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The Mission of Baker High School is to provide a safe, caring environment in which students will become productive citizens, conscientious adults, and life-long learners.

Mobile County Public Schools 2016-17 SCHOOL YEAR CALENDAR

Board Approved 3/21/2016

<p>4 Independence Day (Systemwide Holiday)</p>	JULY 2016	JANUARY 2017	<p>2 Professional Development Day 3 Teachers' Work Day 4 Begin 3rd Qtr. 16 MLK Jr. Day (Systemwide Holiday) 26 Twentieth Day</p>
<p>8 Professional Development/Administrative Organ. Institute & Teachers' Work Day 9 First Day of School</p>	AUGUST 2016	FEBRUARY 2017	<p>2 Twenty Day Report Due 23 Twentieth Day 27-28 Mardi Gras (Systemwide Holiday)</p>
<p>5 Labor Day (Systemwide Holiday) 7 Twentieth Day 14 Twenty Day Report Due</p>	SEPTEMBER 2016	MARCH 2017	<p>1 Presidents' Day (Systemwide Holiday) 2-3 Student/Teacher Holiday 9 Twenty Day Report Due 16 End 3rd Qtr. (46 days) 17 Teachers' Work Day 20 Begin 4th Qtr. 31 Twentieth Day</p>
<p>5 Twentieth Day 7 End 1st Qtr. (42 days) 10 Teachers' Work Day (Student Holiday) 11 Begin 2nd Qtr. & Possible: Statewide Parenting Day 12 Twenty Day Report Due</p>	OCTOBER 2016	APRIL 2017	<p>7 Twenty Day Report Due 10-14 Spring Break (School Holidays) May 5 Twentieth Day May 12 Twenty Day Report Due</p>
<p>3 Twentieth Day 10 Twenty Day Report Due 11 Holiday, Veterans' Day 21-25 Thanksgiving Break (School Holidays)</p>	NOVEMBER 2016	MAY 2017	<p>29 Memorial Day (Systemwide Holiday) June 2 End 4th Qtr./Stds. Last Day (49 Days) 5 Teachers' Work Day/Last Day for Teachers</p>
<p>9 Twentieth Day 15 Twenty Day Report Due 16 End 2nd Qtr. (43 days) School Exams 19-30 Christmas Holidays (School Holidays) 30 Observance of New Year's Eve</p>	DECEMBER 2016	JUNE 2017	<p>12-Month Employee Holidays 2016-17 July 4 Independence Day Sept. 5 Labor Day Nov. 11 Veterans' Day Nov. 24-25 Thanksgiving Dec. 26-27 Christmas Holidays Dec. 28 Non Work Day Dec. 29-30 New Year's Eve/ Day Jan. 16 MLK Jr. Day Feb. 27-28/Mar 1 Mardi Gras/Pres Memorial Day</p>

First and Last Day of School
 Teacher Planning/Staff Development/Student Holiday
 Student/Teacher Holiday

File
8

BELL SCHEDULE

Take-In -----	7:15-7:25
Block 1 -----	7:25-8:50
Block 2 -----	8:55-10:20
Hornet -----	10:25-11:10
Block 3	
Lunch "A" -----	11:15-11:40
Class "A" -----	11:45-1:10
Class "B" -----	11:15-11:45
Lunch "B" -----	11:45-12:10
Class "B" -----	12:15-1:10
Class "C" -----	11:15-12:15
Lunch "C" -----	12:15-12:40
Class "C" -----	12:45-1:10
Class "D" -----	11:15-12:45
Lunch "D" -----	12:45-1:10
Block 4 -----	1:15-2:40

2016-2017 Asst. Principals Areas of Responsibility

Sharon Staley/Curriculum
Discipline – Uniforms
Title I/ECIP
Testing
PDP/Educate Alabama
Grade Book/Lesson Plan/Syllabus
In-Service/CEU’s
Twilight
Supervise Extra Curricular Activities
Conduct Teacher Observation/Snapshots
Custodians-Downstairs
Any other duty as assigned by Principal

Scott Cooke/Student Services
Discipline – 12 th grade
Buses
Credit Recovery/Credits
Orientation/Registration/Fees
Proof of Residence
First Aid/Medicine
Supervise Extra Curricular Activities
Conduct Teacher Observation/Snapshots
Custodians-Auditorium, Portables &Gym
Any other duty as assigned by Principal

Joseph Connick/Student Services
Discipline - 10 th grade
Parking
Substitutes/Attendance
Vending
Retract – 10-12 th Grades
Peer Counselors/Bullying
Supervise Extra Curricular Activities
Conduct Teacher Observation/Snapshots
Custodians-Outside/Campus
Any other duty as assigned by Principal

Reginald Wilson/Student Services
Discipline – 11 th grade
Textbooks/Teacher Eds.
Partners in Education
504-Special Education
Custodians-Upstairs
Teacher Mentoring Program
Student Teachers & Observers
Supervise Extra Curricular Activities
Conduct Teacher Observation/Snapshots
Any other duty as assigned by Principal

Johnathan Bearden/Freshman Academy
Discipline - 9 th grade
School Safety
Assemblies/Field Trips
Retract-9 th Grade
Custodians-Academy
Technology
Drug Testing
Supervise Extra Curricular Activities
Conduct Teacher Observation/Snapshots
Any other duty as assigned by Principal

BUILDING ENGINEER

Leo Smith-Engineer
 Steve Wainwright-Asst.

CAFETERIA

Algie Anderson-Mng. Barbara Lavendar
 Judy Bowden Georgia Lawson
 Ashley Byrd Beverly Maples
 Tanya Couch Cody Mitchell
 Zorrana Davis Elizabeth Mitchell
 Sharon Jackson Tammy Tate

COUNSELORS

Terry Noojin – Lead Counselor
 Kimberly Walker – Senior
 Nancy Lambert - Junior
 Christy Melton – Soph.
 Alice Cowan – Freshman

CUSTODIAN STAFF

Evelyn Pugh-Head Custodian
 Margaret Cayton Ida Gardner
 Sylvia Cooper Peggy Guy
 Angela Davis Larry LeBlanc
 Susie Davis-Curry Bonnie McCants
 Rondy Franklin Carla Patterson

DIVERSIFIED

Clorinda Allen
 Ramona Austin
 Jana Barber
 Tracy Box
 Kathryn Daughenbaugh
 Eric Browne
 Bridget Chambliss
 Danny Daigle
 Sidney Dedeaux
 Margeaux Esfeller
 Lisa Estle
 Cora Evans
 Lee Everett
 Ann Fredella
 Kirsten C Gentry (ESL)
 Mary Lou Hatcher-Davis
 Carolyn Houston
 Lee Hughes
 Daniel Kertis
 Jill Leiser
 Willie Lewis
 Jamie Lugo
 Grady McCluskey
 Peggy McGallagher
 Mickey Orso
 Kathy Peavy
 Amy Roe (DC)
 Danny Smith
 Michele Stroecker
 Keith Watts
 Stacey Weakly
 Haley White
 Chris Williams
 Kylie Williamson

PARA-PROFESSIONALS

Eila Alonzo Audrey Little
 Carylan Boyd Frederick Patterson
 Julius Bryant Howard Rudolph
 Tammy Cayton Karen Wilkinson

ENGLISH

Julie Barbosa (DC)
 Mona Blackburn
 Denise Burns
 Kayla Busby
 Alison Dempsey
 Kevin Fagan
 Julia Fantoni
 Judith Anne Fick
 Jessica Garris
 Stacey Holbrook
 Sonja Ivey
 Linda Keller
 Braxton Knott
 Olena Kochurova
 Mary LaCoste
 Joseph Lee
 Abby McCall
 Norma Medlin
 Isabel Mendibur-Otano
 Jenna Mosley
 Martena Nies
 Chrissy Nobles
 Kelly Pair
 Tonya Parker
 Brenda Pierce
 Laura Sadler
 Austin Smith
 Anna McMillen
 Brenda Pierce
 Justin Tolbert
 Denise Tucker
 Diana Waldrop
 Christina Watts
 Shana Williamson

MATH

Jessica Agnew
 Paul Agnew
 Caroline Allen
 Jeb Blackerby
 Zach Fore
 William Glover
 Angela Greene
 Jovette Hall
 Chris Hanson
 Christine Hayes
 Lisa Heavner (DC)
 Kathy White-Henry
 Lynn Kilgore
 Teresa Knowles
 Stephanie Lee
 Manal Qasem
 Kelly Pair
 Allison Paterson
 Jeannine Reeves
 Tony Scarbrough
 Anthony Thames
 Lori Turner
 Keith Williams

OFFICE STAFF

Leslie Baker-Registrar
 Lisa Floyd-Bookkeeper
 Savannah Gillman-Receptionist
 Channa Reed-Attendance
 Valorey Smith-Principal's Secretary
 Jada Tolbert-Discipline/Records Clk.

SCIENCE

Audrey Carrio
 Caroline Coker
 Danya Croft
 Betty Dixon
 Doris Gladen
 Charles Hickox
 Michelle Keenlyne
 Chelsea McClintock
 Brenda Melancon
 Claire Minto
 Samika Morgan
 Scott Nelson
 Heather Normand
 William Quina
 Tiffany Stallings
 Jennifer Stevens
 Paige Stewart
 Monique Weeden
 Timothy Williams (DC)
 Shondrey Young

SOCIAL STUDIES

David Armstrong
 Josh Blackburn
 Ken Brown
 Renee Bryan
 Jake Curtis
 Major Deacon
 Cristina Golden
 Karen Hickman
 Marcee Hinds
 Megan Johnson
 Joey Kelly
 John Kubik
 Jenny Laird
 Marie Longenecker
 Nicholas Martin
 Tyler Minto
 Kristi Morgan
 Steve Normand
 Micki Orso
 Brandon Rice
 Danielle Seymour
 Herbert Stallworth
 Jeremiah Tuite
 Barbara Waltsgott (DC)
 Jeremy Williams
 Justin Wilson

SPECIAL EDUCATION

Michelle Fairley
 Dennis Howard
 Cheryl Johnston-Adpt. P.E.
 Jane Lose
 Kristi Martin
 Kim McCall
 William McHenry
 Ken McLeod
 Kent Metcalfe
 Tammy Newberry (DC)
 Shana Pierce
 Tiffani Sage
 Catherine Stokely
 Scotty Stokley
 Heather Weaver

● **FACULTY ATTENDANCE AND LEAVE**

The school day for teachers by board policy begins 15 minutes before school opens and ends 15 minutes following dismissal. Each teacher is expected to be in their classroom or on duty by **7:00 a.m.** each morning and remain until **3:05 p.m.** each afternoon. Be sure to clock in on the Kronos clock located in the teacher's sign in room **BEFORE 9:00 a.m.** each day. Clocking in any later indicates a half day absent.

TEACHER'S ABSENCES: Should teacher's be absent due to personal emergency (illness, death, etc.) they are to secure a substitute from the list provided by the attendance clerk and notify her at 221-3000, ext. 10012 A.S.A.P. and report your absence on the "Aesop" on line at mcpss.com or call . Teachers keep in mind you may leave a message on extension 217 at any time, day or night, by just entering the ext. 10012 as soon as the phone attendant begins speaking. If you are using a pre-arranged sub, inform them that they must sign-in no later than 7:00a.m. This applies to all teachers whom have 1st block off as well.

Teachers taking a half day **must** punch in and out; this is the only time teachers punch twice.

If a teacher expects he/she is going to be late to work for any reason, please contact Mrs. Woolums-Reed at ext. 10012 and then Mr. Connick at ext. 10018 (main number – 221-3000) so that the class may be covered. Do not leave a message on voice mail; talk personally with an administrator or office staff member if unable to speak to Mrs. Woolums-Reed or Mr. Connick.

**LEAVING SCHOOL BEFORE DISMISSAL TIME MUST BE APPROVED BY
THE PRINCIPAL IN ADVANCE ACCORDING TO BOARD POLICY.**

● **FACULTY DRESS CODE**

A general guideline covering the employee dress code is established in order to uplift, enhance and promote the professional image of the school system. Supervisors should review these guidelines with the staff members each year before the opening of school.

In departments where the Board of School Commissioners prescribes uniforms or uniformity in dress, all effected personnel are required to abide by direction and procedure.

All employees (professional, administrative and support personnel) should be professionally and appropriately attired when conducting school system business.

Schools or departments may adopt a voluntary dress code for uniforms.

Immediate or site supervisors may approve exceptions to this code for special or occasional activities.

Restrictions:

- No western style jeans (except for custodians and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor);
- No revealing attire;
- No ragged attire;
- No sweat suit type attire (except for PE teachers, bus drivers and custodians and as allowed for special occasions or special work as approved by the immediate or site supervisor);
- No shorts (except for PE teachers and bus drivers and as allowed for special occasions or special work as approved by the immediate or site supervisor);
- No athletic type shoes (except as allowed for special occasions or special work as approved by the immediate or site supervisor);
- No inappropriate footwear;
- No T-shirts that are considered underwear as outer wear (except as allowed for special occasions or special work as approved by the immediate or site supervisor);
- No spandex or bicycling type attire as outerwear;
- No facial jewelry (except earrings for females);

Required: Collared or dress shirts for males. Each department/school will evaluate this policy at the end of the school year. The system will review the results of these evaluations and present proposed changes to the Board as appropriate.

- **FACULTY MEETINGS**

All Monday afternoons should be kept free of appointments or obligations that would interfere with your presence at faculty meetings.

Please reserve **all** Monday's for meeting. Our meeting schedule will be as follows:

- first Monday of month – general faculty meeting
- second Monday of month – departmental meeting
- third Monday of month – committees
- fourth Monday of month – professional development

- **FACULTY PARKING**

All faculty members are to use the lower parking lot or the lot in front of the gym with gold strips. You may park in the rear of the school behind the cafeteria but **do not** block dumpsters. All employees will be issued a parking permit. Please hang this permit on the rearview mirror of your automobile.

- **GENERAL DUTIES**

Teachers should open their rooms before the 7:15 call-in bell, and be in the hall near their door aiding in general supervision of students.

All faculty members are expected to be in the hall next to their classroom at every class change during the day. Supervision is the responsibility of all faculty and staff members.

Weekly duty rosters will be assigned for all faculty members on a rotating basis to cover the lunch waves. It is the teacher's responsibility to find a replacement for days they can't be on lunch duty. Look for a teacher that has the same duty station on a different week and trade out the day or days. Be sure to arrive promptly so that students can be supervised the entire lunch wave.

As circumstances dictate, special duty assignments will be made for activities such as assemblies or pep rallies. Each free faculty member is expected to be present and participate directly in student supervision.

Morning duty rosters will be distributed to the faculty prior to the first day of school.

- **LESSON PLANS**

Lesson plans may be hand written or computer generated.

Documentation forms must be printed and placed at the front of the lesson plan notebook. Teachers must document dates that material was taught and dates tested. Lesson plans and documentation forms must be kept up-to-date and available for inspection at all times by the administration and central office staff.

- **GRADEBOOKS**

These documents are legal records and may be called as evidence in court proceedings. With this idea in mind, use the grade book as the educational tool that they are, but always have in such order that it is easily understandable to an outside observer. Be consistent; record dates of assignments (including month), and points possible for the given assignment; numerical average or percent for term grades and letter grades for each term and labeled appropriately; exam scores must be shown numerically and labeled. For final averages (semester or yearly), the letter grade for each term and the exam (final) must be clearly identifiable and labeled appropriately.

All teachers shall enter at least 2 grades per week on the computer grade book.

● GRADING AND REPORTING

Grade Computation for Nine-Week Courses

All students must take a final examination at the end of the nine-week course. The final exam will count one-fifth of the final grade as follows:

$$[(4 \times \text{Class Avg.}) + \text{Final Exam}] \text{ divided by } 5 = \text{Final Grade}$$

Grade Computation for Eighteen – Week courses

All students (no exemptions) will take an end of course exam, which is at the end of the first nine weeks of a term. The end of course examinations will cover objectives taught the first nine weeks of the term. The final examinations will cover objectives taught the second nine weeks of the term. Compute the grades as follows:

First Nine-Week Grade

$$[(4 \times \text{Class Avg.}) + \text{Mid-term Exam}] \text{ divided by } 5 = \text{First Nine-Week Grade}$$

Second Nine-Week Grade

$$[(4 \times \text{class Avg.}) + \text{Final Exam}] \text{ divided by } 5 = \text{Second Nine-Week Grade}$$

Final Course Grade

$$(\text{First Nine-Week Grade} + \text{Second Nine-Week Grade}) \text{ divided by } 2 = \text{Final Grade}$$

Exam Grades on Report Cards

The exam grade is figured into the first nine-week grade and into the second nine-week grade. If parents/students want to know how to determine what a student's grade was before the exam, use grades on the report card and perform the following steps:

1. Multiply the quarter grade (QNA) by five.
2. Subtract the exam grade (EXM)
3. Divide the result in step 2 by four.

Example: QNA EXM
 84 90

1. $84 \times 5 = 420$
2. $420 - 90 = 330$
3. $330 / 4 = 83$

Final exam grades should only be printed the first and third quarters for nine-week courses. For the first quarter and the third quarter, eighteen-week courses should only have a quarter grade (QNA) and an exam grade (EXM). No final grade (FGR) should be printed for eighteen-week courses during the first nine weeks of the course.

*Note: Seniors are **NOT** to be exempted from EQT'S or final examinations as per Board/Superintendent's recommendation during Division of Curriculum & Instruction's presentation to the Board of School Commissioners on June 28, 2005.

