



Baker County K-12 Schools

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Newton, GA 39870

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Boyd Williamson
Principal

Dr. Roy Brooks
Superintendent

Dear Faculty,

Welcome to the 2019-2020 school year. This handbook is prepared to provide information on school policies and procedures for school personnel at Baker County Schools. The handbook will supplement and condense policies of the Baker County Board of Education and information that directly affects the day-to-day operations of the school.

Please keep this handbook readily available during the school year. I am sure that it will answer many questions for you. We are pleased to have you on our staff for another year at Baker County Schools. This handbook will help to assist you in performing your daily duties. If there are any questions or concerns, please feel free to see me for an explanation at any time.

***Please remember every student belongs to every teacher. Together Everyone Accomplishes More!**

BEARDOWN!

Sincerely,

Boyd Williamson

Boyd Williamson



Mission

The Baker County School System will provide all students with a quality education, which will be tailored to the student's individual needs, while challenging them to perform to their maximum potential in a positive and safe learning environment!

Vision

The Baker County School System envisions high expectations that will yield increased student achievement through rigor, relevance, and engagement by using a standards-based educational community (parents, students, faculty, staff, and business partners) that will unite to ensure success for everyone!



**Baker County K-12 School
2019 - 2020
180 Day Calendar**

Preplanning		August 1-6
First Day of School		Aug. 7
Labor Day Holiday		Sept. 3
Progress Reports Issued		Aug. 30
End of 1 st 9 Weeks		Oct. 8
Staff Development/Workday		Oct. 9
Fall Break		Oct. 9-11
Report Cards Issued		Oct. 15
Progress Reports Issued		Nov. 18
Thanksgiving Holidays		Nov. 25--29
End of First Semester/End of 2 nd 9 Weeks		Dec. 20
Christmas Holidays		Dec. 23-Jan 3
Professional Learning Day		Jan. 6
School Resumes/Start of Second Semester		Jan. 7
Report Cards Issued		Jan. 8
MLK Holiday		Jan. 20
Progress Reports Issued		Feb. 13
End of 3 rd 9 Weeks		Mar. 13
Staff Development		Mar. 13

Report Cards Issued		Mar. 17
Spring Break		Apr. 6-10
Progress Reports Issued		Apr. 20
GA. Milestones 3-5 grades		Apr. 27-May 1
GA. Milestones Make-Up Tests 3-5 GA. Milestones 6-8		May 4-8
GA Milestones Make-up 6-9 High School EOCs		May 11-15
Last Day of School/ End of 4 th 9 Weeks Report Cards Issued		May 22
Graduation		May 22
Memorial Day Holiday		May 25
Post Planning Days		May 26-28

1st Nine Weeks – August 6 - October 8
3rd Nine Weeks – January 7 - March 13

2nd Nine Weeks – October 14 - December 20
4th Nine Weeks – March 16 - May 22

1st Semester – August 6 - December 20, 2019

2nd Semester – January 7 - May 22, 2019

Effective January 1, 2018

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

<https://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>

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

(2) Definitions

- (a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.
- (b) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.
- (c) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (d) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- (e) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- (f) “Revocation” is the invalidation of any certificate held by the educator.
- (g) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- (h) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.
- (i) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (j) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- (k) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Georgia Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period. 505-6-.01 Page 2

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

(3) Standards

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

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

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

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

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

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

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

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

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

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

1. soliciting students or parents of students, or school and/or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association. 505-6-.01 Page 4

(g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

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

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

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

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

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

(k) **Standard 11: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to: 505-6-.01 Page 5

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

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or 505-6-.01 Page 6

suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

SOCIAL MEDIA USE:

Teachers who use social media websites (ie: FaceBook, Twitter, SnapChat, Instagram, etc.), please understand when parents, students and the community see your personal information and activities be sure it is respectful to the education profession.

