the lanes in the front of the school. Please do not park in the visitor’s parking or reserved space. The reserved space is for the office staff; they often go to the BOE. The parking near the bus loading and unloading area is reserved for food service staff and vendors.

Accidents:

All accidents will be reported immediately to the nurse. Accident report forms are available for printing in the “Forms for Teachers” on the common drive. Fill out the accident report the same day as the accident.

Medication:

The parent must complete a Medicine and Release Form before medication can be administered. **All medication must be dispensed from the office.**

Child Abuse/Neglect Reporting Protocol:

Contact or see the school counselor for any questions relating to this topic.

Be mindful of the content of GA Public School Standard — G 11.2 1a & 1b:
Any employee, teacher, or administrator having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted upon child other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent/caretaker, or has been sexually assaulted, shall report observations to the Department of Family and Children Services. The teacher must complete a DFACS referral form for submission to the principal. Forms can be found on the Common Drive.

Field Trips:

Field trips, which are instructional and enhance the learning in the classroom, are encouraged. The Principal will approve all field trips. The Principal will help to monitor field trip requests. The school policy requires a signed permission slip from the parent of each child making the trip. These permission slips must be kept on file for the

remainder of the year. No student can be denied the opportunity to go on the trip because of uncollected charges. Forms needed for field trip and field trip planning can be found on the Common Drive in the Field Trip folder.

Textbooks:

Department heads are responsible for maintaining an inventory of textbooks for the department. This responsibility includes, but is not limited to, keeping a record of total textbooks at the beginning of each semester, keeping a record of the number issued to each teacher and accounting for all. Textbooks are the property of the school district and students must pay for lost or damaged books at the cost of replacement. Library books must also be replaced. Periodically, throughout the semester, textbook checks should be made in all classes. At the time of loss or no later than the last day of the semester, the classroom teacher should notify the Assistant Principal who has lost or not returned their textbooks.

Bulletin Boards (Academic Galleries):

Appropriate bulletin boards should be maintained within the corridors. Only school related materials may be posted on bulletin boards in school corridors. Any non-school related advertisements or posters will be removed from walls. Classroom bulletin boards should be maintained with current student work, attractive, and instructional displays which are standards based.

Equipment and Supplies:

Care should be taken to ensure that equipment and supplies belonging to the Butts County School System are appropriately secured and used. Teachers are responsible for proper utilization of all audio-visual equipment. Notify the Media Specialist if problems arise when using AV equipment. Notify Administration of any loss, theft, or damage to inventoried equipment or damage to buildings, grounds, and maintenance items. Notify tech personnel about computer problems. All required equipment or teaching supplies should be coordinated through the department head.

Use of Copier:

The copy clerk will make class copies. Teachers will follow these procedures:

- Teachers should have a folder marked "Copy Folder". This is the only folder to be used for transporting materials to the office for copying.
- Fill out work order, indicating the date the materials are needed. Please allow at least **two days** turnaround time.
- **Only materials from BOE-purchased textbook resources or approved supplemental materials may be copied. Other materials must be submitted to the Principal or Assistant Principal for approval at least two days prior to**

when the material is to be copied, that is four days in advance of when you would like it returned completed to you.

- The order will be approved for copyright and copied according to the instructions on the work order. **Completed work will be placed in the teacher's mailbox for pick-up.**
- **All copies must include the Learning Target written/typed on the copy.**
- Copyrighted materials cannot be copied without permission of the copyright holder. Requests to copy materials that would violate copyright laws will be given to the principal and may not be returned to you. **Continued disregard for copyright laws may result negatively on your annual evaluation.** Please contact the media specialist if you have any questions regarding copyright regulations.
- **Do not send students to the office with a request for copies.** Requests will be honored only when following the above procedure.
- Work Room copier-You will be given a 4 digit code (Do Not Share) and you will be allotted 50 copies a month for individual copies. You must provide your own paper. This is not intended for class sets.
- No personal printers/copiers allowed on campus

Inventory:

Furniture should not be moved from its location, out of the library, cafeteria without notification and approval of Administration. An accurate inventory of each room must be maintained and updated annually. An inventory form is located in Google Drive.

Keys:

Teachers are responsible for all keys issued to them. Keys are not to be given to students for any reasons. Keys are not to be duplicated at any time. All keys must be returned to Administration at the end of the school year. You must complete a key release form from the secretary. **An employee will be charged \$50.00 for a lost key.**

Grievances:

If you believe you have an employment grievance that needs to be addressed, please see the Principal immediately. There is a board policy regarding this topic that will be followed in any instance reported. If your grievance regards the principal, the Butts County Schools Human Resources Director will receive your grievance.