COMMENTS CODE FOR REPORT CARDS

<u>Code</u>	<u>Comment</u>	<u>Code</u>	<u>Comment</u>
1	1 Absence In This Class	2	Absences In This Class
3	3 Absences In This Class	4	Absences In This Class
5	5 Absences In This Class	6	Absences In This Class
7	7 Absences In This Class	8	Absences In This Class
9	9 Absences In This Class	10	Absences In This Class
11	More Than 10 Absences (11-15)	12	Excessive Absences
13	Often Tardy To Class	14	Request Parent Conference
15	Needs Help: Computation	16	Needs Help: Application
17	Needs Help: Comprehension	18	Needs Help: Decoding/phonics

19	Needs Help: Fluency	20	Needs Help: Applying Spelling
21	Needs Help: Applying Grammar	22	Needs Help: Writing Process
23	Needs Help: Written Communication	24	Needs Help: Writing Legibly
25	Needs Help: Oral Communication	26	Needs Help: Listening Skills
27	Needs Help: Concept Comprehension	28	Needs To Participate In Class
29	Shows Disrespect For Authority	30	Does Not Assume Responsibility
31	Does Not Exercise Self-control	32	Difficulty Relating With Others
33	Difficulty: Independent Work	34	Needs To Follow Directions
35	Uses Materials Irresponsibly	36	Does Not Do/return Homework
37	Incomplete Class work	38	Work Area Unorganized
39	Needs P. E. Skills Development	40	Motivated To Learn
41	Well Prepared For Class	42	Good Attitude
43	Good Example To Others	44	Has Shown Progress
45	Tries To Do His/her Best	46	Cooperative
47	Follows Directions	48	Attentive
49	Has Initiative/self-discipline	50	Shows Good Sportsmanship
51	Satisfactory Conduct	52	Perfect Attendance
53	Conduct Improving	54	Needs To Turn In Work On Time
55	Inadequate Test Preparation	56	Inattentive
57	Needs To Improve Study Habits	58	Did Not Turn In Make-up Work
59	Does Not Work To Potential	60	Notebook Incomplete
61	Journal/portfolio Incomplete	62	Lacks Prerequisite Skills
63	Does Not Bring Needed Material	64	Low Test Scores
65	Excessive Talking In Class	66	Frequently Uncooperative
67	Talks At Inappropriate Times	68	Disrespectful To Peers
69	Unsatisfactory Conduct	70	Causes Serious Disruptions
71	Multiple Referrals To Office	72	Does Not Dress Out For P. E.
73	Does Not Practice Instrument	74	Does Not Take Instrument Home
75	Missed Required Performance(s)	76	Graded By Homebound Teacher

• **STUDENT ATTENDANCE**

ATTENDANCE - 1st block teachers will take attendance and enter student's attendance into computer no later than **7:50 a.m.** Admit slips should be issued to all absentees.

CODING ABSENCES/ADMIT SLIPS - 1st block teachers should ask for a written excuse on the first day of return to school and code their attendance in the computer using the following codes: **"X" means "excuse pending" and is default code until 1st block teacher changes to one of the following codes.**

P-parent noted-doctor/legal excuse- Doctor note must be turned in upon students return to school. If the student fails to bring an acceptable note on the second or **third** day after his return, the teacher codes the absence "u" and issues the appropriate blue slip. ***Once an absent is coded "u" it can not be changed per MCPSS.** All parent notes concerning future absent days, funerals, family functions, should be give to the Principal for approved coding. Teachers should not admit a student after being absent without a proper documentation (admit slip/early dismissal slip/administrator slip.)

CLASSROOM ATTENDANCE- Every student is expected to be present and on time to class. Students absent from class may return by presenting an official admit slip.

TARDY- Students are to report directly to 1st block before 7:30 a.m. **After 7:35 a.m.** all tardy students are to report to the attendance office and sign the tardy log and receive a tardy slip to class.

CODING ABSENCES FROM CLASS- Students follow the same code as shown in the previous section.

UNEXCUSED ABSENCES- Please relate frequently to your classes the penalties for unexcused absences, early dismissals or failure to bring acceptable notes from home.

UNEXCUSED ABSENCE POLICY- On the 1st, 2nd, and 3rd unexcused absence parents are notified by the office. On the 4th unexcused absence that classroom teacher notifies the parent by mail. On the 5th unexcused absence, the students' name is given to the early waning truancy program.

CLASSROOM MODULE

See department chairman for details and instructions.

- **ELEVATOR KEYS**

All elevator keys must be signed out through the attendance clerk.

- **SUBSTITUTE FOLDER**

It is your responsibility to complete the cover sheet in the front of booklet, making sure to include duty assignments and dates and times for a substitute.

In case of emergency, plans should always be available and included in the sub folder.

Remember this folder is your substitute's connection with your classes. The sub will rely on this information to have a successful day and make your return to your classes informative.

The attendance clerk provides forms for the sub to fill out leaving details about each class he/she subs. These forms are located inside the pocket of the folder and on the side of the file cabinet the folders are kept in. Also, make sure you have up to date class rosters in your folder.

- **TELEPHONE USE/CELL PHONES**

The telephones in the respective offices are not to be used by faculty/students. There are phones available in most planning stations and a phone is available in a specified area of the main office for faculty use.

Faculty - cell phones should not be used during classroom time. Use of cell phones by students is strictly prohibited. If a cell phone is being used, it should be confiscated, placed in labeled envelope (name, grade) and turned into the grade level administrator with an accompanying discipline referral.

To place long distance calls you must first obtain the long distance code from Ms. Smith, Secretary, ext. 10002.

- **NO SMOKING ON SCHOOL PROPERTY**

- **P.A. ANNOUNCEMENTS**

Announcements will be made through BH1, Mr. Tolbert, during Hornet Block. Announcements should be emailed to Mr. Tolbert or placed in the box outside his classroom, Room 110.

- **PART-TIME EMPLOYMENT**

Under the policy of the board of school commissioners, all full-time employees, both professional and non-professional, must annually obtain approval, first from the supervising administrator and then from the assist superintendent in charge of personnel, to engage in part-time employment over and beyond duties performed for the board.

When the application for part-time employment is approved by the supervising administrator, three signed part-time employment application forms should be forwarded to the personnel office for consideration. The assistant superintendent in charge of personnel will render a decision and return one copy of the form to the supervising administrator, one form to the applicant and retain one for personnel files. Forms are available upon request.

- **CLASSROOM SUPERVISION**

Teachers are legally responsible for their class the entire block. Teachers are not to leave their students unattended. Teachers should be at door to greet students and monitor hallway. Teacher should make way to door/hallway at dismissal. Even if teacher is going on planning period they should monitor hall by room until tardy bell. In an emergency situation contact an administrator.

- **PLANNING STATIONS/SIGN-IN ROOM**

These areas are for **teacher use only**. Students should not be sent to any of these areas on business for a teacher. The planning stations and the teacher sign-in room often times contain sensitive materials and information students should not have access to.

- **PARENT/TEACHER CONTACT**

Teachers are encouraged to visit or contact parents or guardians when they have problems regarding grades or discipline. Do not wait until problems are too serious.

Phone calls or emails from parents ***must be returned within 24 hours***. If phone calls become controversial, politely end conversation by scheduling a conference with an administrator.

Parent conferences are encouraged by the administration. An open line of communication eliminates potential problems. Administrators will sit in on conferences when requested.

- **CLASSROOMS KEYS AND PLANNING STATION**

Keys are issued by the building engineer, Mr. Smith at the beginning of each year and are the responsibility of each teacher. When master keys are needed for special functions, they should be obtained by prior approval of the principal.

- **TRAVEL/LEAVE POLICY**

1. All travel (in-state/out-of-state) requires a completed B 3044 form and HR 124 before being submitted to Mr. Richardson for his approval. If the amount is \$600 or more, board approval is required.
2. All paperwork, which includes the B 3044, HR 124, and trip justification form, must be submitted to Mrs. Mohr's office at least one week before a scheduled board meeting. The correct account number from which travel will be paid must be on the B 3044.
3. Local travel is to be submitted on the monthly travel form for Mr. Richardson's approval. The forms are located on the mcps.com website under "forms".
4. All purchase orders for registration, prepaid lodging, and /or transportation must be submitted to the bookkeeper before a requisition can be prepared and submitted to the purchasing/accounts payable departments.

- **LOCAL SCHOOL PURCHASE ORDER**

LOCAL SCHOOL CASH RECEIPTS, PURCHASE ORDER AND FUNDRAISER GUIDELINES

LOCAL SCHOOL PURCHASE ORDERS

A local school purchase order shall be issued for every local school purchase prior to placing any order, including fundraising orders. The school principal has requested that this purchase order be typed. The generic purchase order form is located at the Mobile County Public School System website (mcps.com) under Forms. A revised purchase order specific to Baker High School can be requested and emailed by the bookkeeper.

The following procedure shall be used to prepare a local school purchase order:

1. Prepare the purchase order including all pertinent information such as vendor, vendor address, telephone, quantity, item description, list price, extension, ship to, requisitioned by, date, and activity/number.
2. Sign or initial the completed purchase order and submit it to the bookkeeping office.
3. The bookkeeper will check the balance of the account to be charged for the purchase, and assign a purchase order number.

4. The bookkeeper will submit the completed purchase order to the principal for his approval and signature.
5. A file copy of the approved purchase order will be made by the bookkeeper, and the original will be returned so that the order can be placed by the teacher.
6. When the order is received, the teacher will need to verify that the order is complete. When the invoice is received, review it for accuracy. If correct, sign and return the invoice to the bookkeeper for payment.

CASH RECEIPTS

All funds collected in the local school shall be recorded by two receipts: (1) Teacher/Sponsor receipt and (2) Master receipt. The following paragraphs will explain in detail the use and preparation of each of these receipts.

Teacher/Sponsor Receipt

Teacher/sponsor receipt books will be distributed and assigned by the bookkeeper for the principal's office. The receipt book assigned to each teacher shall be validated by book number and by receipt number. Teacher/ sponsor should sign the register for each receipt book issued. The receipt book is a part of the school's financial records and shall be kept in a safe place during the school term.

The teacher/sponsor receipt shall be known as the school's "field receipt" and shall be used by the teacher, department head or sponsor when a receipt is given for local activity funds collected in the name of the school. Each receipt shall be issued in triplicate and handled in the following manner:

1. The original (white copy) shall be given to the pupil or individual tendering funds.
2. The duplicate (yellow copy) shall accompany funds brought to the bookkeeping office.
3. The triplicate (pink copy) shall remain in the bound receipt book and shall not be removed.

When the teacher or sponsor collects local school money from pupils or others, a receipt shall be issued to the person tendering funds except in those cases specifically set out and approved by school board policies. Each receipt shall be explicitly prepared in such a way that all copies are legible with the date, name of payee, amount, and purpose recorded. It is most important that the correct source of funds (activity number) be noted on all copies of the receipt in the space provided.

An activity number has been issued to each department and/or club. You will need to put your activity number on your receipt so that the department/club receiving funds is accurately credited. If you are turning in money for more than one activity, be sure to designate the fund and the amount to be deposited.

Example: John Brown pays Three Dollars (\$3.00) for his band fee and Three Dollars (\$3.00) for his band trip fee.

Band Fee	(3120)	\$3.00
Band Trip Fee	(3121)	\$3.00
Total		\$6.00

Cash collected for school activities shall be submitted to the bookkeeping office each day by 3:15 p.m. Each collection shall be supported by the duplicate (yellow) copy of the teacher/sponsor receipt. The sum total of cash shall match the amount of yellow receipts turned in for deposit.

Example: Mrs. Smith collected a total of \$50.00 from 25 students. She issued to each of the 25 students a teacher/sponsor receipt, retaining the yellow copy to be submitted with the cash to the office. The bookkeeper or a designated assistant verified the amount of cash collected (\$50) against the yellow teacher/sponsor receipts. A master receipt for \$50 was issued to Mrs. Smith, recording in the space provided, the teacher/sponsor receipt numbers issued to the students. (in this case, numbers 1-25 inclusive)

Teachers/sponsors will be given a green deposit folder when a receipt book is signed out at the beginning of the school year. All money and written receipts should be placed in this folder and submitted to the bookkeeper. DO NOT leave folders in the bookkeeper's sign-in room box or in the office door box. Once your receipts and money have been balanced, a master receipt will be written and placed in the red folder. The verification of master receipt deposit form should be signed and the master receipt should be stapled to the pink receipt copy on the last receipt written documented for that deposit.

All receipts in a book shall be used before a new book is requested. When a book has been completed, the teacher/sponsor shall make sure all master receipts issued to them are stapled in the book. The bookkeeper or designated assistant shall reconcile the sum total of their pink copies with the sum total of the master receipts issued for their receipt book. The teacher/sponsor shall sign the register for a new book.

At the close of the school year, all receipt books shall be turned in to the bookkeeping office as directed. The bookkeeper shall reconcile all teacher/sponsor receipt books with corresponding master receipt books. The aggregate total of their pink copy of teacher/sponsor receipts written must equal the total of master receipts issued.

Voided Receipts-DO NOT Leave Voided Receipts in Receipt Book

In the event it becomes necessary to void a receipt or receipts:

1. Please write "VOID" across the receipt(s) in large letters.
2. Turn in the original (white) and duplicate (yellow) copies with the deposit for the day. The triplicate (pink) receipt copy always remains in the receipt book.

****Do not "skip" a receipt – make a deposit –realize you skipped a receipt—go back and use it. Just "VOID" the receipt as instructed and submit with the next deposit.****

- **COPY MACHINES LOCATION OF COPIER – see Dept. Chair**
- **SCHOOL FEES Each classroom teacher will provide information to their students; fees are due at the beginning of the school year.**

- **WORKSHOP/CONFERENCE REQUESTS – REGISTER ON LINE THROUGH STI-PD.**

- **FUNDRAISING & PAID ASSEMBLY RULES & REMINDERS**

ALL FUNDRAISERS MUST BE PREAPPROVED BY THE PRINCIPAL. THE FUND RAISER APPROVAL FORM MUST BE COMPLETED. A PURCHASE ORDER MUST BE PREPARED FOR FUNDRAISERS AND SUBMITTED FOR THE PRINCIPALS APPROVAL **BEFORE** THE ORDER IS PLACED. See policy on pages 49-53.

- **FIELD TRIPS**

FIELD TRIPS ARE DEFINED AS EDUCATIONAL EXPERIENCES CONDUCTED DURING THE SCHOOL HOURS AND PLANNED BY A TEACHER TO CORRELATE WITH THE REGULAR CLASSROOM INSTRUCTIONAL PROGRAM. FIELD TRIPS MAY BE AN INTEGRAL PART OF CLASSROOM INSTRUCTION. THE EXPERIENCE GAINED DURING FIELD TRIPS GIVE RELEVANCE AND MEANING TO KNOWLEDGE. FIELD TRIPS SHOULD BE CAREFULLY CONSIDERED BEFORE PERMISSION IS GRANTED. BEAR IN MIND THAT STUDENTS MUST RECEIVE 140 HOURS OF INSTRUCTIONAL TIME TO EARN A CREDIT, AND A STUDENT WHO IS ON A FIELD TRIP IN ONE CLASS IS MISSING INSTRUCTION TIME IN OTHER CLASSES. THOUGHT SHOULD BE GIVEN TO WHAT THE STUDENT WILL MISS WHILE OFF CAMPUS ON A FIELD TRIP.

IN PLANNING A FIELD TRIP, THE FOLLOWING GUIDELINES AND PROCEDURES ARE LISTED TO ASSIST THE PRINCIPAL IN GRANTING PERMISSION TO TEACHERS TO TAKE STUDENTS ON DESIGNATED EDUCATIONAL FIELD TRIPS/EXCURSIONS. *VARIOUS FORMS RELATED TO FIELD TRIPS CAN BE FOUND ON PAGES 39-46.*

FIELD TRIP PROCEDURES

1. ALL EDUCATIONAL EXCURSIONS IN WHICH STUDENTS ARE TAKEN AWAY FROM THE SCHOOL CAMPUS SHALL RECEIVE THE APPROVAL OF THE PRINCIPAL. **FINAL APPROVAL COMES FROM THE PRINCIPAL, NOT THE CENTRAL OFFICE.**
FIELD TRIP REQUESTS MUST BE SUBMITTED AND APPROVED BY THE PRINCIPAL 4 WEEKS PRIOR TO THE TRIP.
2. REQUESTS FOR EDUCATIONAL EXCURSIONS SHALL BE TYPED ON FORM C-103. ATTACH THIS FORM TO THE PAYROLL FOR THE BUS DRIVER. DO NOT SEND THIS FORM TO THE DIVISION OF CURRICULUM AND INSTRUCTION.
3. TEACHERS SHALL NOT PUBLICIZE/FINALIZE ARRANGEMENTS WITHOUT FIRST RECEIVING NOTICE OF APPROVAL FROM THE PRINCIPAL.
4. STUDENTS PARTICIPATING IN EDUCATIONAL EXCURSIONS SHALL FURNISH AUTHORIZATION FORMS SIGNED BY THEIR PARENT OR GUARDIAN FOR EACH EXCURSION. FOR THOSE STUDENTS WHO DO NOT PARTICIPATE IN THE EDUCATIONAL EXCURSION, PROVISION SHALL BE MADE FOR LEARNING TO CONTINUE AT SCHOOL.
5. SCHOOLS MAY USE, AS THEIR AUTHORIZATION FORM FOR IN-COUNTY TRAVEL, THE ATTACHED SAMPLE LETTER.
6. STUDENT SHALL NOT BE DEPRIVED OF THE OPPORTUNITY OF PARTICIPATING IN EDUCATION EXCURSION BECAUSE OF THE PARENTS, OR GUARDIANS, INABILITY TO PAY THE ASSESSED FEE. LOCAL SCHOOLS WILL PROVIDE THE FEE FOR STUDENTS UNABLE TO PAY FOR IN-COUNTY FIELD TRIPS. COST SHALL NOT BE PASSED ON TO STUDENTS WHO CAN PAY. SOME SCHOOLS MAY ESTABLISH SCHOLARSHIP FUNDS FOR THIS PURPOSE.
7. MIDDLE/HIGH SCHOOL PRINCIPALS SHALL MAKE SURE THAT STUDENTS PARTICIPATING IN EDUCATION IN-COUNTY EXCURSIONS HAVE ADEQUATE SUPERVISION ACCORDING TO THE ADULT/STUDENT RATIOS OF ONE (1) ADULT PER TWENTY (20) STUDENTS. THOUGHT SHOULD BE GIVEN TO THE SELECTION OF CHAPERONES. TEACHERS WHO ARE NOT DIRECTLY ASSOCIATED WITH THE FIELD TRIP EVENT SHOULD NOT BE ALLOWED TO SERVE AS CHAPERONES.
8. IN-COUNTY EDUCATIONAL EXCURSIONS SHOULD BE PLANNED AND CONDUCTED IN A MANNER THAT WOULD ALLOW STUDENTS TO BE BACK AT SCHOOL FOR LUNCH. HOWEVER, IF THE DISTANCE, LENGTH, AND PURPOSE OF AN EDUCATIONAL EXCURSION NECESSITATES EATING AWAY FROM SCHOOL, ARRANGEMENTS CAN BE MADE WITH THE SCHOOL LUNCHROOM FOR SACK LUNCHES OR PARENTS MAY CHOOSE TO PROVIDE LUNCHES FROM HOME. NO OTHER FOOD ARRANGEMENTS SHALL BE PERMITTED.
9. ANY SCHOOL SYSTEM SCHOOL SPONSORED ACTIVITIES ARE PRE-APPROVED AND HAVE A BLANKET APPROVAL. EXAMPLES: SCHOLARS BOWL, LOCAL SCHOOL PERFORMANCES, SECME, STUDENT COUNCIL, ARTS PRODUCTIONS, AND MUSIC AND ATHLETIC COMPETITIONS.
10. STUDENTS SHOULD BE MADE AWARE OF THE IMPORTANCE OF BEHAVIOR AND THE IMAGE THEY PROJECT ON EXCURSIONS FROM SCHOOL. SPECIAL ATTENTION SHOULD BE GIVEN TO THE DRESS OF STUDENTS AND ADULTS. **EDUCATIONAL**

EXCURSIONS ARE SCHOOL FUNCTIONS; THEREFORE, STUDENTS ARE EXPECTED TO ADHERE TO UNIFORM GUIDELINES UNLESS EXCEPTIONS HAVE BEEN MADE BY THE PRINCIPAL.