INAPPROPRIATE USES OF SOCIAL MEDIA IN GENERAL:

BCSS Employees are prohibited from using Social Media (whether through the use of a Professional Social Media Account or a Personal Social Media Account) in any manner which:

1. Publishes or re-publishes any racial or ethnic slur, profanity, personal insult, or similar language;
2. Intentionally involves any MCSS employee in any dispute or conflict with other MCSS employees;
3. Intentionally interferes with the work or duties of any BCSS employee;
4. Intentionally disrupts the smooth and orderly operation of BCSS;
5. Intentionally creates or contributes to a harassing, demeaning, or hostile working environment for any BCSS employee;
6. Intentionally places in doubt the reliability, trustworthiness, or sound judgment of BCSS or any of its employees;
7. Intentionally harms the reputation of BCSS or intentionally casts BCSS in a bad light or tends to discredit BCSS;
8. Discloses any information about BCSS or its employees which might reasonably be considered to be private or confidential;
9. Otherwise impairs or compromises his or her ability to interact with the public and/or to carry out the functions of his or her job; or
10. Otherwise violates any applicable law, rule, or regulation.

*****Violation of any of the above could result in termination of employment.

COPYRIGHT AND FAIR USE:

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. Keep in mind that copyright and fair use also applies to music. Do not post presentations or videos using popular music, or any music or art that you have not obtained the appropriate permissions for use. For example, just because you've purchased something for personal use doesn't mean you've purchased the right to broadcast it to others online.

FACULTY/STAFF DUTY RESPONSIBILITIES:

- Sign-in before reporting to morning duty.
- Morning duty begins at 7:30 am. Be at school at 7:25
- Please be visible at all times.

Morning Supervision

Schoolwide 7:30 – 8:05	Cafeteria – Hallway when clear	Butler, Hayward, C. Hart, Bradley, Parker	
	Elementary Hall	Elementary Teachers, Parker, Tiffany King	
	Bus Unloading	Atkins	
	Front Door	Hart	
	Media Center	Mitchell	
	Gym	Tensley, T. King	
	Side Entrance	Officer Threatts	
Classrooms 7:30 – 8:05		<i>Classroom</i>	<i>Hallway/Doorway</i>
	Kindergarten	Aldridge	Aldridge
	1st Grade	L. Taylor	L. Taylor
	2nd Grade	Haire	Haire
	3rd Grade	Potkovac	Potkovac
	4th Grade	Murphy	Murphy
	5th Grade	T. Taylor	T. Taylor
	6th Grade	Slaughter	McCoy
	7th Grade	McCray	Colbert
	8th Grade	Wood	Lofton
	9th Grade	T. King	Burnum
	10th Grade	Miller	Peters
	11th Grade	Wilbourn	Lee
12th Grade	Henderson		

LUNCH DUTY SCHEDULE:

**If you are out, get someone to replace you on your duty post.

(Elementary Paras eat lunch before or after their lunch duty.)

10:45-11:15	PreK – 2nd	Bradley / A. Palmer / Threatts
11:15- 11:45	3rd – 5th	Courtney / Threatts
11:25-11:55	Middle School	Threatts / Kelson
12:50-1:20	High School	Threatts / Kelson

BOARD POLICY DESCRIPTOR CODE - GAAA:

Baker County School System is an Equal Opportunity Employer.

NON-DISCRIMINATION:

The Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age, handicap, or sex. This policy will prevail in all matters concerning employees (employment, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business.

In keeping with the Board's commitment and the requirement of applicable state and federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the Board.

TITLE IX COMPLIANCE:

It shall be the policy of the Board of Education that no person (student or employee) shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in recruitment for employment; and related benefits.

The Board shall appoint a person to be responsible for coordination of efforts to assure compliance with Title IX mandates with regard to employed personnel. The principal of each school has been designated as the official responsible for coordination of efforts in the school to comply with requirements of Title IX with regard to students.

SECTION 504 COMPLIANCE:

The Board of Education recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act of 1973, to provide a public education to those students enrolled in an education program in the school system or entitled to an education within the school system. The Board shall appoint a person to serve as the coordinator for Section 504 to assure compliance to the law.

ADA COMPLIANCE:

It shall be the policy of the Board of Education that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded in, be denied the benefits of, or be subjected to discrimination in programs or activities conducted by the Board.