Club Sponsorship:

Should you have an interest in developing a club at JES, please be sure to complete the club development form located in the Appendix. Club sponsorship is on a voluntary basis and does not include a monetary supplement. All club finances must be handled

through the school bookkeeper. The following guidelines are to be used for fundraising:

- Fundraising activities must receive approval by the principal by completing a fundraiser request form.
- Clubs and organizations, which have sales or service projects, must receipt total sales to the bookkeeper.
- School spirit items may be sold on a for-profit basis by the Administration.
- Reimbursement may be made to teachers (sponsors) for "out of pocket" expenses in transacting club business. Before making purchases with personal money, be sure to speak with the principal.
 - Receipts or invoices are necessary for reimbursement to be made.
 - Expenditures must receive prior approval from the principal.
 - Any club sponsor who wishes to have money deposited should submit the monies to the bookkeeper. Do not take money home or keep it in your classroom.

Fundraising:

1. Complete a fundraiser request form.
2. When setting a window of dates for your fundraiser, please check with the bookkeeper. She will maintain a fundraising calendar for the entire school. We will work to limit competing fundraisers.
3. Turn in the completed fundraiser request form to the Principal at least two weeks prior to when you want to begin the fundraiser.
4. The Principal will consider the fundraiser and upon her approval, the request will be forwarded to the Superintendent for approval.
5. Any web-based solicitation, including gofundme, Amazon wish lists, etc. must be approved by the Superintendent prior to a campaign.

Please note: The school will not cover the expense of fundraisers that do not make enough to cover expenses. The organization and the person who requested the fundraiser will be held responsible for any shortfall. Please be careful about the kind of fundraisers you do; preference will be given to fundraisers where money is collected "up front."

Student Dress Code:

JES Dress Code Motto...
"Dress for Success"

Students must keep their shoes tied at all times during the school day.

Enforcing the dress code is a schoolwide expectation; those not enforcing the school's expectation are considered being insubordinate to the total school program and this will reflect under your duties and responsibilities.

Students should come to school neat and well-groomed. Students must wear shoes to school (skate-shoes, flip flops and house slippers are not allowed). Clothing should be neat, clean, and worn properly.

- Pants, skirts, skorts, and shorts shall be worn at the waist and the length should be below the student's fingertips. Clothing should not be too tight, too loose, too short, or too long, and should not have inappropriate writing or pictures. Students will not be permitted to wear sleeveless shirts.
- Extreme hair styles and unnatural colors that, in the opinion of the Principal or the Principal's designee, would interfere with learning or be a health or safety hazard are not permitted.
- Wearing any clothing, jewelry or other item symbolizing gang affiliation is prohibited.

If students wear inappropriate clothes to school, as determined by the Principal or the Principal's designee, the family will be called to bring other clothes for their child to wear. Students will be sent to ISS until the situation is resolved.

The following items are prohibited:

- Clothing that is not the correct size; this includes clothing that is too large/baggy and clothing that is too small.
- Tank tops, halter-tops, crop tops, spaghetti straps, see-through mesh, fishnet tops, sleeveless shirts/jerseys, nor clothes with excessive cuts, slits, or holes.
- Clothing with **any** words or symbols (such as pictures and/or emblems) that advocate violence or terrorism, or vulgarity, or advertise alcohol or drugs.
- Pants that drag the ground, have legs that are mega-wide and/or are pushed or rolled up; all pants are to be worn at the waist.
- Spandex, biker's pants, and excessively tight, or form fitting clothing.
- Leggings can be worn as long as a top/blouse goes below the hips.
- Crocs or Flip-flops (rubber-soled footwear with singular toe thong) are prohibited.
- Heavy chains on clothing and heavy jewelry.
- Sunglasses, scarves, doo-rags, hoods, hats, or heelie's.

The school administration maintains the right to decide the suitability of all garments. When, in the opinion of the administration or teacher, a pupil is inappropriately dressed for school, the family will be called to provide proper school attire.

Confidentiality:

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Treat all school documents (admit slips, roll books, discipline referrals, attendance and absentee sheets, report cards, etc.) as confidential. At no time should these be accessible to students. Remember to turn your computer off when you are not available to supervise. All confidential documents must be locked securely when not in use.

Remember when you are in public places, such as the ball field, grocery store, etc., not to discuss any student or school business that should remain confidential.

Emergency Information

Each classroom will be given an emergency information Flip Chart with proper protocols.

Emergency Drills:

Every teacher must have a copy of the Butts County Manual on Emergency Procedures. Additionally, a copy of the exit routes for fire and tornado drills must be posted (and visible) in each classroom. Teachers are to explain emergency drill procedures on the first day of school. During the first week of school, necessary time should be taken in each class to go over rules, escape routes, and special procedures. These drills are very important and teachers and students should act accordingly.