11. DAILY MEDICATIONS SHOULD BE KEPT IN THE CUSTODY OF THE TEACHER IF STUDENTS ARE NOT EXPECTED TO RETURN TO THE SCHOOL SITE PRIOR TO THE SCHEDULED DOSAGE TIME.

12. IN ORDER TO OBTAIN APPROVAL FOR EXTENDED/OVERNIGHT TRIPS, THE EXCURSION MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

A. TRIP MUST BE FOR A COMPETITION APPROPRIATE FOR MIDDLE/HIGH SCHOOL STUDENTS, SUCH AS PARTICIPATION IN MATH CONTESTS, SCIENCES FAIRS, SOCIAL STUDIES FAIRS, ORATORICAL CONTESTS, SPELLING BEES, OR OTHER ACADEMIC COMPETITIONS.

B. TRIP MUST BE FOR ATTENDANCE AND PARTICIPATION IN REGIONAL OR NATIONAL MEETINGS AS REPRESENTATIVES OF SCHOOLS TO ASSEMBLIES AND ORGANIZATIONS APPROPRIATE FOR MIDDLE/HIGH SCHOOL STUDENTS, SUCH AS PARTICIPATION IN NATIONAL OR NATIONAL JR. HONOR SOCIETY CONVENTIONS, STUDENT COUNCIL CONVENTIONS, YEARBOOK WORKSHOPS, CHEERLEADING CLINICS, OR OTHER SUCH ACTIVITIES.

C. TRIP MUST BE FOR ATTENDANCE AND PARTICIPATION IN BAND OR CHORAL EVENTS APPROPRIATE FOR MIDDLE/HIGH SCHOOL STUDENTS. PARTICIPATION IN SUCH CONTESTS MUST BE BY INVITATION WITH ADJUDICATION BY PROVEN QUALIFIED JUDGES. THE NUMBER OF OUT-OF-SCHOOL DAYS SHOULD BE LIMITED TO TWO (2).

13. SCHOOLS MAY USE THE ATTACHED LETTERS FOR PARENTAL PERMISSION ON OVERNIGHT EXCURSIONS. THE DETAILS OUTLINED IN THIS LETTER ARE SPECIFIC, GIVING PARENTS AND TEACHERS SPECIFIC SECURITY PRECAUTIONS. THIS LETTER OR A SIMILAR FACSIMILE SHOULD OUTLINE THE FOLLOWING:

A. ANY MEDICAL NEEDS OF THE STUDENT THAT SHOULD BE BROUGHT TO THE ATTENTION OF THE PERSON IN CHARGE PERMISSION TO GIVE TREATMENT SUCH AS MEDICINE OR HOSPITALIZATION.

B. DIRECTIONS FOR CONTACTING PARENT OR GUARDIAN IN CASE OF AN EMERGENCY.

C. OUTLINE OF STEPS TO BE TAKEN IN AN EMERGENCY.

D. A BRIEF NARRATIVE ITINERARY OUTLINING OBJECTIVES WHICH JUSTIFY THE NATURE AND IMPORTANCE OF THE TRIP PLUS ALL TIMES AND PLACES.

14. EXTENDED/OVERNIGHT FIELD TRIPS WILL REQUIRE ADULT SUPERVISION AT A MINIMUM RATION OF **ONE (1) ADULT PER TEN (10) STUDENTS**'.

15. SUPERVISING TEACHERS SHALL REPORT IN WRITING TO THE PRINCIPAL ANY IRREGULARITIES OR ACCIDENTS THAT OCCUR DURING ANY EDUCATIONAL EXCURSION.

16. EDUCATIONAL EXCURSIONS SHALL NOT BE TAKEN DURING THE LAST TWO WEEKS OF SCHOOL.

17. NO PICNICS SHALL BE APPROVED AS AN EDUCATIONAL EXCURSION.

18. NO APPROVAL WILL BE GIVEN FOR ATTENDING COMMERCIAL MOTION PICTURES.

19. CODES OF CONDUCT AND APPROPRIATE RULES OF SAFETY SHALL BE THOROUGHLY DISCUSSED PRIOR TO EACH EDUCATIONAL EXCURSION. ALL SYSTEM AND LOCAL SCHOOL CODES OF CONDUCT SHALL BE ENFORCED.

20. PRINCIPAL MAY DETERMINE THAT A STUDENT SHALL BE EXCLUDED FROM THE EDUCATION EXCURSION FOR THE FOLLOWING REASON (S):

(a) failing class work

(b) poor conduct

(c) attendance

21. TRIPS PLANNED TO TAKE PLACE DURING WEEKENDS OR HOLIDAYS SUCH AS CHRISTMAS, SPRING OR SUMMER VACATIONS, SHALL NOT BE CONSIDERED AS SCHOOL FUNCTIONS, AND BECOME THE COMPLETE RESPONSIBILITY OF THE SPONSOR AND THE PARENTS OF THOSE PARTICIPATING IN THE ACTIVITY. THE FORM ENTITLED *NOTIFICATION OF A NON-SCHOOL SPONSORED EXCURSION SHOULD* BE USED IF A SCHOOL EMPLOYEE IS THE SPONSOR OF A TRIP.

22. ALL EXCURSIONS (TRIPS) AWAY FROM SCHOOL THAT ARE RELATED TO ATHLETIC EVENTS (TEAMS, BAND, AND CHEERLEADER) OR SUPPORT THERE OF, SHALL BE APPROVED BY THE PRINCIPAL.

AT THE MIDDLE AND HIGH SCHOOL LEVELS, THE PRINCIPAL SHALL NOT AUTHORIZE ENTIRE GRADE LEVEL TRIPS (EXAMPLE: GRADE 6, 8, 10, AND 12).

VERY IMPORTANT: PLEASE NOTE THAT ALL MONEY COLLECTED FOR AN EDUCATIONAL EXCURSION MUST BE DEPOSITED TO THE SCHOOL'S CHECKING ACCOUNT. CHECKS DRAWN FROM A FIELD TRIP ACCOUNT MUST BE MADE TO VENDORS ONLY.

23. A LIST OF ALL STUDENTS PARTICIPATING IN FIELD TRIP OR SCHOOL ORGANIZED FUNCTION SUCH AS AZALEA TRAIL MAIDS APPERANCES, CRITTENTON YOUTH SERVICES, ETC., SHOULD BE SENT OUT TO ALL FACULTY AND STAFF **NO LATER THAN 2 DAYS BEFORE THE TRIP. ALL CODING WILL BE COMPLETED BY THE ATTENDANCE CLERK.**

- **EMERGENCY PROCEDURES**

FIRE DRILL - MAP WILL BE PROVIDED – SEE PAGE 25

BE SURE TO HIGH LIGHT ROUTE & POST IN YOUR CLASSROOM

SEVERE WEATHER PLAN – SEE PAGE 26

LOCKDOWN PROCEDURES – SEE PAGES 27 - 29

SUSPECTED CHILD ABUSE AND NEGLECT PROCEDURES

ALL SCHOOL EMPLOYEES SHALL REPORT CHILD ABUSE OR NEGLECT CASES TO THE SCHOOL PRINCIPAL OR THE COUNSELOR.

BOMB THREAT, HAZARDOUS CHEMICAL SPILL – SEE SAFETY PROCEDURES MANUAL - UNDER SEPARATE COVER

- **LOCAL POLICIES AND PROCEDURES**

DISCIPLINE POLICY

NO CORPORAL PUNISHMENT!!!

If the achievement of educational objectives by an individual is to be a reality, it is essential that respect for rules be developed in the minds of all students. Effective discipline helps an individual progress from the need for external control to the self-discipline of a mature adult.

All participants in the educational process must adhere to basic respect and consideration for the personal and property rights and privileges of others.

Basic respect for the worth of the individual and his/her ability to contribute to society requires that we develop in students a sense of fairness, honesty, loyalty, obedience, courtesy, leadership, pride and trustworthiness.

Students, parents, teachers, and administrators each have a responsibility to exhibit these virtues and work together in accomplishing this objective. With these concepts in mind the Baker High School code of conduct attempts to set consistent and reasonable limits to student behavior in line with the needs and appropriate expectations of individual and group behavior.

REMOVING STUDENTS FROM YOUR ROOM – No student should be placed outside the classroom unless he/she is given a discipline referral and sent to the office. Under no circumstances should a teacher tell a student “get out of my room”. Remember, the student who is sent out of a classroom is still under that teacher jurisdiction and the teacher may be held liable for injuries that might occur.

Do not send a student without providing a referral immediately. In case of emergency call the office. Discipline begins in the classroom for all of us. The problem most easily solved is one attacked early with genuine concern by the teacher. It is a legitimate expectation that good student behavior will originate in the classroom and you will be supported in your efforts toward this end.

Ideas to lessening student referrals to the offices:

1. Well-prepared lessons and activities’ which extend to the end of each period (Teach bell to bell).
2. Quiet voice or a voice without sarcasm.
3. Sense of humor.
4. Promptness in getting to room and having materials ready for teaching.
5. Being consistent.
6. Get to know students/likes/dislikes, goals.

DISCIPLINE PROBLEMS FALL INTO FIVE CATEGORIES: (Always document all steps & contacts)

1. “A” OFFENSES – these are relatively minor offenses that teachers must attempt to resolve before a referral is made to the administration. Examples would be excessive talking, non-participation in class, copying or cheating, or a minor act of disobedience.

A progressive discipline plan should be in place to deal with these problems.

A sample progression might be:

1st step – verbal correction/warning/conference with student

2nd step – phone call to parent

3rd step – conference with parent

4th step – detention

2. “B” OFFENSES – These offenses generally call for a referral to the administration. However, some may be handled by the teacher at their discretion.
3. “C” OFFENSES – These are criminal behaviors that should be reported immediately to the administration.
4. “D” OFFENSES – (DRUGS) & “E” (WEAPONS) – SAME AS C

REFERRAL OF STUDENTS TO THE GRADELEVEL ADMINISTRATOR SHOULD BE SUBMITTED FOR THE FOLLOWING BEHAVIORS:

1. TRUANCY
2. CUTTING CLASS
3. SERIOUS VANDALISM
4. GAMING OR GAMBLING
5. OFFENSIVE OR PROFANE LANGUAGE
6. CLASS DISTURBANCE OF A SERIOUS NATURE OR A PATTERN OF MINOR DISTURBANCES THAT HAVE NOT RESPONDED TO A SERIES OF VARIED TEACHER AND/OR COUNSELOR EFFORTS.
7. QUESTIONING AUTHORITY OF A TEACHER OR SCHOOL OFFICIAL
8. REFUSING A DIRECTIVE
9. EXCESSIVE TARDINESS(5TH TARDY)

● **TARDY POLICY**

DEFINITION OF TARDY - Coming into the classroom unexcused after the tardy bell has stopped ringing.

Full credit teachers handle first 4 tardies through intervention. Let student know about each tardy.

On the first four (4) tardies teachers are to do their own interventions to correct (i.e. student conference, phone call to parent, etc.) on the student’s 4th tardy. The classroom **teacher should contact the parent** and document the information on the Baker High School tardy referral form. Students are referred to the office on the 5th tardy to class each term. The student is referred again on each additional tardy after the initial referral. For half credit classes, the process is halved. Handle first 2, referral on 3rd tardy.

● **HALL PASSES (for emergencies only)**

- The main purpose for issuing passes is to control the movement of students in the building. Great care should be exercised in the issuance of a pass.
- Passes should be used every time a student leaves the room. Passes should not be issued for water or the restroom unless it is an emergency.
- Under no circumstances is a teacher to issue a pass to a student to leave campus. Students needing to go to their vehicles/parking lot must have teacher issue them a pass. Permission to leave campus is secured only through the attendance office.
- Students not on your roll during that block upon entering your classroom should be in possession of an authorized pass.
- Students doing failing work should not be issued passes. Please use your best judgment in these cases.
- **SUBS CAN NOT ISSUE PASSES.**

Faculty is to watch for abuse of pass use by students and where noted, warn and deny the privilege. If the abuse continues, you are to notify the student’s grade level administrator.

● **VIDEOS**

Videos should be used during the classroom time only when they pertain to the current lesson or concept being taught. If you have a doubt/question as to the videos content, see Mrs. Staley, curriculum administrator.

● **KRONOS CLOCK/AESOP**

Our Kronos clocks are located in the teacher’s sign in room in main building and in room 504 of Annex I. Use your employee number (located on your payroll stub or see Ms. Smith for number to clock in by **8:30** a.m. Report all absences to Aesop. This info will transfer over to Kronos for payroll purposes.

- **GUIDANCE SERVICES**

Grade level guidance counselors are available to address student academic and social needs.
Counselor Coordinator - Mrs. Terry Noojin, 9th – Mrs. Alice Cowan, 10th – Nancy Lambert, 11th – TBA,
12th - Dr. Kimberly Walker

- **LIBRARY MEDIA SERVICES**

The media center offers a wide range of services to students from a book report to in-depth research materials in text form as well as computer technology and videos for check out. Also, periodicals are available on a weekly/monthly basis for reference and pleasure reading.

- **VISITORS/GUEST SPEAKERS ON CAMPUS**

ALL visitors/guest speakers must have prior approval through the principal's office before reporting on campus and must sign in through the main office to secure a visitors pass.

- **TEXTBOOKS**

1. Textbooks will be checked out through the media center.
2. If you need additional books, send your request to the library. (Mrs. Barber and Mrs. Roe)
3. Before issuing books, check the textbook list for names of students who have lost or damaged books.
4. **DO NOT** issue books to those student until they have a clearance slip signed by Mr. Wilson, Mrs. Roe, or Mrs. Barber.
5. Issue books to students through the SSTS teacher classroom model.
6. Enter all books on SSTS. Print a copy of this list for your reference the day of distribution.
7. Make sure that each student writes his/her name in the book. **DO NOT** allow students to leave books in your room.
8. If a student has a schedule change and leaves your class, the book **HAS** to be removed from SSTS textbook by a counselor, or Mrs. Barber/Roe. Send them notification of schedule change
9. If you have a book that cannot be issued, send it to Barber/Roe to be cleared. The book will be returned to you so that you may issue it properly.
10. Perform a book check at the mid-term. Send a list of those students who are missing books to Barber/Roe.
11. After the returned book has been removed from the teacher module, **PRINT** the textbook roster from SSTS showing those students who have not returned books.
12. Send a copy of this list to Barber/Roe in the library media center by the last day of the semester.
13. Once you have turned in this list, **DO NOT** accept any textbooks from students. They must go to Barber/Roe in the library to turn in their books and to be cleared from the textbook list.
14. Send any lost book that you find to the library to be place on a lost and found shelf.

- **UNIFORM POLICY 2016-2017**

- **SHIRTS**

Solid white golf/polo style (button placket) or oxford cloth dress shirts (button down collar, button front) OR Baker spirit shirt. Sleeveless shirts, low-cut shirts, or mid-drift showing shirts **ARE NOT PERMITTED. Shirts must be tucked in at the waist.**

- **PANTS**

Girls: Tan khaki Pants or Capris. Boys: Tan khaki Pants.

Jeans, corduroy, painter pants or low riders will not be permitted. Denim or jean fabrics will not be permitted. **Pants must be hemmed, not dragging the ground or split at the bottom. Pants must be worn at the waistline.** Sagging pants will not be permitted. Jeggings (stretch tights/leggings) will NOT be permitted.

Boys may wear knee length tan khaki shorts. Jeans, denim fabric, jean fabric or corduroy will not be permitted. **Shorts must be hemmed.**

- **SKIRTS**

Skirts are not permitted.

- **SHOES**

Shoes must cover the entire foot. Sandals, open front, or open back shoes will not be permitted.

- **SOCKS**

Socks must be a solid color

- **OUTERWEAR**

Only jackets, sweaters and sweat shirts are permitted as outerwear. **Shirts of any type are not permitted as outerwear. No blankets or pillows will be permitted.**

- **HAIR COVERING**

No head coverings (exception-for Religious reasons) are permitted.

ACCESSORIES

- No writing on book bags except for name (identification purposes).

- **Violation of the approved uniform policy will result in the following disciplinary action(s):**

1st referral: Verbal warning and notification of parent (phone/letter) by an administrator

2nd referral: Lunch detention/cafeteria duty (2 days)

3rd referral: Assignment to Retract (2 days)

4th referral: Suspension from school

- **FIRST AID/HEALTH ROOM PROCEDURES**

Send student to nurse's office **with the first aid pass nurse has** provided to each teacher.

- **STUDENT PROGRESS REPORTS/POST CARDS**

Progress reports must be sent home four and a half (4-1/2) weeks after the beginning of each (for 1/2 credit – 2 weeks) quarter for all students in full credit courses. All parents' can benefit from reports of student progress. Teachers should use the computerized classroom module progress report. Copies should be maintained and teachers should have each student sign a duplicate copy or a signature log to show proof of distribution.

Post cards were implemented in 2007/08 to assist teachers in contacting parents. Post cards are located in forms file area in sign in room. Post cards that are ready to mail should be given to Ms. Floyd, bookkeeper.