The Board shall appoint a person to be responsible for coordination of efforts to assure compliance with the Americans with Disabilities Act.

TITLE VI COMPLIANCE:

It shall be the policy of the Board of Education that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

The Board shall appoint a person to be responsible for coordination of efforts to assure compliance with Title VI mandates.

THE CARL D. PERKINS VOCATIONAL EDUCATION ACT:

The Board of Education recognizes its responsibility to make vocational education programs accessible to all persons, including handicapped and disadvantaged persons, single parents and homemakers, adults in need of training and retraining, persons participating in programs designed to eliminate sex bias and stereotyping in vocational education, and incarcerated persons. The Board shall appoint a person to be responsible for compliance with the Carl D. Perkins Vocational Education Act requirements.

Baker County Schools Date Adopted: 2-9-1988

Last Revised: 05-13-2008

MORNING ANNOUNCEMENTS:

**Every middle and high school student will report to the gym after breakfast.

Over the intercom, we will begin each day with school announcements and student recognitions, then each student will be afforded the opportunity to pledge allegiance to the flag followed by a 30 second period of quiet reflection with the participation of everyone in the building. The moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection of the anticipated activities of the day.

AFTERNOON ANNOUNCEMENTS:

At approximately 2:50pm each afternoon, the principal or designee will make a few brief announcements over the intercom on an as needed basis.

MAIL:

Each teacher is expected to check his/her mailbox, as well as his/her e-mail, three times daily: before school begins, at noon or lunch, and after school before leaving the campus.

BULLETIN BOARD:

Teachers are expected to maintain attractive bulletin boards utilized as part of their on-going instructional program and also to display the student's current work.

LESSON PLANS:

Each certified teacher is expected to maintain lesson plans. Please have plans available in the cubby by your door.

LEARNING TARGET:

Every teacher should post the "Learning target" of the day (*"The student will...."*).

CLASSROOM MANAGEMENT:

Teachers are required to implement the PBIS Three Step Discipline Plan. Following this plan most teachers will solve classroom problems. When the teacher feels that a problem cannot be settled, the principal will assume responsibility for behavior and should be notified by the teacher if misbehavior persists or if it is serious.

TEACHER JOB DESCRIPTION:

Position Title: Classroom Teacher
Qualifications: Valid Georgia professional certification in the assigned teaching field
Reports to: Building Principal and/or other authorized administrators
Teaching Tasks:

- I. Provides Instruction**
 - A. Teaches at an appropriate instructional level
 - B. Provides content development
 1. Provides teacher-focused content development
 2. Provides student-focused content development
 - C. Builds for transfer
 1. Provides initial focus
 2. Provides content emphasis and linking
 3. Provides lesson summaries

- II. Assesses and Encourages Student Progress**
 - A. Promotes student engagement
 - B. Monitors student progress
 - C. Responds to student performance
 1. Responds to adequate performances
 2. Responds to inadequate performances
 - D. Supports students

- III. Manages the Learning Environment**
 - A. Uses time efficiently
 1. Handles non-instructional tasks efficiently
 2. Uses instructional time appropriately
 - B. Maintains effective physical setting for instruction

- C. Maintains appropriate student behavior in the classroom
 - 1. Monitors behavior
 - 2. Intervenes when necessary

GENERAL DUTIES AND RESPONSIBILITIES (TEACHERS):

I. TEACHER DUTIES AND RESPONSIBILITIES

- A. Follows professional practices consistent with school and system policies in working with students, student's records, parents, and colleagues
 - 1. Interacts in a professional manner with students and parents
 - 2. Is available to students and parents for conferences according to system policies
 - 3. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communication
 - 4. Maintains confidentiality of students and student's records
 - 5. Works cooperatively with school administrators, special support personnel, colleagues, and parents
 - 6. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students