MANDATORY DRILLS WILL ALWAYS BE ANNOUNCED:

- Fire/Evacuation Drill--once per month, reported on the state website and to Dr. Evans.
- Code Yellow/Red Drill—once per month, reported on the state website and to Dr. Evans.
- Severe Weather Drill—once per semester, reported on the state website and to Dr. Evans.

Fire Drill Procedures:

ALL FIRE DRILLS will be announced: All students and adults should leave the room quietly and go to their designated area outside. Close your door. Be sure you take your emergency kit and lesson plan/grade binder with the red/green card in the pocket. (Team Leaders must take grade level radio.)

- BE CALM AT ALL TIMES AND TALK SOFTLY. Students are expected to be silent.
- Call the roll. The teacher is responsible for students in the classroom at the time of the drill. A current roster should reflect homeroom, Rtl block, specials, etc. If any child is missing, hold up the red card. If all students are accounted for, hold

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up the green card. Notify the grade-level teacher with the radio. Give them the name of any missing students and their location. This will be radioed to the administrator/designee for confirmation.

- Be sure students are orderly at all times. Give them specific directions so they will know what to do.
- An “all-clear” tone will sound when you should return to your classroom.

Fire Drill Map:

This should be posted in each room beside the door. Please make a note to check this as you return to your class.

Bomb Threat Procedures:

In case of a bomb threat we will follow the procedure directed to us by Central Office. This may mean evacuating the building or going into lockdown mode. If the building needs to be evacuated everyone should move to the field in the front of the school building. Fourth and Fifth grades should exit the rear west end doors; Third grade and Mr. Goodman’s class should exit through the rear east end doors; First and Second grades should exit the front doors; Kindergarten should exit through the car rider drop-off doors.

Do not initiate any use of communication by cell phones. Close classroom doors but **do not lock** them. Team Leaders must take grade level radio. Be sure you take your emergency kit and lesson plan/grade binder with the red/green card in the pocket.

Severe Weather Drill Procedures (2-tone bell alarm):

- All students and staff proceed to their designated area. (See severe weather drill map.)
- Be sure you take your emergency kit and lesson plan/grade binder with the red/green card in the pocket. If any child is missing, hold up the red side of the card. If all students are accounted for, hold up the green side. Be calm and talk softly.
- Students and teachers should sit with backs against the wall, knees drawn to chin, head on knees, and hands on head.
- The “all clear” tone will indicate when you may return to your classroom.
- If your class is in the cafeteria, you should report there immediately to escort them to their designated area.
- The teacher is responsible for students in the classroom at the time of the drill. A current roster should reflect homeroom, Excel block, specials, etc.

Threatening Person Outside the Building – Code Yellow:

The principal will communicate with the police. Staff members will be directed to go

into the soft “lock-down mode”.

- Teachers lock classroom doors and continue instruction as usual.
- Do not cover door windows.

If students are caught outside the building, but shots have **not** been fired, students should enter the closest entrance and move into the building. However, if shots have been fired students should take cover behind walls or other objects, or drop to the ground and stay there until directed to do otherwise.

Threatening Person Inside the Building – Code Red:

The police will be called immediately.

- Staff members will be directed to go into the “lockdown mode”.
- Everyone (faculty, front office staff, and students) should lie down on the floor or get under a desk immediately and remain there until the intruder has been apprehended.
- Teachers will keep all students in their classroom, away from the door and windows, and take a roll call.
- **Do not, under any circumstances, open the door or allow a student to open the door until the “all clear” tone sounds.**
- **Do not, under any circumstances, answer or allow students to answer to anyone calling at the door.**
- **If a student(s) is missing, complete the red form and slide it underneath your door. An administrator will assist in locating the student(s).**
- **If a medical need arises in the classroom during the lock-down, the teacher should call the front office using the desk phone (not the beige wall phone).**
- Lights should be off. Cover the door window and/or locate students where they could not be seen if an intruder looks inside the classroom.

Campus Safety:

We encourage family members to be a part of special events or to join their child for lunch. Visitors are required to report to the front office upon entering the building. All visitors must wear a visitor’s sticker. **Visitors will only be allowed in classrooms with prior arrangements. Please notify the office if visitors will be visiting the classroom.** Visitors to the classroom must be accompanied by an administrator.

When outside the building, notify an administrator or front office of any suspicious people.

Exit doors should be locked at all times. When returning from the playground please make sure the doors are locked behind you. Personnel who leave the doors unlocked will be liable for the safety of the people inside the building. Classes identified on the

camera as leaving the door unlocked will forfeit recess for the next three consecutive school days.

Notify the office if you observe any safety hazards anywhere on the campus.

CPR/AED:

At least eight staff members shall be trained to administer CPR/AED. Training will be updated annually. In case of an emergency requiring intervention by these people, the front office communicator will announce the emergency and the location. The AED will be taken to the location. The emergency response team will report to the specified location. A designated office staff person will call 911.