- **EARLY DISMISSAL**

Students wishing to leave campus prior to their normal dismissal time must bring a note from his/her parent/guardian to the Baker High School attendance clerk. During the school day if a student makes a request due to illness, etc. for an early dismissal their parent/legal guardian may give permission by sending a faxed note, phone call or coming to the school to sign the student out for the request to be granted. Phone call early dismissals will stop at 2:15pm.

- **GRADE PLACEMENT/HOMEROOM ASSIGNMENT**

2006-07 Freshmen and Thereafter**

Grade 9 (Freshman) Successful completion of middle school

Grade 10 (Sophomore) 7 credits

Grade 11 (Junior) 14 credits

*Grade 12 (Senior) 20 credits

- **MAKE-UP WORK POLICY**

Students absent from school under excused circumstances including out of school suspensions will be allowed to make up work missed. The students are held responsible for requesting missed assignments. All make-up work must be completed in a reasonable period of time as determined by the teacher. Only in cases of prolonged illness will more than one week's worth of work be obtained unless the principal gives permission. Students may also be assigned Saturday School to complete assigned work and perform community service.

A one-day absence does not excuse a student from all work due on the day of his/her return. Student's grade may be withheld if make-up work is not turned in.

- **STUDENT SCHEDULE CHANGES**

Schedule changes are for academic needs only or graduation requirements (credits) or, if by mistake, a class is scheduled and the student has already successfully completed that course. No teacher to teacher changes. The time element for schedule changes shall be at the discretion of the principal.

- **HOMEWORK**

Homework is an important component of every student's instructional program. Students, teachers and parents should have a clear understanding of the objectives to be accomplished through homework and the role it plays in meeting curriculum requirements. Homework reflects practices that have been taught in the classroom and provides reinforcement and/or remediation for students. It should be student-managed, and the amount should be age appropriate, encouraging learning through problem solving and practice and application.

● **EXTRACURRICULAR ACTIVITIES/SPONSORS**

A.P./Capstone	Terry Noojin
Academic Lettering	Marcee Hinds, Megan Johnson
Academic Teams/Hi-Q, Scholar's Bowl	Linda Keller, Tonya Parker, Julie Barbosa
Archery Club	Ken Brown
Art Club	Michele Stroecker, Kathy Peavy
BH1 Production Team	Justin Tolbert
Baker Musical Theatre (BMT)	Eric Browne
Baker's Dozen/Belles of Baker	Mary Lou Hatcher-Davis
Dance Team	TBA
Deaf Teen Quest	Pam Crosby
Diamond Dolls	Peggy McGallagher
Disc Golf	Justin Tolbert
Encore Dance	TBA
Environmental Science Club	Jennifer Stevens
FBLA	Clo Allen, H. White, Leiser, Estle
FCCLA	Evans, McGallagher
French Club	Julia Fantoni
Gamma Omega Delta	Scott Nelson
German National Honor Society & German Club	Olena Kochurova
Hornet Herald Newspaper	Norma Medlin
Hornet Hooligans	TBA
Junior Civitan	Catherine Stokely
Key Club	Amy Roe
Life Smarts	TBA
Model UN & DIMUN	Marcee Hinds
Multi Culture Club	TBA
National Honor Society	Sonja Ivey, Jana Barber
National Technical Honor Society	Jill Leiser
Peer Facilitators	Cora Evans
Queen Bee Beauty Club	TBA
ROTC & JROTC	Keith Watts, Willie Lewis, Ramona Austin
Robotics	Jeannine Reeves
Skills USA	TBA
Spanish Club & Spanish National Honor Society	Maria Mendibur-Otano
Student Council	Tiffani Sage
Yearbook	Christina Watts

Fees due for extracurricular activities should not be collected until the third week of school due to leveling of classrooms. Students must have a signed Student Consent and Release Form on file in the main office to be eligible for extracurricular activities and this does include driving on campus and any sports activity.

- **WHEN STUDENTS ARE PERMITTED IN BUILDING/ON SCHOOL GROUNDS**

In the morning students are not permitted inside the building until the 7:15 a.m. call in bell. Until that time they should remain outside of the school. During inclement weather (i.e. raining, below 40 degrees), the gym is open for students to take shelter. If a student is involved in any activity that requires them to enter the building before the 7:15a.m., bell they must present an authorized pass from the sponsor of that activity. Otherwise the student will be denied entrance. Students involved in after school activities are not to be left in the building or on school grounds without the sponsor (or another MCPSS employee appointed by the sponsor).

- **LOCKERS**

All lockers are available for issue to students in grades 10-12; 9th grade students do not receive lockers. Student must present their schedules for issue along with a \$5.00 fee to Sgt. Keith Watts in room 244.

- **STUDENTS USE OF TELEPHONES**

There is a phone student's may use for extreme emergencies. This phone is located in the attendance clerk's office. Students must have a hall pass to use the phone. NO phone calls are allowed during lunch waves if student does not have a hall pass.

FIRE DRILL PROCEDURES

To ensure the safety of all building occupants, these steps should be followed. A fire drill's objective is to get all persons out of the building safely. Please make sure your class knows the following guidelines.

1. Appoint a reliable student to lead the group single file out of the room to the designated exit and area assigned.
2. There must be no running, pushing, laughing, or talking while the students are moving to their designate area.
3. All students and staff must leave the building.
4. Teachers will report disorderly students to an assistant principal.
5. All class groups are to remain intact. Students will stay with their own class for the duration of the drill.
6. Monitors and off-duty teachers will assist wherever needed.
7. If a fire drill occurs while students are in the lunchroom, the students will be directed by the teachers who are on duty in the cafeteria.
8. If students are in the gym and in uniform, they shall go out of the assigned exits to the designated areas. Students who are changing clothes in the locker room, will dress as rapidly as possible before leaving the building.
9. If your exit route leads into the parking lot, please remember all students are to be behind the first parked car.
10. If your exit route leads behind the main building, make sure your students move behind the portables.
11. Teachers are required to bring their grade book and lesson plans.
12. Once the class is in their designated area, the teacher will call roll.
13. Wait in your designated area until you are told to move back into the building.

Fire Drill Maps can be found on pages 30 - 39.

SEVERE WEATHER PLAN

1. All students in the main building should stay in their rooms and teachers should shut the door.
2. All teachers in the annex should bring their students into the hall and have them line the halls, sit on their knees, and assume the safe position*.
3. All students that are in PE should be moved to the locker rooms and assume the safe position*.
4. All students that are in portables 901 thru 906 should be moved to Annex I; all students that are in portables 907 thru 912 should be moved to Annex II.
5. All students in the Auditorium building should move to the hall way if their rooms have exterior windows and assume the safe position*.
6. All students in portables in the back of the main building should be moved to the multi-purpose room and sit quietly.
7. All students in portables at the annex should move to the hall of the building that is closest to their portable and assume the safe position*.
8. If in doubt, move away from windows and get as low as possible.

*Safe Position



LOCKDOWN PROCEDURES

CODE: Attention Teachers, don't forget to turn in lesson plans at the end of the day.

PRACTICE CODE: Begin lockdown now.

END OF LOCK DOWN: The words "lock down is complete" must be heard by two separate administrators over the intercom.

❖ **Do not open your door for any reason**, once it has been locked. You must hear the above announcement by two administrators.

TEACHERS

1. Clear the halls outside of your room. Bring any student that is in the hall into your class room.
2. Lock the doors of any substitutes that are in adjacent rooms. (**All keys work to lock doors from the inside.**)
3. ***Assigned teachers** will check the bathrooms for students and bring them into their rooms.
4. After clearing the halls, shut and lock your door, make sure windows are covered, turn off lights, and move students away from the door.
5. Since all scenarios cannot be predicted, the rule of thumb is to get students from an unsafe environment to a safe environment.

* Upstairs South Restrooms (Back of building)—**Rice** and **Deacon** check boys, **Melancon** and **Normand** check girls

* Upstairs North Restrooms (Front of building)—**Blackburn** and **Evans** check girls, **Connick** check boys

* Old Annex Building Restrooms—**Normand** and **Knott** check boys, **Longenecker** and **Golden** check girls

* New Annex Building Restrooms—**Young** and **Kelly** check boys, **Minto** and **Dixon** check girls

LIBRARY

1. The media specialists will move the students and teachers in the library to the textbook area.

CAFETERIA

1. Students will be instructed to remain seated by the teachers on duty.
2. Ms. Staley will lock the doors that lead from the cafeteria to the main building.
3. Cafeteria workers will go into the kitchen and lock the doors that lead into the kitchen from the cafeteria and from the outside.

OTHER STAFF

1. All other staff (custodians, building engineers, security, etc.) will go into the nearest classroom

LOCKDOWN PROCEDURES (CONT.)

or office and lock the door.

GYM

1. Coach **Houston** (*TBA* will be back-up) will be the lead person in the gym.
2. The girls' PE coaches will lead the girls into the girls' locker room. The boys' PE coaches will lead their students into the boys' locker room. The dance teacher will lead his/her classes into the dance locker room.
3. The girls' coach will make sure that the south side of the gym is locked. The boys' coach will make sure that the north side of the gym is locked. The dance teacher will make sure that the west side of the gym is locked. Coach **Smith** and **Daigle** will make sure that the lobby doors are locked.
4. Boy's coaches will check the boys restroom and the Girls coaches will check the girl's restroom.
5. Any students outside for ROTC or PE will be moved into the gym unless told to do differently by an administrator.

CONCOURSE

1. Students will be moved into the gym by the teachers on duty.

WEIGHT ROOM

1. Coaches using the weight room will be responsible for locking the doors.
2. Students will move into the storage room.

FIELD HOUSE

1. Coaches using the field house will be responsible for locking the door.
2. Students should be moved to the back of the field house and sit on the floor.

AUDITORIUM

1. **Mr. Dedeaux** (**Mrs. Daughenbach** back-up)—will make sure that all doors into the Auditorium are locked and check the boys' restroom for students.
2. **Mrs. Hatcher-Davis** will check the girls' restroom.

ADMINISTRATORS/Office Staff

1. **Mr. Richardson** (**Mr. Walley** back-up)—Lock the side doors to the front office. Check downstairs boys' restroom. Go to camera room (command center) with **Mr. Walley**. Call 911 and central office. Ask each administrator if there area is secure one at a time after checking the cameras. **IN CASE OF EMERGENCY COMMAND CENTER # IS 10041**
2. **Ms. Smith** (**Mrs. Baker** back-up)—lock the front doors to the office, go to Mr. Richardson's office.
3. **Mrs. Staley** (**Mr. Cooke** back-up)—Put lockdown sign on the downstairs main entrance door (BAKER HIGH SCHOOL IS CURRENTLY IN LOCK DOWN), lock front doors to the school and the cafeteria doors. Check downstairs girls' restroom. Lock doors that lead into to cafeteria from the main building.

LOCKDOWN PROCEDURES (CONT.)

4. **Mr. Cooke** (**Mrs. Staley** back-up)—lock the down stairs back doors and the snack machine doors to the concourse.
5. **Mr. Connick** (**Mr. Wilson** back-up)—lock the upstairs east side doors and south side doors. Check upstairs north restroom.
6. **Mrs. Wilson** (**Mr. Connick** back-up)—lock the upstairs north side doors and concourse doors.
7. **Master Sergeant Lewis** (**Watts** and **Austin** back -up)—lock concourse door beside ROTC class rooms.
8. **Mr. Bearden** (**Mrs. Dixon** and **Coach Knott** back-up)—lock annex doors.

Educational Field Trips/Excursions

Field trips or excursions are defined as educational experiences conducted during school hours and planned by a teacher to correlate with the regular classroom instructional program. Field trips should be an integral part of classroom instruction. The experiences gained during field trips should give relevance and meaning to knowledge. Field trips should be carefully considered before permission is granted. Bear in mind that a student who is on a field trip for one class is missing instructional time in other classes. Thought should be given to what the student will miss while off campus on a field trip. Notification of all field trips should be shared with the faculty by the principal at a faculty meeting, through an email, and/or through the principal's newsletter.

IMPORTANT NOTE: Please note that no money should be collected from students or through fundraisers until approval is given from the principal and/or the Chief Academic Officer. All money collected for an educational excursion must be deposited to the school's checking account on a daily basis. Checks drawn from a field trip account must be made to vendors only. After receiving approval from the principal, teacher and chaperones may be reimbursed for legitimate expenses after the trip has concluded upon presentation of documented receipts.

❖ Educational Field Trips/Excursions Procedures – In planning a field trip, the following guidelines and procedures are listed to assist the principal in granting permission to teachers to take students on designated educational field trips/excursions. Various forms related to field trips can be found in the forms section of the website. Local schools are responsible for planning field trips, securing transportation, and collecting required fees. Pre-approved field trip documentation should be kept on file at the school in the front office.

1. **Pre-Approved Field Trips** – All educational excursions listed on the Curriculum and Instruction website for grades PreK-12 are pre-approved; however, pre-approved out-of-county and overnight field trips must be submitted to the Chief Academic Officer for approval *at least four (4) weeks prior to the date of the excursion*. Any school system school sponsored activities are pre-approved and have blanket approval. Examples: Scholar's Bowl, local school performances, SECME, Spelling Bee, *GoDaddy* Writing Competition, Student Council, JROTC, Career Technical Student Organization (CTSO) competitions, arts productions, academic/athletic competition, and state and local music competitions, arts productions, academic/athletic competition, and state and local music competitions. Field trip sponsors must ensure that teacher permission forms are signed by all teachers seven days prior to the actual excursion.
2. **Requests for Field Trips** – *Schools must forward the proper paperwork for preapproved out-of-count excursions to the Chief Academic Officer for final approval at least four (4) weeks prior to the date of the excursion.* Any excursion not included on the preapproval list – either local or out-of-county – must be submitted to the Chief Academic Officer for approval four weeks prior to the date of the field trip.
3. **Notice To Parents/Students** – *Teachers shall not publicize/finalize arrangements without first receiving notice of approval from the principal and/or Chief Academic Officer.* Teachers are not allowed to make any arrangements, to have any fundraisers, or to collect any monies until approval is given from the appropriate personnel depending on the nature of the trip.
4. **Permission Forms** – Students must have a signed parental permission form in order to participate in any off campus activity. (Verbal permission by telephone will not suffice). For those students who do not participate in the educational excursion, provisions shall be made for learning to continue at school.

5. **Principal/Central Office Approval** – All information related to the educational excursion, including the permission form, is to be sent home only after the principal and/or Chief Academic Officer has approved the trip as well as the date, time and arrangements.
6. **Emergency/Health Forms** – The completed student Emergency and Health forms will be taken on each field trip.
7. **School Documentation** – The following documents will be kept on file at the local school:
 - Copies of signed permission slips (required for all field trips);
 - Copies of Emergency and Health Information Form – required for all field trips;
 - A copy of the letter from the organization hosting the event outlining the terms and costs of the trip for each student and chaperone – required for all field trips.
 - A copy of the letter or contract from the bus company transporting the students or chaperones to and from the trip destination – letter must include cost of trip and terms of agreement (if applicable).
 - A copy of the letter from the vendor estimating the cost of food (if applicable).
8. **Fees / Fares** – Trips that require students to pay entrance fees, fares, or any other money should be kept to a minimum. No child will be denied the opportunity to participate in a field trip experience because of a prohibitive cost. Local schools will provide the fee for students unable to pay for in-county field trips. Costs will not be encumbered by students who can pay.
9. **Supervision** – Primary supervision for students participating in educational excursions is rendered by professional employees of the Mobile County Public School System. It is recommended that one adult accompany each group of 5 students in grades PreK-Grade 1; one adult accompany each group of 10 students in Grades 2 – 5; and one adult accompany each group of 15 in Grades 6 – 12 to assist in supervision. Chaperones are adults who accompany teachers and students with the understanding that the teacher holds the leadership position and is responsible for all decisions. Principals may determine that a chaperone be excluded from an educational excursion for the following reasons:
 - Parents exhibiting inappropriate behavior;
 - Parents who are unable to stay for the duration of the excursion;
 - Parents who wish to include other small children and babies.

NOTICE: No siblings may attend field trips/excursions.

10. Medications/Special Health Needs - The school nurse must be informed of a field trip as soon as the trip has been approved. If special arrangements need to be made for students, there will be time to do so without panic. The nurse must check the student roster of the field trip and let the teacher know if a child has to have medication or special nursing set up while on the field trip. The Supervisor of Health and Social Services often has to send a nurse on the trip or train a teacher to give medication while on the trip.

11. **Teacher Absences** – In the event a teacher is absent on the day of an excursion that is prepaid or is a one time performance, it is recommended that the principal make necessary adjustments to avoid cancellation.

12. **Excursion** – The actual educational excursion will include only those places identified on the request form.

13. **Transportation** – Any educational excursion must require transportation **by bus only**. The Mobile County Public School System does not have insurance for vehicles that are not system owned; therefore, **the use of private vehicles is PROHIBITED**. Activity buses have been purchased by MCPSS to transport small groups of children to special events and contests. Schools can contact the Office of Transportation for an activity bus driver. The cost per mile will be determined by the State Department of Education Pupil Transportation Division.

14. **Allowable Transportation** – All excursions or field trips should be taken in a school bus or commercial bus. At no time should 15-passenger vans be used.

15. **Code of Conduct** – Supervising teachers are expected to discuss the Code of Conduct and appropriate rules of safety prior to each educational excursion with students and parents before the trip and to adhere to the established safety procedures throughout the trip. All system and local school Code of Conduct will be enforced.

16. **Student Behavior** – Students should be made aware of the importance of behavior and the image they project on excursions from school. Special attention should be given to the dress of students and adults. Educational excursions are school functions, and as such, students are expected to adhere to uniform guidelines unless exceptions have been made by the principal.

17. **Name Tags** – All students are expected to wear name tags (student name, school, and teacher).

18. **Student Exclusion** – Principals may determine that a student be excluded from an educational excursion for the following reasons.

- Students refusing to complete assignments on a regular basis;
- Students exhibiting inappropriate conduct on a regular basis which may create an unsafe situation;
- Students with excessive absences.

19. At the middle and high school levels, the principal shall not authorize **entire** grade level trips.

(Example: grade 6, 7, 8, 9, 10, 11, 12 – Senior Trips).

20. **School Sponsored Excursions** – Any school trip that is paid for by a school check is considered a school-sponsored event and must follow the field trip guidelines. If the funds are not deposited in the school account, it is considered a non-sponsored function and the *Notification of a Non-School Sponsored Excursion* form must be sent to the parents. Non-school sponsored excursions may not be booked in the school's name. An approved Educational Excursion and Bus Authorization Form must be on file.