- B. Complies with school, system, and state administrative regulations and board of education policies
 - 1. Conducts assigned classes at the times scheduled
 - 2. Enforces regulations concerning student conduct and discipline
 - 3. Is punctual
 - 4. Provides adequate information, plans, and materials for substitute teacher
 - 5. Maintains accurate, complete, and appropriate records and files reports promptly
 - 6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
 - 7. Complies with conditions as stated in contract
 - 8. Strives to implement, by instruction and action, the system's philosophy of education and instructional goals and objectives

- C. Demonstrates professional practices in teaching
 - 1. Models correct use of language, oral and written
 - 2. Demonstrates accurate and up-to-date knowledge of content
 - 3. Implements designated curriculum
 - 4. Maintains lesson plans as required by school policy
 - 5. Assigns reasonable tasks and homework to students
 - 6. Plans a program of study that includes reading skills in all content areas

- D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
 - 1. Takes precautions to protect records, equipment, materials, and facilities
 - 2. Assumes responsibility for supervising students in out-of-class settings

II. Duties and Responsibilities

- A. Plans and supervises purposeful assignments for paraprofessionals and/or volunteer(s) and, cooperatively with administration evaluating their job performance

B. Attends staff meetings and serves on staff committees as required

III. Professional Development Plan

A. Complies with professional development plan as devised

TEACHER DIRECTIVES:

1. All teachers will enforce all rules at all times. Refer to student handbook for all student rules and policies. Teachers must enforce the rules/policies of the school. If a teacher disagrees with a policy, the teacher must follow proper procedure in changing the policy. All students belong to all teachers.
2. Teachers must remain in their classrooms during the class period. No class shall be left unsupervised for any reason. In case of emergencies, call the office using your phone and ask for someone to monitor your class. Don't ask another teacher who already has a class. One teacher cannot watch two classes in two different rooms.
3. Any student not in their scheduled class must have an official hall pass. Anytime a student leaves class they must have an official hall pass. Teachers are not to allow students to leave the room for unnecessary reasons. Teachers must fill out an official hall pass in the agenda which contains: student's name, current date, time, destination, and issuing teacher's signature.
4. All teachers and staff must be signed in by 7:25 a.m. each morning and remain until 3:30 p.m. Any teacher or staff member who leaves early must get permission from an administrator and sign out in the office. Teachers are to remain on campus after signing in. Do not sign in and leave campus, with permission from administration.
5. Teachers must keep a parent contact log. They will document every contact, both positive and negative, with all applicable information. The logs will be located on Google Drive.
6. Teachers who are unable to attend assigned duties are responsible for notifying administrators, in advance, and getting another teacher to fill their vacancy. Do not leave your duty unattended.
7. Georgia Performance Standards and the Learning Target must be written on the board for each class. Keep these current and up-to-date.
8. Teachers must leave detailed plans, class rosters, and duty stations for a substitute when the teacher is out. If you have a smart board, five days worth of emergency plans, roster, etc. should be on the computer for that smart board, with specific instruction on how to "press play". You are to video yourself for those lessons so that the students may have their teacher in their class even if their teacher is not present. A one-page description of those lessons are to be turned into the office with simple easy to follow instructions on how to bring them up. If there is no smart board, teachers will have 5 days worth of meaningful emergency lesson plans in a binder. That binder is to be given to and kept by Ms. Henderson in the front office.
9. Do not call your own substitute if you are going to be absent. Tell the secretary the day before or call/text her before 6:30 am on her cell phone (Kathy Henderson-229-347-4767). Please do not leave a voicemail, but you can leave a text message. If you have a preference for a substitute, you can express that to her, however, it does not guarantee that person will be placed in your classroom. If you know in advance of a workshop and do not let the office know in advance, the request for the workshop could be denied.
10. Leave Forms – Any employee of the Baker County BOE who is absent for any reason (including professional leave) must turn in a leave form. If you know in advance, you are required to fill out the leave form two days in advance of the absence. If you miss more than three periods in a day, you will be docked for whole day of leave. If you need to leave in case of emergency, we will have someone fill in for you. (If this exceeds three class periods, you

will have to fill out a leave form for a whole day.) Teachers may miss four consecutive sick days without doctor's excuse providing it is not the day before or day after a holiday. Teachers that are absent the day before or day after a holiday must bring a doctor's excuse unless prior permission is given by the principal. If teachers miss five or more consecutive days, they must bring a doctor's excuse.