Early Dismissal Due to Inclement Weather:

1. Make a list of all of your students with emergency calling information. You will be given your student information folder for a reference; however, make sure the numbers are correct or note any changes. Other staff members will be using this information to call families to inform them of early dismissal.
2. Breakfast will be served in the cafeteria (as always) but it will be on paper plates.
3. If we receive the call to go home early, we will serve lunch if necessary but on a shortened schedule, classes will be called in. So be ready when your class is called. We will have **ONLY** one choice for lunch. Please eat in the rooms.
4. Auxiliary teachers will go to classrooms if this plan is put in place. This will help move lunch and dismissal faster. No auxiliary classes will meet once lunch begins.
5. Car riders and bus riders will be dismissed as on an early release day. **HOWEVER**; if no one comes to car riders to pick children up, please take them to the cafeteria and help call families.
6. Remember... When all of your students are gone, then you may go. If you have someone who volunteers (another teacher) to be responsible for your children, let the office know and leave your emergency information with that teacher.
7. **Our goal is for all of this to happen quickly, but safely.**

Emergency Phone System:

The beige phones located in each classroom beside the door serve as the emergency phone system. If emergency assistance is needed, the classroom teacher should press zero on the handset. The beige phone in the front office will beep and the room number will be displayed on the screen on the wall above the secretary. The secretary

will call into the room on the intercom system to verify the situation and call for administration/ medical assistance if needed.

Access to Health and Educational Services:

A school nurse or health care worker is available to deliver services to students and staff as needed. As a proactive measure to prevent outbreaks of communicable diseases, colds, and flu, the nurse delivers lessons on good hygiene to all students. The Butts County School System contracts with a local psychological/counseling agency to make referrals as needed to provide crisis intervention to students and families. Referrals are usually made by the school counselor or administrators.

Media Center Procedures (rev.2020/14mc):

The media center at JES is designed to integrate library media instruction and technology with classroom learning. The library program is an extension of the classroom. Through collaboration, the classroom teacher and media specialist work together to ensure that students are given the necessary skills to become lifelong learners and effective users of information. The media center supports the curriculum of the school and encourages the love of reading.

Media Desk Phone Extension = 8085

Use of the Media Center:

Student Hours: 7:50 a.m. - end of school day

Students should enter no later than 2:30 p.m. to allow time for book selection and checkout, thus having time to return to the classroom for dismissal.

Staff Hours: 7:20 a.m. – time needed

Media Center is available after school hours for events, meetings, etc.

Checkout Procedures:

Orientation: Orientation will take place during the first week of school during class visit to the computer lab. After orientation is complete for ALL classes, students will begin checking out books individually.

Student Checkout: Checkout for students will be small groups (**4 or less**). Unless otherwise instructed by teacher, students in grades 2nd - 5th are allowed to checkout 2 books at a time. Students in K - 1st may check-out 1 book at a time. Checkout is limited and/or suspended for students who have overdue/damaged books. Students are allowed **two visits to the library per day** for checkout. Students who repeatedly visit the library on the same day (for checkout only) will be returned to class. Students are allowed 15 minutes in the library for checkout. (Students should not “swap or

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trade” library books with peers. Library books become the responsibility of the student who checked them out. Teachers are encouraged to reinforce this procedure in their classroom.) Fees for damaged books will be assessed in proportion to the damage/age as determined by the media specialist.

Whole Class Visits: Anytime a whole class is brought to the library for research or lesson, sign up may be used on the Media Center Google schedule. The State of Georgia requires all elementary media centers to use **flexible scheduling**. With flexible scheduling, “standing appointments” are not allowed. Teachers must sign up in advance of visit, not the day of the visit. Teacher or paraprofessional must remain with students while in the media center. All lessons scheduled in the media center must be for specific standards from any curriculum area and included in weekly lesson plans.

***Note: The media center is not appropriate for student release time (removal from class due to behavior, take make up tests, cannot go to recess, etc.)**

Checkout and School Events: During scheduled family events (during Beta induction, etc.) checkout will begin for students **AFTER** the event has ended. Classrooms will be notified by way of morning news and all calls.

Checkout and School Closings: During school breaks students will be allowed to check out one book.

Checkout and Inventory: All library books/materials for teachers and students must be returned before inventory begins in the spring. When inventory begins, checkout is suspended for all library materials (last week of school).

Teacher Checkout: Teachers are not limited on the number of items to be checked out for the classroom. Books checked out by teachers but for use by a student should not be sent home with the student. Seasonal/holiday books are in short supply therefore these books should be returned as soon as possible after use.

Computer Use and Research: Students must know their user name/password to access the computer. Students should arrive **with specific written instructions from their teacher on websites they are to access, length of time on computer, and what time they are to return to class**. Please provide the media specialist with advance notice of research students will be doing in order for materials to be pulled, prepared, and ready for student use.