21. **Non-School Sponsored Excursions** – Trips scheduled for weekends and holidays (Christmas, spring break, summer vacations) shall not be considered as school functions and become the complete responsibility of the sponsor(s) and parents of those students participating in the activity. Senior trip is an example of a non-sponsored excursion.

22. **Recreational / Holiday Year** – Trips for recreational or holiday celebration purposes are a parental obligation and should not be undertaken by the school.

23. **End of School Year** – Educational excursions are not allowed during the last three weeks of school.

24. **Irregularities / Accidents** – Supervising teachers must notify the principal immediately if an accident occurs during a field trip. Principals must notify the appropriate Assistant Superintendent if the accident occurred during a field trip. Supervising teachers shall report in writing to the principal any irregularities or accidents that occur during an educational excursion.

❖ **In-County Field Trips/Excursion – In addition to procedures 1-24, the following procedures must be followed during all field trips within Mobile County:**

25. *At least four weeks prior to the date of the* excursion to an approved in-county trip, the teacher should request approval from the principal and provide specific information related to date, time and location on the Local Field Trip Request form. This form should be kept on file at the local school. Arrangements for transportation and parental assistance are the responsibility of the teacher.

Permission/denial for all pre-approved **in-county trips** is the responsibility of the principal.

26. In-county educational excursions should be planned and conducted in a manner that would allow students to be back at school for lunch. However, if the distance, length, and purpose of an educational excursion necessitate eating away from school, arrangements must be made with the school lunchroom. The teacher is required to notify cafeteria personnel at least two weeks prior to the trip in the event lunches are needed. No picnics will be approved as an educational field trip.

❖ **Out-of-County and Overnight Field Trips/Excursions – In addition to procedures 1-24, the following procedures must be followed during all field trips outside of Mobile County.**

IMPORTANT NOTE: If out-of-county and overnight field trips require contracts, schools must submit requests *at least five (5) weeks prior to the date of trip*.

27. Out-of-state and out-of-county trips that are related to athletics, fine arts, foreign language, academic/CTSO competitions must have approval from the Chief Academic Office and should follow the same time frame as #1.

While most band, choir or dance performances have a duration of 30 to 60 minutes, student groups performing these programs have prepared months in advance, spending hours perfecting every selection. This is part of the performance often overlooked.

Band, choir, dance festivals, competitions, or festival parades are all educational from the months of preparation to the 30-40 minute execution of student performance. In accordance with the Alabama Course of Study in Arts Education, performance and evaluation of performance are significant standards in all areas of performing arts. Festivals provide an educational performance venue for evaluation, adjudication, and feedback.

Examples of Adjudicated venues are as follows:

Festival Disney is a positive and educational festival experience and due to the festivals focus towards music education, The National Association for Music Education officially endorses Festival Disney. Each ensemble performs for 3 adjudicators, and receives written and recorded feedback, as well as a personal ensemble clinic.

San Antonio Music Festival is a positive, constructive adjudication with written and recorded comments from a panel of nationally acclaimed adjudicators and on-state clinic.

Other recommended adjudicated festivals are the Smoky Mountain Music Festival, Southern Star Music Festival, High School Dance Festival, and the Honda Battle of the Bands International Showcase. Parades, festivals, and showcases provide evaluation and or adjudication.

Theatre/Vocal/Dance –

- ❖ Trips to New York should be reserved for students who have been enrolled in the listed elective for a minimum of three semesters. Trips should be planned in advance to ensure students will be participating in classes approved by the Fine Arts Supervisor and Chief Academic Officer. Attendance at Broadway shows must be approved by the Fine Arts Supervisor and Chief Academic Officer due to the content of shows.

Parades and concerts that honor the military and our country are examples of acceptable field trip excursions.

28. In order to obtain approval for any out of state and out of country trips which include extended and overnight trips, the excursion must meet at least one of the following criteria:

- The excursion must be for a competition appropriate for Grades 3 – 12 students, such as participation in math contests, science fairs, social studies fairs, oratorical contests, spelling bees, or other academic competitions.
- The excursion must be for attendance and participation in regional or national meetings as representatives of schools to assemblies and organizations appropriate for middle/high school students, such as participation in National or National Jr. Honor Society conventions, student council conventions, yearbook workshops, cheerleading clinics or other such activities.
- The excursion must be for attendance and participation in band or choral events appropriate for middle/high school students. Participation in such contest must be by invitation with adjudication by proven, qualified judges. The number of out-of-school days must be limited to two.

29. Schools may use the parental permission letter on overnight excursions found on the website. The details outlined in this letter are specific, giving parents and teachers specific security precautions. This letter or a similar facsimile should outline the following:

- Any medical needs of the student that should be brought to the attention of the person in charge;
- Permission to give treatment such as medicine or hospitalization;
- Directions for contacting parent or guardian in case of an emergency;
- Outline of steps to be taken in an emergency;
- A brief narrative itinerary outlining objectives, which justify the nature and importance of the trip plus all times and places of stops.

30. Extended/overnight field trips will require adult supervision at a minimum ratio of 1 adult per 10 students.

31. For out-of-county and overnight field trips, the school principal must receive the documents listed below from the classroom teacher requesting trip approval and submit them to the Chief Academic Officer *at least four weeks prior to the date of the trip*:

- Trip Itinerary (short, precise schedule of daily events);
- Content Standards (ALCOS objectives);
- Emergency Contact Numbers (cell numbers of teachers and administrators);
- Educational Excursion and Bus Authorization Form;
- Any other items deemed necessary by the principal.

32. A copy of the Educational Excursion and Bus Authorization Form must be sent to the Office of Communications and to the Office of Transportation for all out-of-county and overnight trips. This form serves as notification, not approval.

Field Trips/Excursions to movies, skating rinks, participating/riding on water crafts of any description, bowling alleys, mazes, pumpkin patches, etc., are NOT approved. No field trip/excursions are authorized during the instructional day for incentives or rewards. Any such field trip/excursion must take place beyond school hours.

Fire Drill Routes

Main Building

1st Floor

2nd Floor

Portables 701 to 703

Auditorium

Annex 1-Rooms 501 to 513

Annex 2-Rooms 801 to 813

Gym

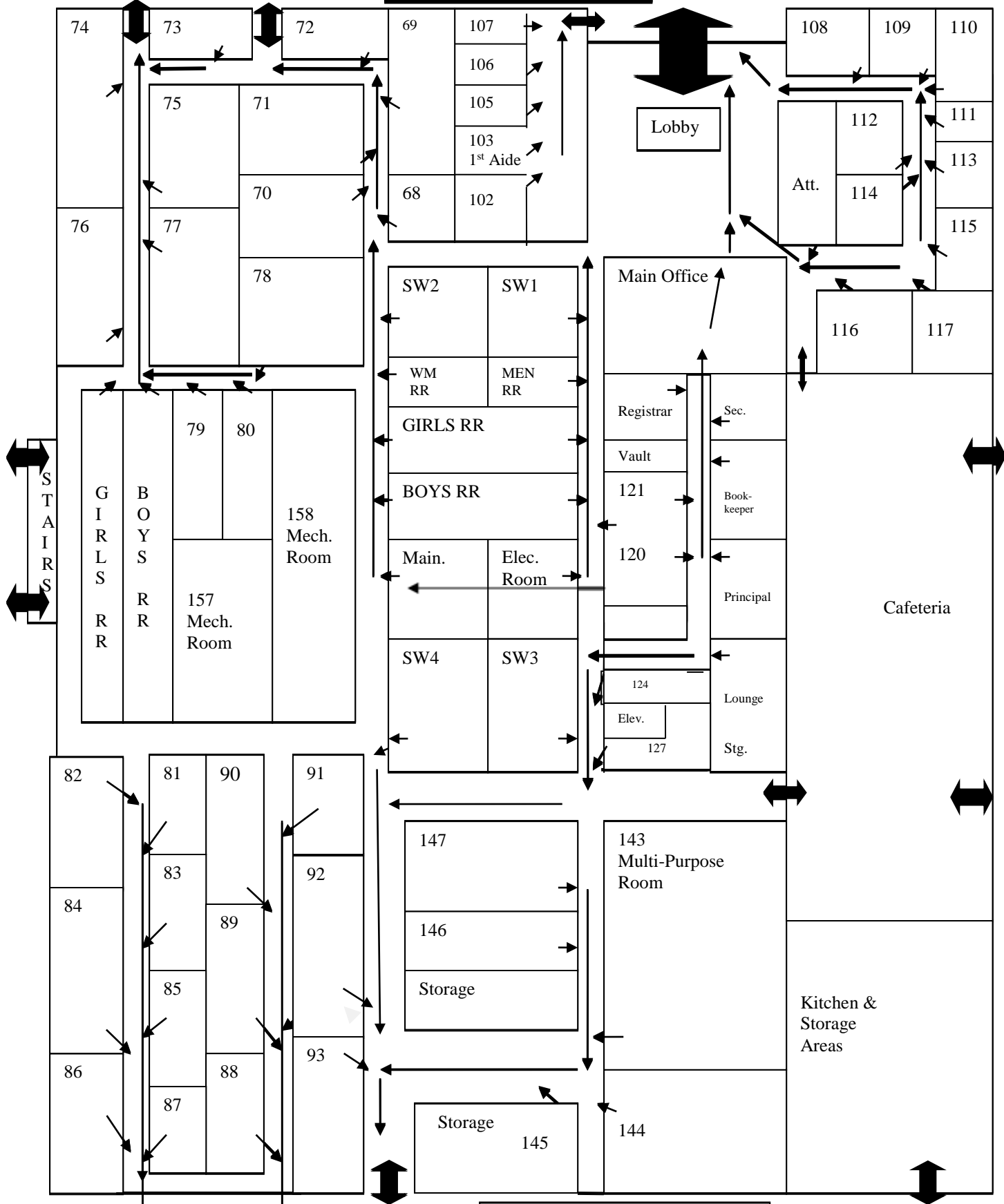
Portables 604 to 606

Portables 901 to 912

1st Floor Fire Drill Map

Proceed to Parking Lot.

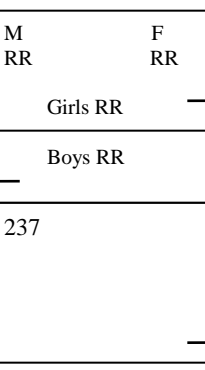
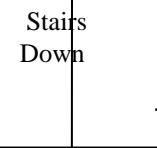
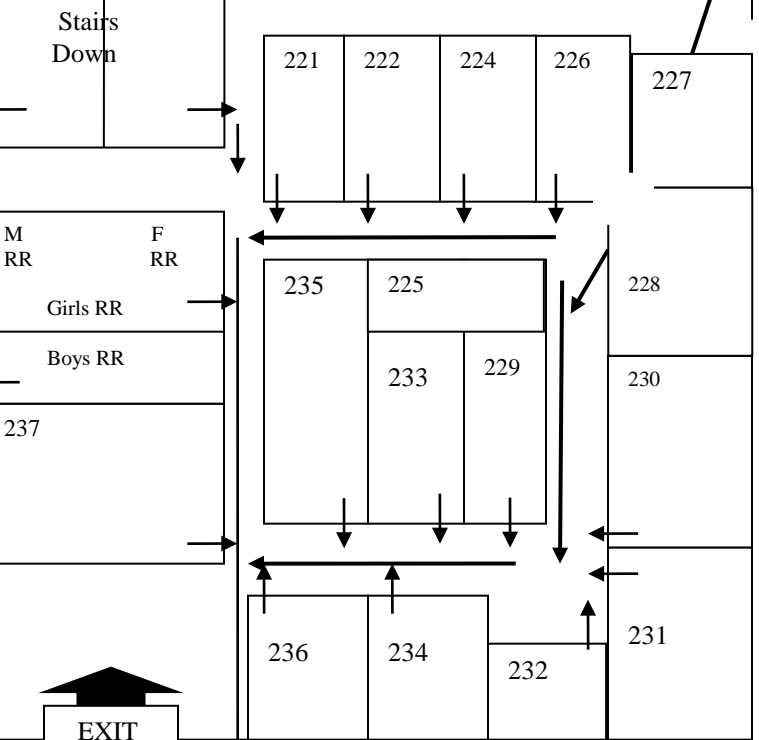
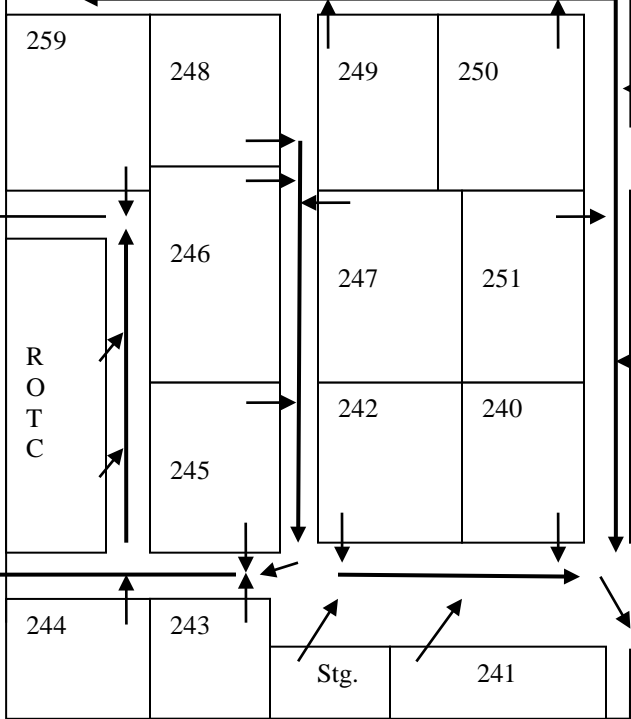
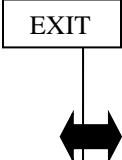
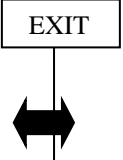
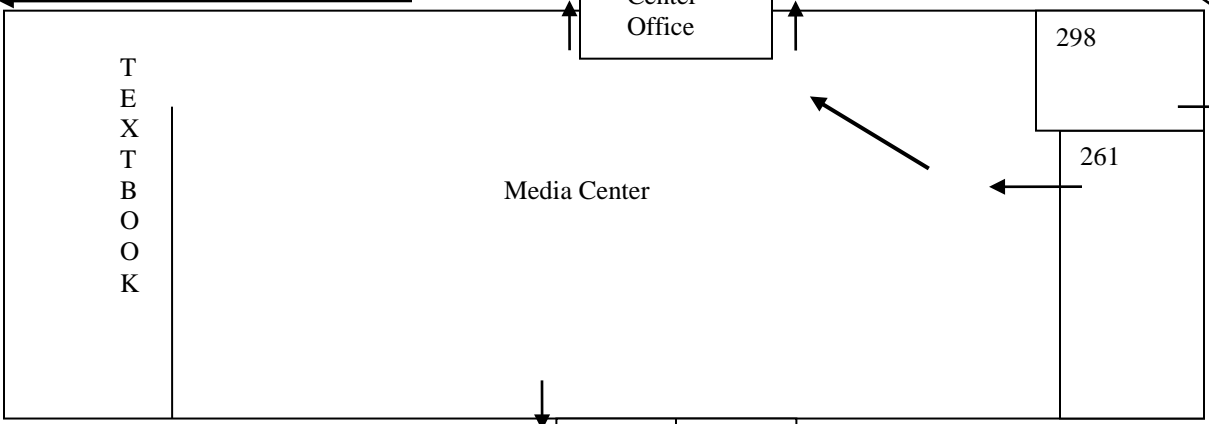
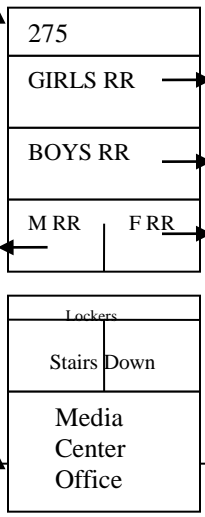
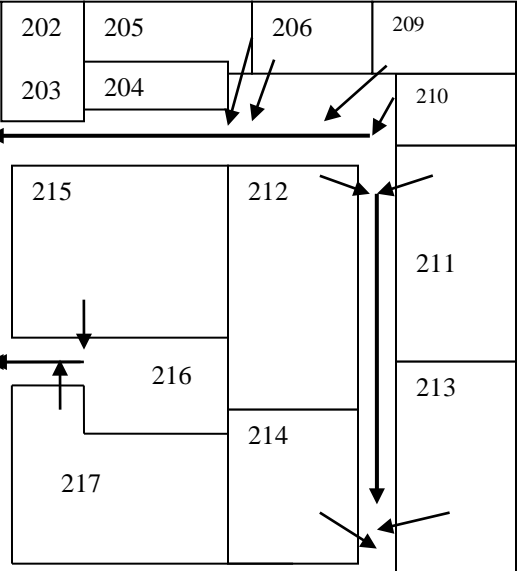
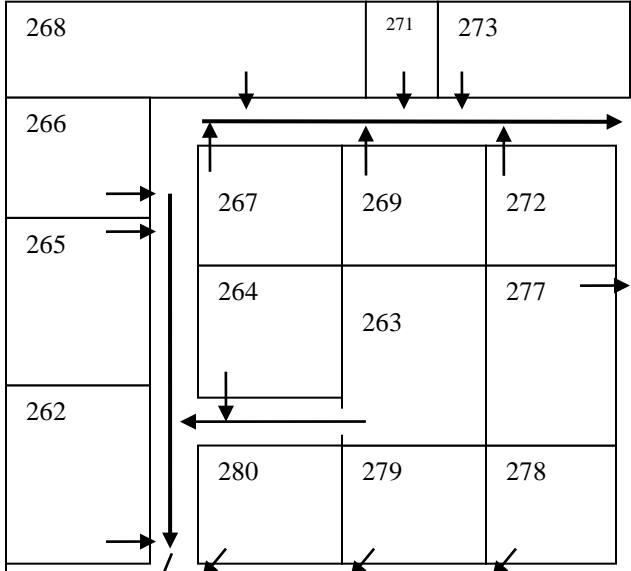
Proceed to Parking Lot.



Proceed to area behind the school.

STUDENTS LINE UP DOWN PARKING LOT AISLES
BEHIND FIRST ROW OF CARS.