11. Teachers are to be at their assigned duty stations by the appointed time and remain on duty for the designated period of time.
12. Teachers will stand outside their door during class changes, when school starts, at the end of the school day, to actively monitor and intervene when necessary concerning student behavior.
13. Teachers will be in their classrooms before the tardy bell rings.
14. Teachers will not visit with another teacher in a classroom during instructional time. Teachers are discouraged from having outside visitors in their classrooms during instructional time unless that visitor is presenting instructional information to students.
15. Do not call another teacher's classroom during instruction time for personal business. Students are not to answer any teacher's telephone.
16. Students should be kept on task for the entire period. Begin class on time and plan meaningful activities for the duration of the period. Teach from bell to bell.
17. Teachers are to keep all GRADED tests and quizzes ON FILE.
18. A written explanation must be submitted to the office concerning students that receive an incomplete grade on a report card. Incomplete grades must be removed after ten calendar days. The teacher will give a numerical grade, even if the student fails to make up work.
19. Yearly Grade Averaging :
$$1^{ST} + 2^{ND} \text{ nine weeks} = 1^{ST} \text{ semester}$$
$$3^{RD} + 4^{TH} \text{ nine weeks} = 2^{ND} \text{ semester}$$
$$1^{ST} + 2^{ND} \text{ semester} = \text{yearly average}$$
20. Teachers will use the Infinite Campus grading program to record grades as well as recording grades in a regular grade book. Both the grade book and Infinite Campus must be up-to-date. Both will be monitored and checked every 4-1/2 weeks.
21. Cheating – State Disciplinary Code (SDC) #121
 1. Any student guilty of academic cheating within a school year will be given a zero for that particular assignment and the teacher will notify the parents. The second offense will result in the teacher referring the student to the office, which may result in ISS. Every incidence of cheating must be reported to the office.
 2. Baker County High School students guilty of any cheating may not be eligible for any academic honors during that school year.
 3. Any senior found guilty of cheating may forfeit their right to any academic recognition during their senior year, including graduation ceremonies, valedictorian, or salutatorian.
22. Classroom doors must be locked when class is not in session. Turn off lights when leaving classrooms. Turn off projector and the air at the end of the day.
23. DO NOT leave valuables (grade books, money, etc.) unattended. Take grade books with you during any emergency drill.
24. Please do not have the computer remember passwords. Passwords for different programs can get into the hands of the wrong person and confidential information has then been violated.
25. Faculty and staff are discouraged from bringing their children to school during the school day.
26. Windows in classroom doors must not be obstructed except during, homecoming events, or holidays.
27. Teachers and staff are discouraged from using school phones to carry on personal business. When long distance calls are made for personal reasons, please use calling cards or have the