Laminating Procedures: Materials can be dropped off at the media desk daily and should be clearly marked on a folder or on the back of materials. Lamination is solely for materials needed for student use, **only materials handled directly by students should be laminated**. Laminating will take place daily.

Technology Procedures: (extended version/updates for all technology needs will be made available to teachers via emails throughout school year as needed)

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- **Document Cameras (Elmo)** – Elmo carts are located in the equipment room of the media center. Carts should be signed out and returned **by teachers only**. Cords should be wrapped securely and personal teacher items should be removed from carts before they are returned.

***Note: Please make sure classroom teaching resources/personal items have been removed from the carts before returning them to the media center.**

Copyright: School system personnel shall adhere to all policies related to media equipment, which have been adopted by the local BOE and any relevant state/federal laws, including Federal Copyright Law. Through use of emails, newsletters, and posted materials, the media specialist shall assume responsibility for informing and distributing current/updated information concerning copyright laws and procedures. Copyright law information will be readily available to faculty and support staff at the media desk.

Public Relations:

Establishing good public relations is the responsibility of every professional educator. There are many facets to public relations, with the following being very important for teachers.

1. All written correspondence should be checked and double-checked for spelling and grammar. Submit class letters and newsletters to an Administrator for approval before copying.
2. Teachers should strive to maintain a professional demeanor at all times, even during difficult conferences.
3. A concerted effort should be made to contact the family with positive messages on a routine basis.

Handling of Money:

***Do not keep money collected from the day in your classroom overnight. It must be turned in to the bookkeeper.**

1. Student Activity Funds
 - a. All incoming monies must be receipted to the students by the staff member coordinating that particular event. The receipts should include the student's name, the date the money was received, the teacher's name, and the name of the event. These receipts shall be maintained by the staff member for the school year in which they are received and are subject to audit policies. (Receipts to students must total to your deposits to the bookkeeper).
 - b. Receipt books should be turned in at the end of the year.

- c. Money should be turned in to the bookkeeper on a no longer than weekly basis. These funds should be totaled for each activity represented. **A copy of the deposit recap MUST be submitted with all funds turned in to the bookkeeper.**
- d. All checks should be made payable to Jackson Elementary School.
- e. A receipt will be issued from the bookkeeper crediting the proper account and given to the staff member; this offsets the receipts given to the students.
- f. Money should ***never*** be sent to the office by students. It should be handed directly to the bookkeeper, sealed and counted by the staff member.

2. Reimbursement

- a. A Purchase Request form **MUST** be submitted to the bookkeeper who will verify that the account balance is sufficient to cover the purchase. The bookkeeper will then submit the form to the principal for signature/approval. After the purchase is made, a Reimbursement Request must be submitted to the principal for approval with original receipt(s) attached. **RECEIPTS THAT INCLUDE PERSONAL ITEMS WILL NOT BE ACCEPTED FOR REIMBURSEMENT.**
- b. The staff member planning a field trip must notify bookkeeper two days prior to the field trip in order to have payment ready the day of the trip.
- c. If payment for a guest speaker is needed, please advise the bookkeeper when the speaker is booked with details of the visit and amount of payment.

3. Ordering Materials

- a. All orders being billed/delivered to JES **MUST** have prior approval from the principal.
- b. A purchase order must accompany any orders. The purchase order can be found on the common drive on the computer. Include all vendor information: company, address, fax number, phone number. Also include the school department (grade level or school department) the materials are to be used by. These should be emailed to the bookkeeper and the Instructional Coach. RESA orders should be created online by the grade level team leader.

4. Credit Card Use

- a. The Wal-Mart card must be signed out from bookkeeper with prior approval from the principal, and returned the next business day with receipt(s). Wal-Mart has a Tax Exempt number which you may obtain from the bookkeeper when you check out the card. Before the cashier starts scanning your purchase tell them it is a tax exempt purchase and give them this number. If you fail to do this, Wal-Mart will charge sales tax and when the bill comes, you will be responsible for taking the card back to Wal-Mart and getting the tax reimbursed.

Permanent Student Folders are kept in the school vault and maintained by the Records Clerk. Student folders may not be taken out of the office complex.

Permanent Student Folders must not be taken out of the office. If there is an urgent need to view or work on records after the office closes, the perm cards **only** may be taken to the teacher's classroom with approval by an administrator. The sign-out log must show that the perm cards have been checked out and the log must be initialed by an administrator. Cards must be checked in to the Records Clerk the following work day. The Records Clerk will file the perm cards in the Cumulative Student Folders.

Teachers shall be notified by the Records Clerk when a new student's cumulative record is received from the transferring school. Teachers are expected to review the file within **three days** and sign the log. Failure to meet that deadline will be reported by the Records Clerk to the Principal.