NORTH SIDE

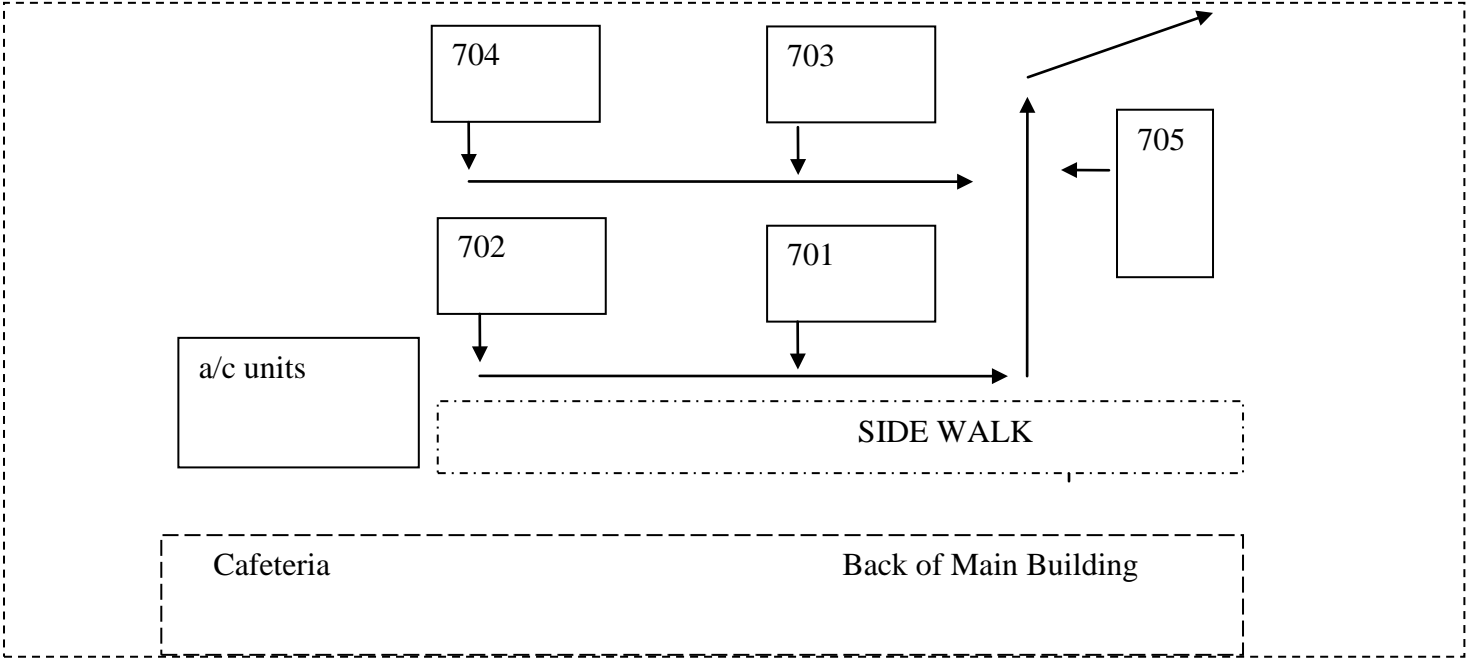


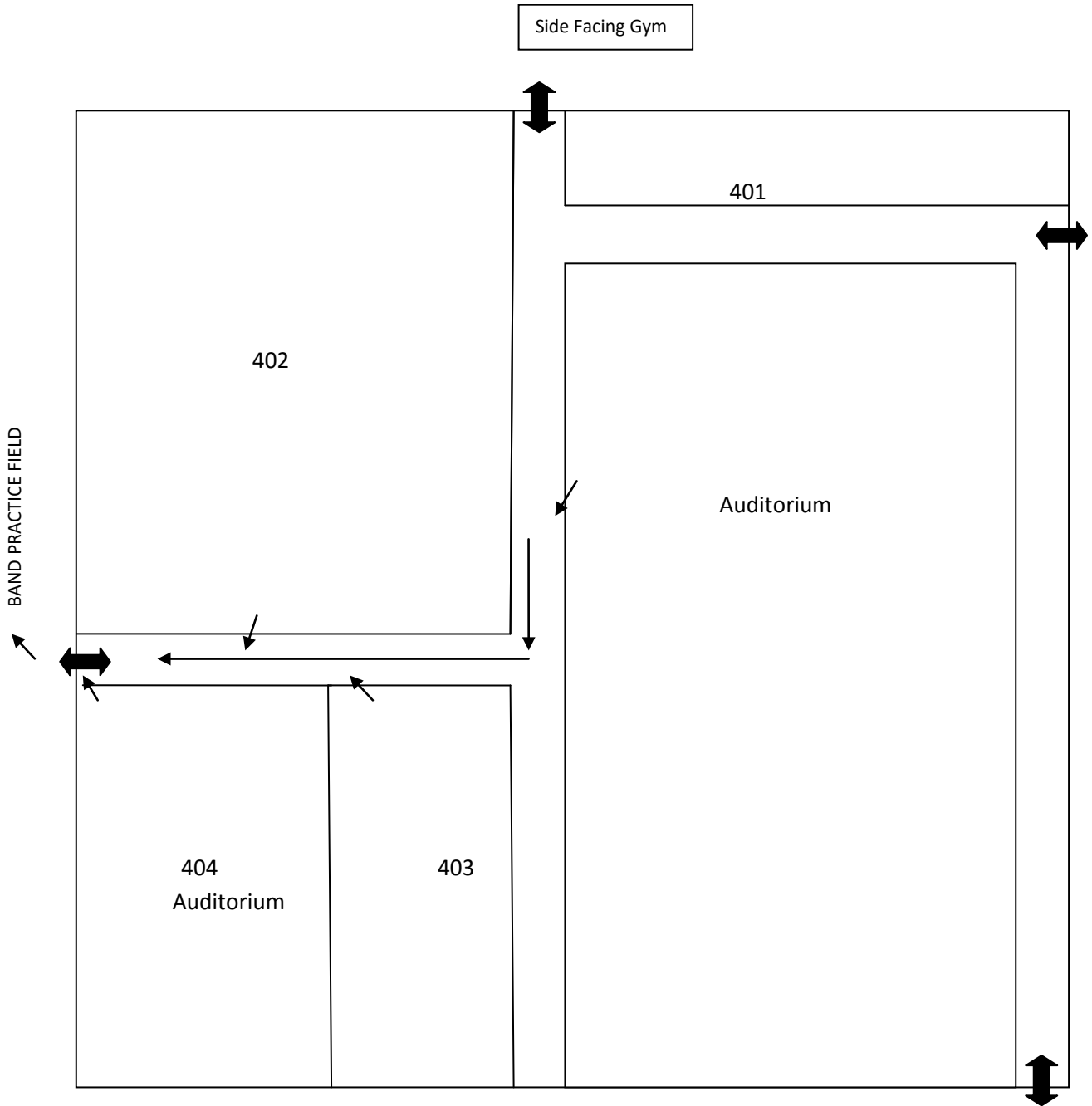
Rooms 221-227 and 240-259 are to proceed out behind the
back of the school to the tree line area.

SOUTH SIDE

39

Fire Drill Route
All classes should proceed to tree line area behind the portables.

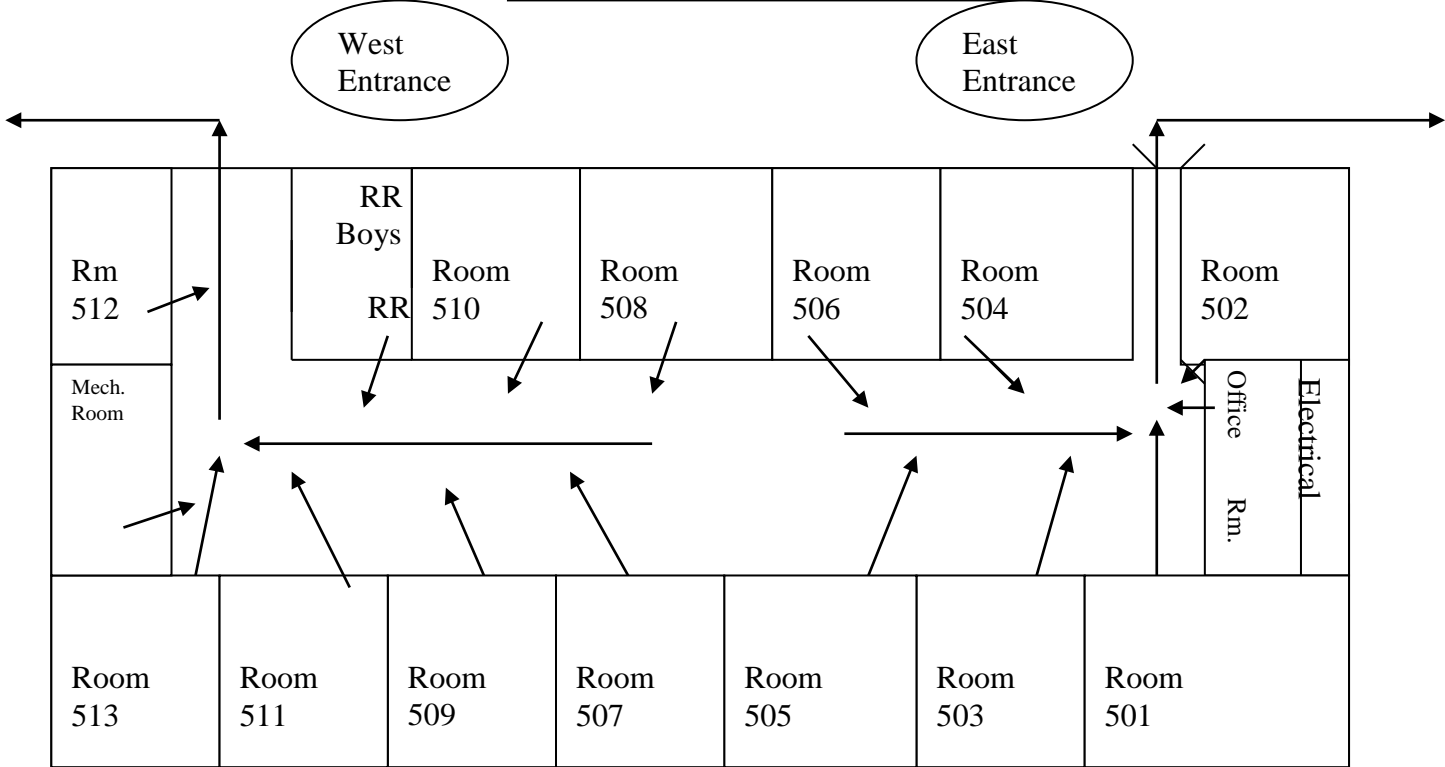




Auditorium Fire Drill Map

Students should proceed to the band practice field.

Annex 1 – Rooms 501 to 513
Fire Drill Map



Rooms 507, 508, 509, 510, 511, 512, & 513 proceed to the open grass area between the annex and driveway.

Rooms 501, 502, 503, 504, 505 & 506 proceed to the open grass area east of building.

Side of building facing Main Campus.

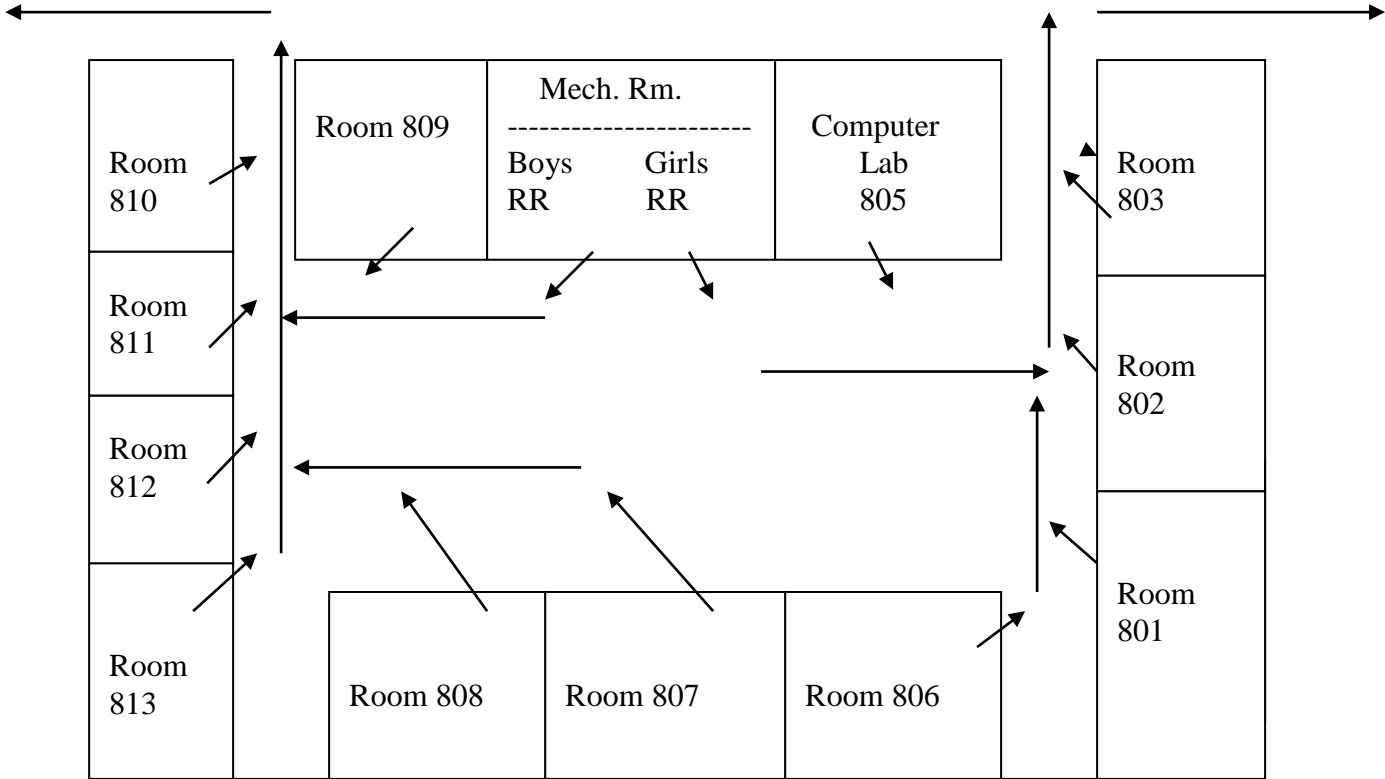
Faculty Parking for this new facility located outside fenced area.

Annex 2 – Rooms 801-813
Fire Drill Map

Airport Boulevard

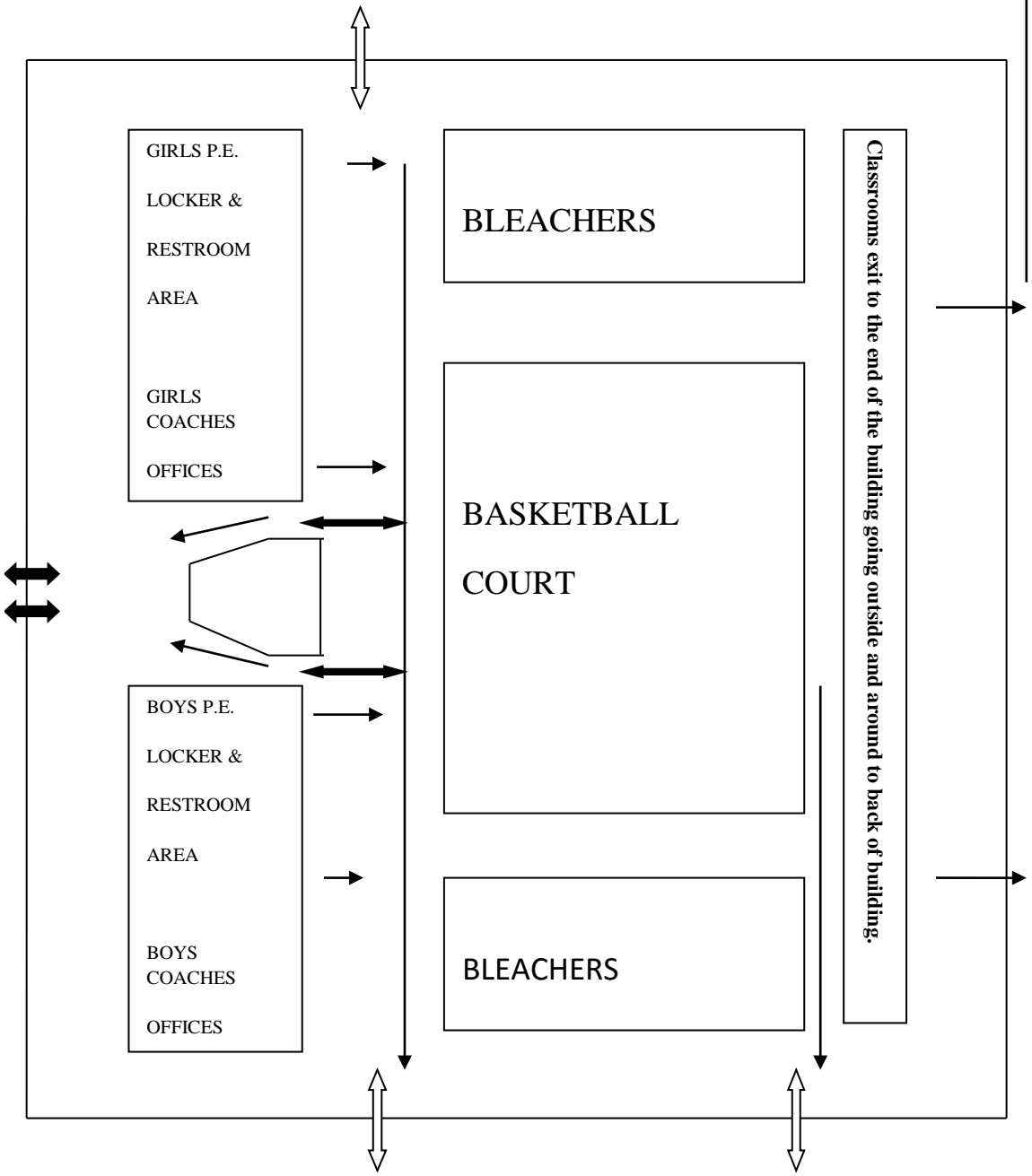
Rooms 807, 808, 809, 810, 811, &
812 proceed to parking lot behind
the football stadium

Rooms 801, 802, 803, 804, 805 &
806 proceed to grassy area between
annex and driveway.