- charges billed to your home phones.
28. Cell Phones - Teachers are not to use cell phones during instructional time. Phones should be on silent or vibrate or turned off altogether. Bluetooth devices are not to be worn. If a personal emergency occurs, alert the administrator immediately.
 29. All teachers are required by law to report suspected child abuse. Teachers shall report suspected child abuse to the principal or guidance counselor. Teachers are immune from prosecution for reporting suspected child abuse.
 30. No personnel may incur debt on behalf of the school or BOE without first submitting a request form with all prices included and receiving a Purchase Order from the superintendent or principal. Teachers who place orders without receiving a purchase order will pay the bill.
 31. Teachers who need room repairs or general maintenance must fill out a work order. Work orders may be obtained from the Front School Office.
 32. Teachers will keep students from loitering in the halls between classes moving them on the next class.
 33. Teachers are responsible for the proper management of their classroom. This includes minor classroom discipline. Please use the Three Step PBIS Discipline Plan and refer students to the office only after you have exhausted all means of correcting the student's behavior.
 34. Teachers should not argue with students. Teachers are in charge of the classroom. Teachers are to use de-escalation techniques.
 35. Teachers are responsible for keeping attendance records through Infinite Campus, as well as some form of written documentation. This will include tardies – referring tardies to the office is the responsibility of the teacher. (Refer to the attendance policy in the student handbook.) You are expected to turn in accurate up-to-date information on Infinite Campus. Attendance reported on Infinite Campus will determine if a student has been excessively tardy to your class.
 36. Students must be supervised at all times. *Do not place students out in the hallway!*
 37. Teachers must monitor their intercom and telephones. Keep the volume turned up on your intercom so everyone can hear it. Do not allow student to answer your phone.
 38. Extended Day- 6 BRE (160-5-1-06) All professional personal on extended day shall begin counting the time for extended day at the end of the official school day for eight-hour employees. Professional personnel on extended day must submit an extended day report accounting for the additional twenty hours worked per month.
 39. If a teacher has reasonable suspicion that a student(s) is in possession of some form of contraband, then that teacher is to get into contact with administration. The administrator may then search that student.
 40. The following rules must be posted in a prominent place in each teacher's classroom: tornado plan, fire drill exit procedure, bullying policy, weapon policy, and search and seizure policy. This is required and will be monitored throughout the school year.
 41. Teachers who need room keys should see the principal or assistant principal. Teachers who are not returning must turn in their keys to the person who issued the key to them. If a teacher loses a room key, they must pay \$25 to get a new one.
 42. See the principal if you think a party is needed.
 43. Pep Rallies/Assembly Programs – Teachers will escort their students to these events and monitor the class they escort unless they have been excused from this duty by the principal prior to each individual event. Teachers are required to attend activities and programs held during school. All teachers are required to attend and assist with monitoring students even if the activity occurs during their planning period.
 44. A Tardy is (from 7:31 a.m. to 8:00). A conference will be held on the 4th tardy. Written

reprimands will be issued on the 5th and subsequent tardies. Copies will be sent to the superintendent.

45. Athletic Director and coaches are responsible for making sure their athletes are eligible, have proper insurance, and have valid physical examination forms on file. No athlete may practice or play who has not met the 3 primary requirements. Coaches are not to leave athletes on campus unattended before or after practices or contests.
46. Any faculty/staff involved in extracurricular duties are responsible for the supervision of the students entrusted to their care. This includes before school, during break, during lunch, during regular school hours, after school, summer school, or any other time students are called together for any reason related to their specific assigned extra-curricular activity.
47. Club meetings - No club shall meet until rosters are submitted. No teacher will release club members without verifying their membership on a list circulated by the sponsor and without a student showing ID after the club's 1st meeting. This will include any club sponsored by an outside vendor, such as: 4-H, etc.
48. Teachers and staff will not keep students over the allotted class time without prior permission from the other teacher involved. Teachers are not to allow students who are not assigned to them to enter/stay in their rooms.
49. Teachers are responsible for the condition of their rooms. If your classroom is deemed inappropriate, cluttered, or junky by the administration, you must make the necessary changes within 24 hours. Pasteboard boxes, dusty unused equipment and old unused books should be stored out of sight. Liquids or anything else spilled on the floor must be reported immediately. Keep your room clean. Require students to clean around their desks at the end of the period.
50. Teachers are to keep an accurate record of locks, combinations and the number of the student's locker assigned.
51. Do not make students write repetitive sentences for punishment. Make punishment manageable and instructional in nature. Teachers may not punish an entire class. Teachers will check with the office to learn whether or not students in their classes have a medical condition, such as asthma, so as to be alert to health concerns.
52. Teachers will notify the office by phone when sending students who are discipline problems. If the situation is serious enough to send a student to the office for a discipline referral, the teacher will stop what they are doing and send an office referral immediately to the office. You will need to send the referral by another student to assure it reaches the office.
53. All students have five days to make up missed work for an excuse absence. Teachers are not required to allow students to make up work for an unexcused absence.
54. Students will not receive free time as a reward. Teachers are required to teach from bell to bell.
55. Teachers are not to place their hands on a student unless the student is threatening to or presenting a danger to themselves or others. Teachers will not refer to students by using nicknames.
56. Teachers will attend all faculty meetings, Open House, PTO, Graduation, Homecoming Events, Honors Night, Prom, and other meetings unless excused by the principal. Be sure to sign in.
57. Teachers will request the admit slip from the student at the beginning of class for any student who was absent from their class the previous day. If the student has not obtained an admit slip, they will be sent to the main office to get one and receive an unexcused tardy.
58. Students who are tardy to a 1st period must have an admit slip from secretary
59. Students are considered to be skipping if they are over 10 minutes late to class without a notice or prior notification by a teacher.