When a student withdraws, a withdrawal form will be issued from the office. After the teacher has completed the withdrawal form, the media specialist and lunchroom cashier must sign the form noting that fees are cleared. **Note: Instruction is not interrupted to ask that teachers complete the form. The form is placed in the teacher's box to be completed during planning time, and the family will be asked to pick up the form from the office at the end of the day.**

Teachers should report any changes in student information to the Records Clerk, such as phone numbers, address change, email or custody alerts.

Report Cards are issued every nine weeks and should reflect grades as well as teacher comments. **Progress reports** are issued every 4 ½ weeks.

The student's cumulative folder should include:

- Updated perm card showing complete school history
- Birth Certificate
- Social Security Number (copy of card and number recorded on perm card)
- Immunization Form 3032
- Proof of Residence
- Ear, Eye, Dental Form 3300
- Custody papers (if applicable)
- Custody alerts (if applicable)
- Driver's License of parent/guardian
- Standardized Test Scores
- GKIDS score
- EIP Checklist
- SST/TST/504/IEP Report Sheet
- Pre-K Screening Test

- Current Photography/Internet Permission Form (from Student Agenda)
- Current picture

Discriminatory Policy:

The Butts County Board of Education does not discriminate on the basis of age, color, handicap/disability, marital status, national origin, race, religion, or sex in its education programs, activities, and employment.

Butts County Schools Code of Conduct:

Students shall respect constituted authority, including administrators, teachers, paraprofessionals, bus drivers, substitute teachers, student teachers, and other authorized school personnel. All students in kindergarten through grade 12 shall comply with this policy, school rules and regulations and applicable provisions of law. (Policy JCDA)

School personnel have the responsibility to take reasonable measures to maintain proper control and discipline among students placed under their care and supervision thus improving the student learning environment by improving student behavior and discipline. School administrators have the authority to implement rules and practices to provide for a safe and orderly school environment.

Suspicion of Drugs:

Immediately notify an administrator when you suspect a student is in possession of or is under the influence of drugs or alcohol. Some medication causes similar symptoms as those that drugs cause, but it is better to report irregularities in behavior.

Bullying:

GEORGIA BULLYING LAW

(House Date Signed by Governor – May 6, 2015)

O.C.G.A. 20-2-751.4

“(A) As used in this code section, the term “bullying” means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

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- (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (b) Has the effect of substantially interfering with a student's education;
 - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (d) Has the effect of substantially disrupting the orderly operation of the school.
- The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system."

A new School SafeTip line offers a completely anonymous school reporting system. Using email and text formats, students and families are able to anonymously submit tips to school administrators who can then respond to the issues students face.

Text information to [\(678\)752-1528](tel:6787521528)

or

Email: jessafetipline@bcssk12.org

A person DOES NOT need to leave their name!!

Discipline Philosophy:

The JES staff and administration believe that all students have a right to learn. In order to accomplish this goal, each student must feel safe and secure in a positive school climate. We also believe that a "proactive" approach that teaches responsible behavior is the most effective strategy in a school-wide discipline plan. Therefore, an age appropriate discipline plan has been established to help children learn and acquire the necessary social skills to become respectful, responsible students and citizens. Parental involvement will be emphasized at the classroom and the administrative level.

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School and home must maintain two-way communication so that the family and teachers may work cooperatively toward the academic and social progress of the child.

Our school's philosophy is to focus on positive interventions and reinforcements designed to encourage appropriate behaviors. All teachers, students, and staff members have a right to be treated with respect and dignity. A positive school environment contributes to productivity and achievement. Please convey to all students that good behaviors such as respect, kindness, and a positive attitude are keys to success in the classroom.

JES will ask that families review the discipline plan with their children and make sure they understand all expectations.

Authority of the Principal:

The principal is the designated leader of the school and, in concert with the faculty and staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate Board policy.

Teacher Authority:

The school superintendent shall fully support the authority of the principals and teachers in the school system to remove a student from the classroom pursuant to Georgia Code Section 20-2-738. It is the policy of the state to reassign disruptive students to alternative educational settings rather than to suspend or expel students from school when such alternative settings are available.

Student Code of Conduct (See JES student agenda and the BCSS student code of conduct manual):

This code of conduct addresses the most commonly violated school regulations. No discipline plan can be totally comprehensive. Therefore, it is possible for a student to engage in an unacceptable behavior that lies outside those mentioned in the code. Appropriate consequences will be determined in a fair and consistent manner by the local administrator on the basis of what is best for the school, teachers, and students. School administrators are authorized by the Board of Education (Policy JCDA) to take disciplinary action for student conduct which has or may have a direct influence on the school discipline, the educational function of the school, or the welfare of the students and staff.

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This authorization extends to conduct which may occur: a) on school grounds; b) off the school grounds at a school function; c) to and from school or school activity; and d) during off-campus, non-school related situations, at any time of the year.