Side of building facing Main Campus.

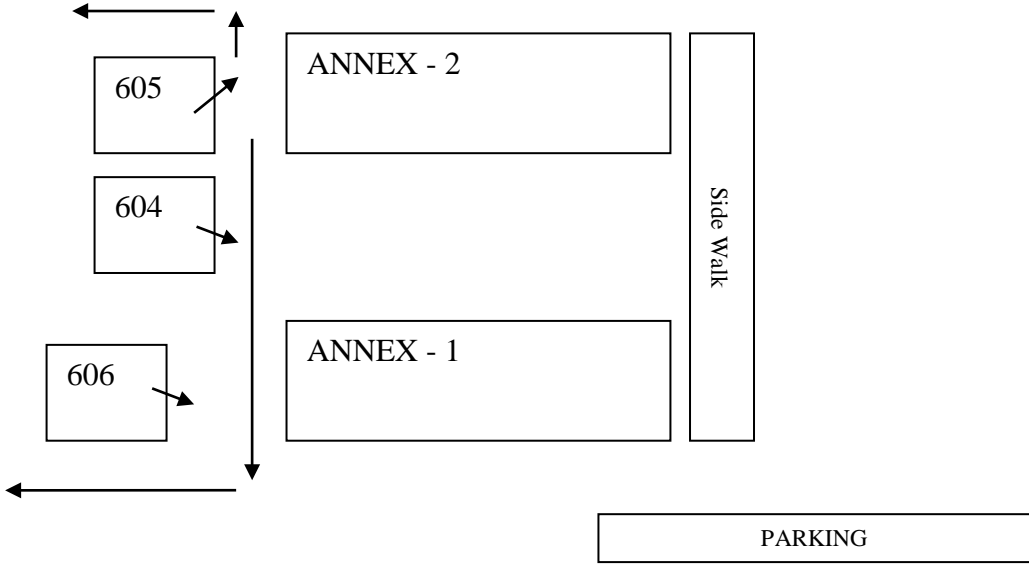
GYM - Fire Drill Map



Students in gym area are to proceed beyond parking area to fence line.

Fire Drill Map
Portables 604 – 606

Airport Blvd.



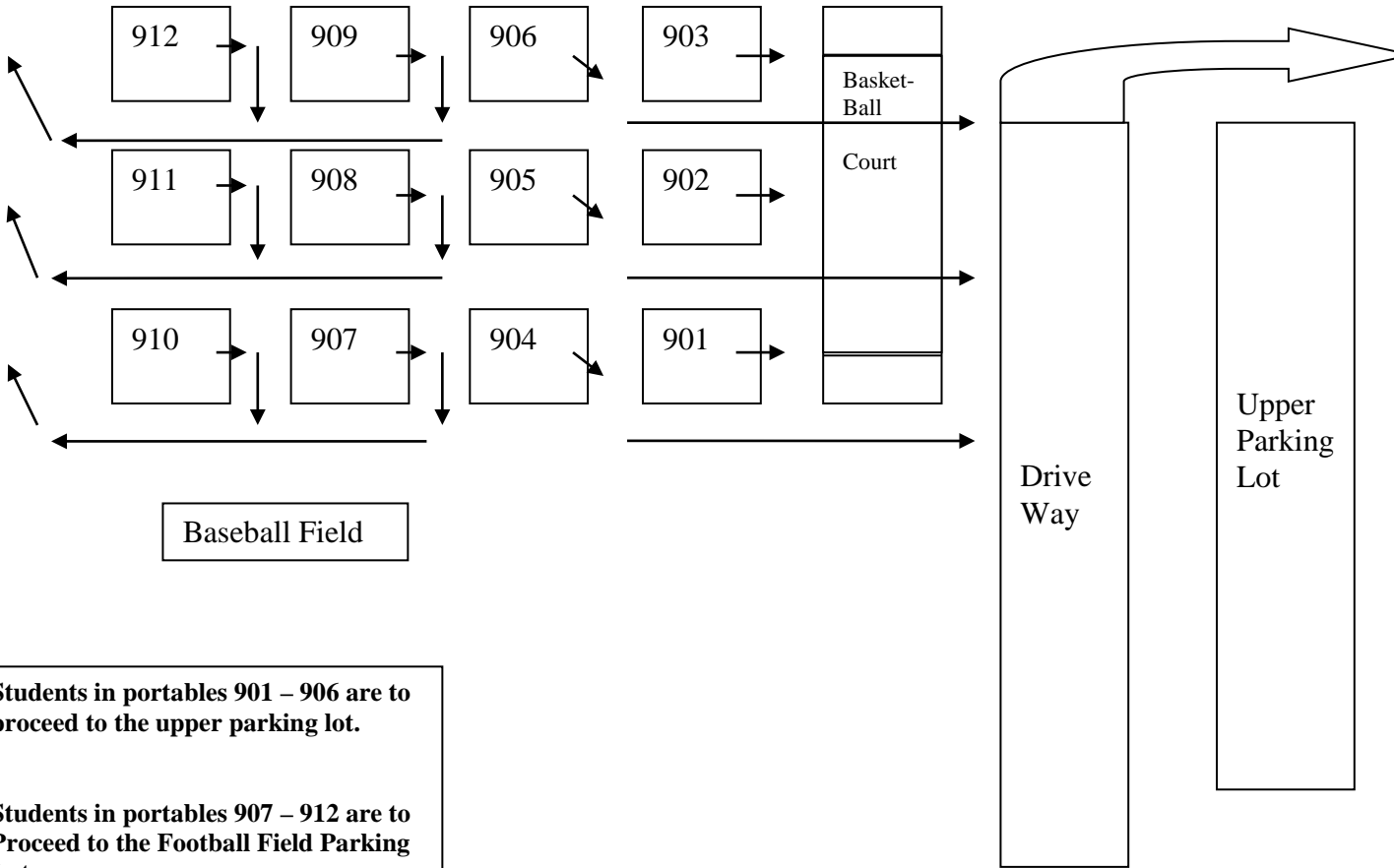
Students in all portables are to proceed to the
open grass west of portable 606.

**Fire Drill Map
Portables 900**

Airport Blvd.

ANNEX – 1 & ANNEX 2

Football
Field
Parking
Lot



Students in portables 901 – 906 are to proceed to the upper parking lot.

Students in portables 907 – 912 are to Proceed to the Football Field Parking Lot.

VARIOUS FORMS

STUDENT FIELD TRIP FORM

PARENTAL APPROVAL FORM FOR FIEDL TRIPS AND EXCURSIONS

IT IS THE RESPONSIBILITY OF THE SPONSOR TO INITIATE AND PROCESS THIS FORM AFTER HAVING FORM C-103 APPROVED.

1. TO BE COMPLETED BY THE SPONSOR.

- DATE OF TRIP: _____
- TIME OF DEPARTURE: _____
- TIME OF RETURN: _____
- METHOD OF TRALVEL: _____
- DESTINATION: _____
- SPONSOR(S) IN CHARGE: _____
- PARENTS GOING: _____

2. TO BE COMPLETED BY PARENTS

- NAME ADDRESS/PHONE NUMBER OF PERSON TO CONTACT IN CASE OF AN EMERGENCY GIVING ALTERNATE TELEPHONE NUMBER, SUCH AS OFFICE NUMBER, IF APPLICALBE:

- STUDENT NAME: _____
HAS MY PERMISSION TO TAKE PART IN THE FIELD TRIP/EXCURSION LISTED ABOVE.

SIGNATURE OF PARENT

3. TO BE COMPLETED BY EACH ASSIGNED TEACHER

BLOCK	TEACHER'S INTITAL	CURRENT GRADE	ABSENCES
1			
2			
Hornet			
3			
4			

AUGUST 2016

MOBILE COUNTY PUBLIC SCHOOLS

EMERGENCY AND HEALTH INFORMATION FOR EXTENDED/OVERNIGHT FIELD TRIPS

Students Name: _____ Telephone #: _____

Home Address: _____ Date of Birth: _____

Father's Name: _____ Contact Phone #: _____

Mother's Name: _____ Contact Phone #: _____

Legal Guardian's Name: _____ Contact Phone #: _____

Name of emergency contact in case of emergency if parent cannot be reached: _____

Emergency Contact Address: _____ Contact Phone #: _____

Family Doctor: _____ Address: _____ Phone#: _____

Health Insurance: _____ Company: _____

Policy#: _____ Company Phone #: _____

Unusual Health Conditions? _____ NO _____ YES If yes, complete the following:
_____ Diabetes _____ Heart Condition _____ Convulsive Seizures _____ Other _____

Allergies? _____ NO _____ YES If yes, name type: _____

Any other health related issues: _____

If emergency treatment is required and parent cannot be reached, what does the parent want the school to do?
(Please indicate by circling either YES or NO)

1. Contact closest medical facility? _____ YES _____ NO
2. Contact a physician from local referral agency? _____ YES _____ NO
3. Take child to nearest hospital? _____ YES _____ NO
4. Other suggestions: _____

I hereby authorize emergency medical treatment for my child: _____ (Child's Name)

Signature of Parent or Legal Guardian: _____ Date: ____/____/____

AUGUST 2016

MOBILE COUNTY PUBLIC SCHOOLS

EDUCATIONAL EXCURSION VOLUNTEER AUTHORIZATION FORM

This is to verify that I _____ hereby authorize each of the persons listed
Principal/School Administrator

below to act on behalf of Baker High School as a volunteer to chaperone students who will be
traveling on ____/____/____ to:
Date

Destination

The purpose of this trip is _____

The students will depart at approximately _____ and will return at approximately _____.
Time Time

The students will be traveling by _____.
Mode of Transportation

List below the names, addresses, and phone numbers of the adults authorized to act on behalf of the school system in chaperoning students for the above referenced excursion:

NAME	ADDRESS	PHONE NUMBER

Done this the _____ day of _____ of 20_____.

Principal Signature

Date

Witness Signature

Date

AUGUST 2016



Mobile County Public School System
Division of Curriculum and Instruction

Local Field Trip Request
In County

(Must be submitted to the principal 4 weeks prior to date of departure)

School: _____ Date of Request: _____

Must be submitted to principal 4 weeks prior to departure

Teacher Name: _____

Grade/Subject
Taught: _____

Field Trip Destination: _____

Date of Trip: _____

Course Objectives to be Addressed:

Rationale for Field Trip (Include pre and post activities)

Cost per student:

Transportation: _____
Entrance: _____
Other: _____

Total Cost for Trip/
Per Student

\$ _____

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____

(Please keep on file at school site.)

AUGUST 2016



**EDUCATIONAL EXCURSION PERMISSION FORM
(IN-COUNTY / OUT-OF-COUNTY TRIPS)**

DATE: ____/____/____

Dear Parent/s or Guardian:

On ____/____/____ our class will be taking a field trip to _____

_____. We plan to leave school at approximately _____ and return to

school at approximately _____. We would like your child to accompany us on this trip.

Please sign the permission slip below and return it no later than ____/____/_____.

Lunch: will be provided. will not be provided.

Chaperones: are needed. are not needed.

Teacher Signature

PLEASE SIGN AND RETURN THE PERMISSION FORM BELOW

EDUCATIONAL EXCURSION HOME PERMISSION FORM

Dear _____ (Teacher's Name),

_____ (Child's Name) has my permission to go to

_____ with his/her class on _____. I understand that all reasonable precautions have been and will be taken for the safety of my child. I further agree to hold harmless the Board of School Commissioners of Mobile County, its agents, servants, and employees against any and all liability, loss, damages, costs or expenses which the above named child or I may sustain or incur as a result of any act or inaction of any agents, servants, or employees of the Mobile County School Board.

_____ I would like to attend as a chaperone.
Parent or Guardian Signature

CHECK ONE:

- I would like for the school to provide my child with a bag lunch at the cost of his regular daily lunch.
- I choose to provide a bag lunch for my child.

AUGUST 2016



MOBILE COUNTY PUBLIC SCHOOLS EDUCATIONAL EXCURSION AND BUS AUTHORIZATION FORM

Overnight and out of county field trips must be approved by the *Assistant Superintendent of Curriculum and Instruction*.

School:		Date of Excursion:	
Destination:		Grade/s:	Subjects/:
Time of:	Departure:	Return:	
Number of Participants: <input type="checkbox"/>	Students:	Chaperones:	School Staff:
Mode of Transportation:	<input type="checkbox"/> County Bus	<input type="checkbox"/> Private Bus	<input type="checkbox"/> Car
Cost of:	Transportation per participant:	Admission per pupil:	Admission per adult
Total Charged:	Per pupil:	Per adult:	Total Cost of Excursion:
Participating Teachers:			
Signature of Principal:		Date:	
Signature of Assistant Superintendent: (If overnight or out of county)			

BUS DRIVER REPORT

School Bus #:	Driver:
Start Time:	End Time:
Total Time:	Total Miles (Round Trip):
Amount dues: \$	Amount paid: \$
Signature of Driver:	
Signature of Principal:	
Note: A copy of this form must be attached to the payroll for each MCPSS bus.	



NOTIFICATION OF NON-SCHOOL SPONSORED EXCURSION

MEMO TO: Parents and /or Legal Guardian of: _____

FROM: _____

RE: Field Trip to: _____

DATE: _____/_____/_____

This is to remind you that the field trip to _____ which is being Planned for _____/_____/_____ is NOT sponsored by the Mobile County School Board. This letter is sent to make certain that as a parent or guardian of a child who will be participating in the excursion you clearly understand the trip is not in any manner sponsored or endorsed by the Mobile County Public School System. Neither the School Board nor any of its employees take responsibility for the trip. Should you have any questions regarding this information, please contact me immediately.

PLEASE COMPLETE AND RETURN THE FORM BELOW

.....

HOME ACKNOWLEDGEMENT OF NON-SCHOOL SPONSORED EXCURSION

This is to verify that I have been advised by _____ that the trip to _____ which has been planned for ____/____/____ is not in any manner sponsored or endorsed by the Mobile County School Board nor any school nor any agent, servant, or employee of the Mobile County School Board acting in that capacity. I understand that neither the School Board nor any of its agents, servants, or employees assumes any responsibility for the trip.

Parent or Legal Guardian Signature: _____

Parent or Legal Guardian Name: Please Print) _____

Address: _____

Participating Student's Name (Please Print) _____

AUGUST 2016



EXTENDED/OVERNIGHT EXCURSION

DATE: ____/____/____

Dear Parent/s or Guardian:

On ____/____/____ our class will be taking a field trip to _____
_____.

We plan to leave on ____/____/____ and

return on ____/____/____. We would like your child to have the opportunity to have this learning

experience. Please sign the permission form attached and complete the Emergency and Health Information

Form for Field Trips no later than ____/____/____. (Itinerary to be included)

PLEASE SIGN AND RETURN THE PERMISSION FORM BELOW

.....

HOME PERMISSION FOR EXTENDED/OVERNIGHT FIELD TRIPS

Dear _____ (Teacher's Name):

_____ (Student's Name) has my permission

To go to _____ with his/her class on

____/____/____. I understand that all reasonable precautions have been and will be taken for the

safety of my child. I further agree to hold harmless the Board of School Commissioners of Mobile County,

its agents, servants and employees against any and all liability, loss, damages, costs, or expenses which the

above-named child or I may sustain or incur as a result of any act or inaction of any agents, servants, or

employees of the Mobile County School Board.

Parent or Guardian Signature

AUGUST 2016

BAKER HIGH SCHOOL

FUNDRAISING POLICIES

1. All fundraising activities must be approved by the principal.
See Lisa Estle room 72 to schedule fund raisers.
2. On campus candy sales will not be approved.
3. Students cannot be required to participate in fund raising activities, nor shall their grades be affected by participation effort per MCPSS policy.
Written parental consent will be requested for students' participation in fundraising activities.
4. No funds shall be raised for capital outlay purposes unless prior approval of the project is obtained from Support Services Division and the Board.
5. All funds collected within the school and/or under the auspices of the school shall be turned in to the office on a daily basis BEFORE 2:00 P.M.
6. A written financial report and an accurate accounting record of all revenue and expenditures shall be submitted to the principal.
7. Any organization that proceeds with a fund raising activity that has not been approved through the above stated procedures and guidelines will lose its privilege to raise funds for the remainder of the year.
8. There will be NO fundraising during the first two weeks of school.

Baker High School
School Activity and Fund-Raising Project Request Form

Date: _____

The _____ is planning to promote the following school activity or fundraising project on the designated dates:

1. List project and dates(s) on which it is to take place. *One project per form.*

Project

Date

Estimate profit to be received: _____

2. These funds are to be used for: **(be specific)**

3. State procedures to be taken on promoting the above project.

Signed: _____

Teacher/Sponsor

4. Approved: _____ Date: _____

Principal

Comments: _____

AUGUST 2016

Baker High School

Financial Report on Fund Raising Activity

Note: At the completion of your activity, please fill out this financial statement and return to the principal.

- Name of Organization: _____
- Date of Fund Raising Activity: _____
- Type of Fund Raising Activity: _____
- Number of Participants: _____
- If dance, assembly or athletic event:
 - Number of tickets sold: _____
 - Price per ticket: _____
- Gross amount received: _____
- Expenditures: _____

- Net Amount Raised: _____
- Sponsor: _____
- Date of Report: _____

AUGUST 2016

Paid Assembly Rules and Reminders

Location

- Leave event location clean.
- Event organization is solely responsible monetarily for any damage to building, equipment...etc.
- Reserve event location through the following staff members:
 - Auditorium: Mr. Browne or Mr. Cooke
 - Multipurpose Room or Mr. Browne

Tickets

- Tickets must be sold only the day before the event and only in the cafeteria during lunch waves.
- No classroom sales.
- No ticket sales the day of the event.
- Event organization is responsible for promotion of ticket sales and the event well in advance through announcements, posters, etc.
- Tickets must be provided by the office or approved by the principal.
- ** Event sponsors are responsible for collecting ticket monies, turning in monies to the office, and completing appropriate and required forms from bookkeeper Ms. Floyd.

Practices

- Practices will only be permitted during that class period or after school.
- No student will miss class except the day of the event (unless preapproved in writing by that student's classroom teacher).