60. By April 16th a list of outstanding debts by seniors will be prepared. The teacher, advisor, administrator to who debts are owed will make every effort to collect outstanding debts. At this time students should be informed in writing of outstanding debts. Any senior owing a debt will not be allowed to participate in senior week activities, graduation, practice, or commencement exercises. The latest date a senior debt can be turned in is two weeks prior to the last day of school for seniors to prevent them participating in senior week activities, graduation practice, or commencement exercises. Checks will not be accepted for debts.
61. Teachers or unauthorized staff will not advise students of promotion, retention, or performance on standardized tests. The counselor will disclose this information.
62. State test scores will not be disclosed until the printed copies of the tests are returned to the system. Teachers or other personnel who view the roster reports will not tell students whether or not they have passed or failed the tests. To do so may result in misinformation and problems.
63. School Nurse- Students must obtain a pass from the classroom teacher to go to the nurse. The nurse will not see students if they do not have a pass unless it is an emergency. Teachers will only allow one student at a time to see the nurse. Teachers should exercise good judgment when there appears to be doubt about a student's alleged illness.
64. Teachers, coaches or sponsors will circulate a list of students 24 hours in advance of any meeting requiring students to miss class.
65. Teachers are responsible for returning all iPads, chargers, laptops, etc. to the Technology Director at the end of the school year. Anything that is not returned, the teacher will be liable for.
66. If an administrator issues an assignment, directive, and or deadline please do not go to another administrator attempting to deviate from the assignment, directive, and or deadline. If there are any adjustments that need to be made, please follow up with the original administrator that gave the directive, assignment, and or deadline.

GENERAL DUTIES AND RESPONSIBILITIES (PARAS):

I. PARAPROFESSIONAL DUTIES AND RESPONSIBILITIES

A. Follows professional practices consistent with school and system policies in working with students, student's records, parents, and colleagues

1. Interacts in a professional manner with teachers, students, and parents
2. Is available to students and parents for conferences according to system policies
3. Maintains confidentiality of students and student's records
4. Works cooperatively with school administrators, teachers, special support personnel, colleagues, and parents.

B. Complies with school, system, and state administrative regulations and board of education policies

1. Conducts assigned classes at the times scheduled
2. Enforces regulations concerning student conduct and discipline
3. Is punctual
4. Uses information, plans, and materials to substitute for teacher(s) as necessary
5. Maintains accurate, complete, and appropriate records and files reports promptly
6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
7. Complies with conditions as stated in contract
8. Strives to implement, by instruction and action, the system's philosophy of education and instructional goals and objectives

C. Demonstrates professional practices in teaching

1. Models correct use of language, oral and written

D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order

1. Takes precautions to protect records, equipment, materials, and facilities
2. Assumes responsibility for supervising students in out-of-class settings

II. Duties and Responsibilities

- A. Assist and supervises purposeful assignments for students and/or volunteer(s) and, cooperatively with administration evaluating their job performance
- B. Attends staff meetings and serves on staff committees as required

GENERAL INFORMATION:

Dress/Grooming

The Baker County Schools, recognizing that teachers are professionals, expects them to maintain a high standard of personal conduct and to dress in a manner which shall contribute to high morale in the school and to a wholesome school reputation. Teachers employed at Baker County School shall, therefore, be neatly and cleanly attired and groomed while discharging their professional responsibilities. Responsibility for acceptable conduct and dress will rest primarily with the teacher as a professional individual. The school recognizes that implementation of this policy calls for sensitive, tolerant, intelligent action on the part of the school staff, so that fostering of individuality in teachers is compatible with educationally sound group effort and school guidelines.