The JES Code of Conduct is divided into three levels. Each level has its own set of consequences based on the severity and frequency of the incidents which will be determined by the teacher or administrator. Defined in the matrix are the various levels of infractions as well as the range of consequences that may be used.

Acceptable use of Electronic Communications:

The Butts County Board of Education is committed to the development and establishment of a quality, equitable, and cost effective electronic communications system. The purpose shall be for the advancement and promotion of learning and teaching. The use of electronic communications must be in support of education and research and consistent with the educational objectives of the Butts County School System. Use of electronic communications is a privilege, not a right. This policy is in effect for students, staff, and Board members. Additionally, students, staff and board members shall comply with the requirements of the *Children's Internet Protection Act* as detailed in Board Policy **IFBGA** of this manual.

The term "electronic communications" shall encompass all forms of electronic media, to include fax, Internet, e-mail, voice mail, instant messaging, cellular phones, pagers, personal digital assistants or other forms of electronic communications. The Board, through its administrative staff, reserves the right to monitor all computer and electronic communications activity by students and staff. All covered parties are advised that privacy in use of the Internet and electronic communications is not guaranteed. Transmission or receipt of any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening material, or obscene or sexually explicit material. Use for commercial activities or home-based businesses are not acceptable. Use for product advertisement or political lobbying is prohibited. Use of system-owned or provided electronic communications equipment or services by anyone other than students and staff is prohibited.

The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The Board makes no assurances of any kind, whether expressed or implied, regarding any electronic communication services provided, or the accuracy or quality of information or software obtained through electronic communications. Neither the Board nor individual schools within the system will be responsible for any damages the user suffers nor any debts

incurred. Use of any information obtained via electronic communications is at the student's or staff member's own risk.

Security through all forms of electronic communication is a high priority, especially when the system involves many users. Software for firewall, filtering and virus protection has been installed to insure the safety of users and equipment. The system administrator has the right to examine material stored on servers, workstations, CDs, DVDs, disks or logs of activities created by electronic communications use. Passwords should not be revealed to anyone other than the Technology Department staff. Attempts to use the accounts of other users for communication access is strictly prohibited. Attempts to log into the network as system administrator will result in immediate cancellation of network user privileges. Any user identified as a security risk or having a history of problems with other communications systems may be denied access to all forms of electronic communications within the school system. If you discover a security problem you should immediately notify the Technology Department and cease all activity.

Vandalism will result in cancellation of privileges. Vandalism is any malicious attempt to disrupt electronic communications activities; harm, alter, destroy data or applications or the equipment on which they are stored. "Hacking" or attempting to "hack" any electronic communications network is also considered vandalism.

Each user who has agreed to the Acceptable Use of Electronic Communications Agreement will be provided a network user account and password.

Violations: Failure to abide by Board policy and administrative regulations governing electronic communications may result in the suspension and/or revocation of system access to electronic communication. Additionally, student violations may result in disciplinary actions up to and including suspension and expulsion. Staff violations may result in disciplinary actions up to and including dismissal. Fees or other charges may be imposed and criminal charges may be filed against users violating the policy, as appropriate.

Legal Ref.: O.C.G.A. §§ O.C.G.A. 16-09-90 through 94

Technology:

- Please do not allow any student to use the teacher's phone or computer.
- Please do not allow students to use any **personal** electronic devices while under your supervision.

Student Supervision:

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- Please do not allow students to leave the classroom. If they insist that they must go the bathroom, make sure the student goes with another student not alone.
- Please do not allow non-volunteers to supervise students (**all volunteers must be approved**)
- Please do not leave the room while students are in class. If you have to leave before the class is over, push the emergency call button, call 8000, or send a student to your neighbor for assistance.
- Please do not allow students to play cards or dice while under your supervision.
- Please do not allow students to use portable tape or CD players, iPods, etc. while under your supervision.
- Please do not allow students to watch TV or videos unless it is part of the provided lesson plan.

Professional Learning Information:

Researchers, including Karen Seashore Louis and Mark Smylie, note that there is a growing body of research suggesting that schools organized as learning communities produce stronger student performance than schools that don't value collaborative work.

Beginning July 1, 2017, certificate renewal will no longer rely on 10 PLUs as the basic renewal requirement. Instead, educators will engage in continuous professional learning that is job-embedded and linked to their performance. Regardless of whether educators work in a school, district office, RESA, or education agency, renewal will be based on whether or not the educator continuously learns with other educators as they address the problems and challenges impacting teaching and learning. The new rule offers pathways to renewal for educators employed in private schools as well as those who are not currently employed.