Students

- Students must be in full school uniform until dressing for the event .
- After the event, students must immediately dress back in full uniform and report to next class.
- A complete list of event participants must be placed in teacher boxes or emailed the day before the assembly.

Miscellaneous

- Paid Assembly application must be submitted and approved at least two (2) weeks before the event.
- No event shall exceed one block (85 minutes).
- No event shall overlap blocks (i.e. end of 1st block through beginning of 2nd block).
- Equipment will be checked in and out through Mr. Browne.

APPLICATION FOR LEAVE

NAME: _____ EMPLOYEE NUMBER: _____ DATE: _____
JOB TITLE: _____ WORK LOCATION: Baker High School

I HEREBY APPLY FOR APPROVED LEAVE AS LISTED BELOW

<input type="checkbox"/> PAID LEAVE:		# DAYS	<input type="checkbox"/> UNPAID LEAVE:		# DAYS
<input type="checkbox"/>	ACCUMULATED SICK DAYS: (1)	_____	<input type="checkbox"/>	EXTENDED SICK LEAVE: (2)	_____
<input type="checkbox"/>	VACATION LEAVE:	_____	<input type="checkbox"/>	PROFESSIONAL LEAVE: (3)	_____
<input type="checkbox"/>	PERSONAL LEAVE:	_____	<input type="checkbox"/>	EMERGENCY LEAVE:	_____
<input type="checkbox"/>	FLEX LEAVE:	_____ (F)	<input type="checkbox"/>	LEGAL LEAVE: (5)	_____
<input type="checkbox"/>	PROFESSIONAL LEAVE (3)	_____ (P)	<input type="checkbox"/>	MATERNITY / NEWBORN CARE:	_____
<input type="checkbox"/>	MILITARY LEAVE: (4)	_____ (M)	<input type="checkbox"/>	OTHER: _____	_____
<input type="checkbox"/>	LEGAL LEAVE: (5)	_____ (S - J)			
<input type="checkbox"/>	BUSINESS: (6)	_____ (B)			
<input type="checkbox"/>	BEREAVEMENT (Sick Days)	_____			

- (1) ACCUMULATED SICK DAYS: (Over 10 consecutive work days off sick. Statement from doctor is required and should be attached)
- (2) EXTENDED SICK LEAVE: (Statement from doctor is required and should be attached)
- (3) PROFESSIONAL LEAVE: (List in comments the conference, activity or event to be attended. Job function does not require attendance)
- (4) MILITARY LEAVE: (Attach copy of military orders)
- (5) LEGAL LEAVE: (Attach subpoena or prior notification. Plaintiff or defendant are not eligible for paid leave)
- (6) BUSINESS: (List in comments when the employee is assigned to the job related meeting. Attendance is required or recommended by supervisor)

FROM (Date): _____ Through (Date): _____ Total # Days: _____

REASON: _____

COMMENTS: _____

If meetings to be attended require additional Board expense, approval is required by your supervisor and if the expense is over \$300 then Board approval is required. A Form B-3044 must be submitted for approval.

Employee's Signature _____ Signature of Principal, Supervisor or Department Head _____ Division of Human Resources _____

Date _____ Date _____ Date _____

APPROVED DISAPPROVED APPROVED DISAPPROVED

Substitute Requested: NO YES Substitute Not Authorized at Board's Expense

27 digit account # _____ Substitute Provided at Board's Expense

INSTRUCTIONS: Vacation, Personal, Flex and Staff Development leaves may be approved by the supervisor. For approval of Extended Sick Leave and other leaves of absence, send one (1) copy to Human Resources

NOTE TO SUPERVISORS: Attach one (1) copy of approved form to the appropriate payroll, one (1) to file, and one (1) to employee.

Aesop – New Absence Reporting & Substitute Placement System

TO ALL EMPLOYEES:

A new *absence reporting and substitute placement system* will be available for the upcoming school year. Beginning **June 12th**, Aesop, the new Absence Reporting and Substitute Placement System will be online and ready for use. This will replace the current SubFinder system (Employee Absence Reporting and Substitute Placement System).

Why the change? CRS Advanced Technology, the provider of the SubFinder system, was acquired by Frontline Technologies, provider of Aesop. Therefore, the current SubFinder system will no longer be supported and must be converted to Aesop. We hope to provide a smooth and seamless transition from SubFinder to Aesop.

What to expect:

1. New account setup (username and password)
2. New phone number (Aesop phone access)
3. New web site (Aesop online access)
4. Mobile device access (cell phones and tablets)

Please review the attached employee quick start guide for a brief overview of the different website and phone options you will have while using Aesop. More information for account setup and training will be provided at a later date. Check your email for additional information. If you have any questions or concerns, please contact HR System Support at 221-4580 or email at hrss@mcpss.com.

Kind Regards,
Have a Wonderful Day!

Theda Rhodes
Automated HR Systems Manager
Mobile County Public Schools
Phone: (251) 221-4580
Fax: (251) 221-0012
Email: trhodes@mcpss.com



Mobile County
PUBLIC SCHOOLS

It Starts With Us

BAKER HIGH SCHOOL
TARDY FORM/2015 - 2016

Parent of:

_____ was seen in the office today because of tardiness to class and /or homeroom.

Thus far, he/she has been tardy to his/her _____ block class _____ times since the beginning of the semester.

The tardy policy is as follows:

1st – 4th Tardy – Handled by teacher

1st referral (5th tardy): Parent called or sent a letter

2nd referral (6th tardy): Student assigned retract 1 day

3rd referral (7th tardy): Student assigned retract 2 days

4th referral: 3 Days of Retract or Saturday School

It is important that your child makes every effort to be on time. Please help us. If you have any questions, please call me at 221-3000.

Sincerely,

AUGUST 2016

Baker High School
Student Discipline Referral Form

Student's Name _____

Location of Infraction _____

Grade _____ Discipline Date _____ Time _____ Block _____ Racial/Ethnic _____ Sex _____

Deviant Behavior (Be Specific) _____

Teacher Signature: _____

Previous Disciplinary Action Taken by Teacher (if any):

Parent contacted by phone

Parent conference

Student conference

Letter sent to parent

Referral to counselor

Detention: (circle) ***Before School*** ***Lunch*** ***After School***

Writing assignment

Other: (list) _____

Administrative Action

Admin./student conference

Admin./student/parent conference

Admin./student/parent/teacher conference

Cafeteria Duty _____

Referral to counselor

Retract – Number of days _____

Ref. parent by letter

Ref. parent by phone

Suspension – Number of days _____

Other _____

Signature of Administrator

AUGUST 2016

Mobile County Public Schools New Travel Procedures

General Procedures

An employee on official business for the Mobile County Public School System will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or special accommodations not approved in advance, are not considered acceptable as exercising prudence. Employees will be responsible for excess costs and any additional expense incurred for personal preference or convenience.

If the traveler leaves early or stays later (personal preference, such as taking leave in conjunction with the travel) or if the traveler elects to drive instead of fly, a cost comparison **must** be stated on a separate document and attached to the Application for Travel and Reimbursement.

BOARD APPROVAL IN ADVANCE IS REQUIRED if the total request including registration fees is **\$600.00 OR OVER**. This approval by the Board must be received before committing any school system or local school funds. This requires planning in advance by the employee and ensures the most economical travel rates. Division Head approval is required before submitting to Board Secretary for action. **This process should begin at least 45 days before the travel date or as soon as possible.**

Prepaid expenses for items such as registration, airfare, and hotel expense are allowed. This requires advance planning on the part of the employee and applicable Board approval. Upon Board approval (if applicable) the employee should prepare a requisition and forward to the Purchasing Department. The supporting documents, B3044 along with the purchase order should be forwarded to Accounts Payable. Once all paperwork has been properly processed, checks can be issued for the prepaid items. **Allowance for prepaid items does not allow cash advances to employees by local schools or the central office for travel.**

The automobile mileage reimbursement rate is \$.575/mile for all legitimate school system use as approved by the employee's supervisor.

Lodging receipts for any amount must clearly identify the name and location of the establishment and the rate for single occupancy if not already apparent. Lodging receipts must be originals, and must be in the name of the employee or employees.

Airline ticket receipts must be in the name of the employee. No 1st class tickets are allowed.

Statutory guidance – any person who knowingly presents a false, fictitious, or fraudulent travel application for reimbursement is liable for repayment to the school system and possibly other disciplinary action, not excluding termination.

Local Travel Allowance

Local travel includes all travel within Mobile County. Local travel for school purposes does not include travel from home to school and back. For example, if your base is the Central Office and you are assigned to another location to start the day then you do not receive mileage from home to that destination but can claim mileage from where you start your work day to another site or back to your hub, but if you leave the original work site and return home

Revised 11-13-08

then you do not receive any reimbursement as you have only gone from home to work and back to home. The employee must keep detailed records of dates, destinations and mileage of each trip. The request for reimbursement is to be submitted on the T-1 "Local Travel Allowance Submission Form" with the specifics of each trip listed. Beginning travel site will be the employee's assigned work site. The request for reimbursement should be submitted monthly to the Accounts Payable Department.

Should an employee be called out afterhours or on the weekend for "Official Business" the district will reimburse the employee for travel from their home to the site of Official Business and return.

Travel is paid once a month, all local travel expenses must be submitted by the 25th in order for the Accounts Payable Department to issue checks within two weeks of the following month. Any travel that is turned in after the 25th will be processed the following month.

If traveling to a conference in county, local mileage will be paid on a T-1 at the applicable mileage rate.

At the end of the fiscal year, local travel expenses must be submitted by September 20th to allow sufficient time for processing.

Travel Procedures

Procedures

Employees shall be allowed actual and necessary expenses for meals (up to the pre-stated limit currently \$75.00 per day), lodging and transportation provided that such travel has been approved at the appropriate level. Employees are expected to exercise good judgment when incurring travel costs.

Reimbursement for transportation or the appropriate rate per mile by private automobile. The most economical form of transportation should be used where practical.

No reimbursements will be given for items which:

1. Were provided free of charge
2. Were not personally paid by the claimant
3. Were previously reimbursed by another source
4. Will be paid or reimbursed to the employee from any other source in the future
5. Were not related to system business

Spousal expenses do not qualify for reimbursement. Any additional lodging costs incurred for a spouse accompanying a system employee will be personal expense.

Example: The employee's spouse accompanies him/her to a conference in Atlanta. The employee pays \$100 for a double room while a single room costs \$80 per say. He/she can request reimbursement for \$80 for the hotel room. Reimbursement may be claimed for personal auto expense driving to Atlanta. If public transportation is used, only the employee's fare is reimbursable.

Employees who receive expense reimbursement from sources other than the school system may not receive dual payments for the same expenses. If expenses reimbursed by the school system are subsequently reimbursed by

Revised 11-13-08

another source, such as professional organizations, another state, the federal government or a state agency, the employee shall make reimbursement to the system.

An employee on official business for the school system will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Each employee's supervisor will deal with any unusual or unreasonable costs to the system on an individual basis.

Request for Travel

All forms, i.e. HR124, B3044 and Trip Justification must be completed in advance of the travel. Actual dates of travel must be given. If for any reason it becomes necessary to leave earlier or return later, if the transportation method changes, or if the destination changes, the traveler should submit a copy of their form, with changes, and mark it "AMENDED".

Travel Expense Vouchers

Form B3044 (Application for Travel and Reimbursement) must be used to request reimbursement for system travel and should be submitted promptly after completion of the trip. Form B3044 is a 2-section form. One section is for estimated travel expenses and the second part is for recording actual expenses. Any travel plans costing more than \$600 must be board approved and signed by your supervisor and division head. Each traveler should retain a copy of the signed form. Each form should clearly delineate the 27-digit general ledger account number to be charged.

At the end of the fiscal year, travel expenses must be submitted by September 20th to allow sufficient time for processing.

Documentation

An agenda or materials from the conference must accompany the travel expense form.

Receipts are required for the following:

- Registration – receipt with cancelled check/credit card receipt
- Airline and other transportation fare – original receipt
- Lodging (hotel, motel bills) – original bill and proof of payment
- Airport parking – original receipt
- Meals + gratuity at 15% maximum, if applicable, limited to 3 meals per day, at a maximum of \$75 per day, as defined under Meal Allowance, with original detailed receipts. Note: snacks, beverages or any other consumable other than meals are prohibited for reimbursement
- Porterage and gratuities, as defined under Other Expenses
- Telephone/internet amounts should be identified in "Miscellaneous Expenses" and must be related to school system business
- Any other receipt that would require actual reimbursement

Prepayments

Items such as registration, transportation, lodging, etc can be paid in advance by purchase order. If travel prepayments are paid from central office funds, then reimbursements for out-of-pocket expenses should be made from the central office. If prepayments are paid out of local school funds, then out-of-pocket reimbursements should be made from the local school funds. Do not mix local school funds and district funds for any one trip.

- A prepayment to a hotel should include the hotel confirmation on letterhead, a purchase order to the hotel, and a copy of the B3044.
- A prepayment to a conference should include registration form, purchase order to the conference, and a copy of the B3044.
- A prepayment for transportation should include the itinerary, a purchase order to the entity, and a copy of the B3044.

Transportation/Mileage

Under the caption “Airfare” or “auto”, give the cost of transportation. Mileage will be allowed at the prevailing system mileage rate to any employee traveling in a personal vehicle. Employees traveling on system business are entitled to actual mileage from base school or office to destination and return. When submitting an expense form, please use odometer readings from the beginning and end of the trip. Use the most direct route in computing mileage from one city to another. When feasible, use Internet programs such as MapQuest to help determine direct routes.

When it is necessary for two or more employees to attend the same authorized meeting in the state, these employees should travel in one car. If two or more employees travel together in a private automobile, only one, the owner of the vehicle, can make a claim for mileage reimbursements. Groups of employees who are required to travel on system business should first try to obtain a system van from transportation for group travel.

When renting an automobile, the system will pay reasonable costs for the rental, gas and insurance on the rental agreement. Do not waive insurance coverage offered by the rental company, as our local system policy does not cover damages to a non-school owned vehicle. If you do waive insurance coverage, the coverage will have to be placed on your personal auto policy, or possibly on the personal credit card utilized.

Meal Allowance

If a meal is provided at the conference/meeting, and the employee chooses to dine elsewhere, the employee will be responsible for any costs incurred. The conference agenda is required documentation to verify this aspect of the procedure.

Breakfast is paid for if the employee leaves home before 7:00 a.m.

Lunch is paid for if the employee leaves home before 11:00 a.m.

Dinner is paid for if the employee returns home after 6:00 p.m.

Payment for meals (up to \$75.00 per day) will be based on actual expenses up to the pre-stated limit with an original detailed receipt. Detailed original receipt means whatever method of payment used the receipt must delineate in detail what food items were consumed along with the beverage. Proper judgment should be used when dining out while conducting school board business. The supervisor or department head upon return will review this expense.

Other Expenses

Actual reasonable and necessary tips and gratuities for hotel staff and porters at commercial terminals are reimbursable. The claim may not exceed \$1 per bag per stay for hotel employees, \$1 per bag per departure for

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portering costs at terminals and \$2 per instance for valet parking. The number of bags must be detailed in order to be reimbursed for gratuities and whenever possible a receipt's should be obtained.

Also, if items are purchased during the conference, not related to travel, the receipts should be brought back and a RV/AP1 Reimbursement Voucher should be created using the same guidelines as any other board purchase. Reimbursement for these type purchases are limited to \$100 by Board Policy #DLC.

Non-reimbursable Expenses

The following expenses, which are not all inclusive, are not reimbursable.

- Alcoholic beverages
- Spouse or family members travel costs or meals
- Traffic citations, fines and parking tickets
- Repairs for personal vehicles
- Meals included in the cost of airfare or registration fees
- Pay-for-view movies in hotel/motel room
- Additional charges for late checkout
- Additional charges incurred involving vehicle rentals for personal reasons
- Laundry or cleaning costs
- Lodging within 50 miles of Mobile (unless properly justified and approved)
- Lost/stolen personal property
- Personal entertainment
- Cancellation charges (unless justified)
- Pillow/travel blankets
- Snacks
- Internet (unless school system business)
- Personal phone calls

Mobile County Public Schools Multiple Receipt Listing Form

Page _____

of _____

(Can be Used if Collecting \$25.00 or Less Per Student)

School: _____

Description: _____

Teacher: _____

Teacher Receipt: _____

	Student	Checks	Cash	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
Total				

Teacher Signature: _____

Date: _____

AUGUST 2016



Application for Travel and Reimbursement

Applicants Name: _____ Title of Conference: _____
 Applicants Position: _____ Location of Conference: _____
 Applicants School/Department: _____ Conference Dates: _____

Estimated Expenses:	\$	Prepaid?
Registration		
Accommodations	-	
Meals	-	
Travel		
Total	\$ -	

Signature of Applicant Requesting Reimbursement _____ Date _____ 27-Digit Account Number _____
 Authorizing Signature of Supervisor _____ Date _____ Division Head Signature required if \$500 or greater _____

Reimbursement Request Section

Instructions: Submit this reimbursement request within 5 work days of your trip. Receipts **MUST** be submitted to support the expenses by day detailed below. **DETAIL MEAL RECEIPTS ARE REQUIRED** for reimbursement. Fill out this form completely.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date & time of departure/arrival home								\$ -
Registration Fee								\$ -
Airfare/Train Fare								\$ -
Taxi/Bus/Tolls								\$ -
Lodging								\$ -
Meals								\$ -
Auto Mileage								
Miles x \$0.54 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Travel Expense - give description								\$ -
Total Expenses:								\$ -
Less Prepaid Expenses:								
Total Reimbursement Requested:								\$ -

I certify to the accuracy of these travel expenses and their compliance with the travel procedures and policy of Mobile County Public Schools.

Signature of Applicant Requesting Reimbursement _____ Date _____
 Authorizing Signature of Supervisor _____ Date _____ Division Head Signature required if \$500 or greater _____

Mobile County Public Schools
Ticket Sales Report

School: _____ Activity: _____ Date: _____

Tickets Issued:			
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
Tickets Returned:			
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
Tickets Sold:			
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
No. _____	Serial Number _____	_____	incl. @ \$ _____ ea. \$ _____
			Total Sales \$ _____
			Change \$ _____
			Expected Cash \$ _____
			Variation \$ _____
Teacher/Sponsor: _____			Total Cash \$ _____
Bookkeeper: _____			Net Receipts \$ _____