For the two years prior to rule implementation, the legislature has suspended the PLU requirement. During this transition period, school districts are urged to develop processes that allow professional learning communities (PLC) to flourish in schools and districts. The PLC should be designed to empower teachers to work with colleagues on problems of practice by using carefully designed protocols for discussion, decision-making, and examination of student work.

Based on evaluation results, educators will develop either Professional Learning Goals (PLGs) or Professional Learning Plans (PLPS). While not required, educators are encouraged to engage their colleagues in refining their plans before submitting to their supervisors for approval. Educators evaluated by TKES and LKES will house their PLGs or PLPs in the TKES/LKES electronic platform. During the transition period,

school districts should encourage use of the platform to help GaPSC identify any needed changes prior to the 2017-2018 school year.

PROFESSIONAL LEARNING GOAL (PLGs) OR PROFESSIONAL LEARNING PLAN (PLP):

EDUCATORS WITH LEVEL 3 OR 4 SUMMATIVE RATINGS OR SATISFACTORY SUMMATIVE RATINGS WILL DEVELOP PROFESSIONAL LEARNING GOALS (1-3 GOALS SUGGESTED) BASED ON THE IDENTIFIED LEARNING NEEDS OF THE EDUCATOR.

THE FOLLOWING GROUPS OF EDUCATORS WILL DEVELOP PROFESSIONAL LEARNING PLANS. UNLESS NOTED BELOW, PLPS ARE REQUIRED FOR 1-3 YEARS BASED ON THE JUDGMENT OF THE SUPERVISOR.

- Induction level educators (PLP required as long as the educator holds the Induction certificate)
- Educators working on non-renewable certificates (PLP required as long as the educator works on the non-renewable certificate)
- Educators in new positions such as a teacher moving to a counselor position
- Educators new to Georgia regardless of years' experience
- Educators returning to the profession after an absence of one or more years
- Educators with annual summative ratings of Level 1 or 2 or unsatisfactory (PLP required until summative rating returns to Level 3 or higher or satisfactory).

Appendix:

Glossary of Educational Acronyms

Handbook Sign-Off Form *Electronic sign off will also be provided

| 1.4 Glossary of Educational Acronyms | | | |
|---|--|---------------------|--|
| Abbreviation | Meaning | Abbreviation | Meaning |
| AYP | Annual Yearly Progress | AED | Automated External Defibrillator |
| AP | Assistant Principal | | |
| BOE | Board of Education | GSE | Georgia Standards of Excellence |
| CRCT | Criterion-Referenced Competency Test | CPR | Cardiopulmonary resuscitation |
| DOE | Department of Education | DIBELS | Dynamic Indicators of Basic Early Literacy Skills |
| EIP | Early Intervention Program | ESSA | Every Student Succeeds Act |
| FCRR | Florida Center for Reading Research | FTE | Full time equivalent |
| GKIDS | Georgia Kindergarten Inventory of Developing Skills | GTEP | Georgia Teacher Evaluation Program |
| GTDR | Georgia Teacher Duties and Responsibilities Instrument | STEEP | System to Enhance Educational Performance |
| IEP | Individual Education Plan | ITBS | Iowa Test of Basic Skills |
| IDEA | Individuals with Disabilities Education Act | IC | Infinite Campus |
| K-BIT | Kaufman Brief Intelligence Test | K-TEA | Kaufman Test of Educational Achievement |
| IC | Instructional Coach | PTO | Parent Teacher Organization |
| LD | Learning Disabled | EOG | End of Grade assessment (GA Milestones) |
| MID | Mildly Intellectually Disabled | MOD | Moderately Intellectually Disabled |
| OHI | Other Health Impairment | OT | Occupational Therapy |
| PLU | Professional Learning Unit | PPVT | Peabody Picture Vocabulary Test |
| PBIS | Positive Behavior Intervention Support | PT | Physical Therapy |
| PID | Profoundly Intellectually Disabled | | |
| RtI | Response to Intervention | CCRPI | College & Career Ready Performance Index |
| SST | Student Support Team | SLP | Speech/Language Pathologist |
| SIP | School Improvement Plan | SACS | Southern Association of Colleges and Schools |
| SRO | School Resource Officer | TSS | Teacher Support Specialist |
| TKES | Teacher Keys | EOC | End of Course |
| LKES | Leader Keys | SDD | Significant Developmental Delay |
| SID | Severely Intellectually Disabled | 504 PLAN | A plan written for the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. |

Revised June 10, 2021

2021-2022 School Year

Handbook sign-off form

Each staff member is responsible for reading the Faculty and Staff Handbook. Please read it within two weeks of receiving your handbook. When you have read all the sections, please sign the form below and return it to the school secretary.

Handbooks will also be posted on the common drive.

I, Linda Issen, have read all sections of the Faculty and Staff Handbook.

Signature: Linda Issen

Date 8-6-2021

Return form to secretary by August 2, 2021 by 3:00 p.m.