The school will expect the following:

1. All staff members shall wear clothing that projects a professional image. For female staff members, clothing may include dresses, suits, skirts, slacks, blouses and sweaters. No leggings unless a shirt/dress is worn that reaches to the end of middle finger or longer when arms are at your side. Sleeveless can be worn as long as the sleeves meet the end of shoulder. No tank tops or racer back tops can be worn. No cleavage is to be shown. For male staff members, clothing may include suits, slacks, sports jackets, dress shirts, sweaters, and neckties. Hair is to be neat in appearance and appropriately groomed. No jeans are to be worn without the approval of the principal.
2. Physical Education and work-oriented teachers shall be expected to comply with the above standards when teaching within a regular classroom. No miniskirts or mini-culottes. No bare back dresses or blouses exposing the entire back, stomach, cleavage, or under garments. All tank top dresses and sundresses must be worn with a jacket or appropriate shirt. No spaghetti strap blouses or dresses unless an acceptable shirt is worn at all times. No sweaters, jackets, or shirts tied around the waist. No flip-flops.

SOLICITING OF FUNDS:

It is the policy of the Board of Education to discourage the soliciting of funds or advertising by students or staff. Any soliciting of funds for school related activities will be at the discretion of the principal, superintendent, and the Baker County Board of Education.

No Solicitation of funds for outside reasons, i.e. church, personal, etc. by students or staff.

FACULTY MEETINGS:

The first Monday of each month is reserved for staff meetings, in-service training, committee meetings, etc. The staff will be notified via email or announced during morning announcements of the meetings. Grade level meetings will be held weekly on Tuesdays. These meetings will be used for logging professional learning. A notebook of minutes must be kept of all grade level meetings and teacher attendance. Each teacher will be given a professional learning log also to keep track of their own professional learning.

ABSENCES:

Any teacher who is not going to be present at work should tell the secretary the day before or call/text her before 6:30 am at her on her cell phone (Kathy Henderson-229-347-4767). Please do not leave a voicemail, you can leave a text message. If you are out on a given day and will not be able to return the following day, you are expected to call the school office by 2:00 p.m. Lesson plans must be made available for the substitute teacher.

PERSONAL/PROFESSIONAL LEAVES AND ABSENCES:

1. If a teacher must be absent from school, he/she shall notify the principal, or whomever he/she designated, as soon as possible so that a substitute teacher may be secured. No high school student shall be used as a substitute teacher unless in an emergency and with the approval of the principal or superintendent.
2. Each teacher and bus driver will earn 1.3 days per month or 13 days per school year, provided they are employed at the beginning of the term. If the teacher is employed after the opening date of school, or as a part-time teacher, the number of days of sick leave will be pro-rated. Absenteeism resulting from the following causes shall be chargeable to sick leave:
 - a. Personal illness.
 - b. Death in the immediate family: (members of the immediate family shall be confined to father, mother, grandfather, grandmother, husband, wife, son, daughter, brother, or sister).
 - c. The maximum number of days allowed for death in the family shall be three (3). This is considered a part of your sick leave days.
 - d. Three (3) days shall be allowed for personal reasons for the school year when approved by the principal and superintendent. This is considered a part of your sick leave days.
3. All unused sick leave may be carried over by each teacher at the end of the school year. Sick leave is cumulative until it reaches a total of forty-five (45) days.
4. For vacation days to be granted, they must be signed off by the principal at least 5 school days in advance.

5. If a teacher requests a substitute, one is called and arrives, and then the teacher decides to also come to work, the teacher will be responsible for this. The substitute will be paid for the entire day and one (1) day sick leave will be counted against the teacher.
6. Regarding tardiness, the following will be enforced by the principal:
 - a. Principal will meet with that teacher and discuss the problem, including potential fixes.
 - b. Principal will issue a letter of direction to that teacher
 - c. Principal will seek a consultation with that teacher and the superintendent.
 - d. Principal will seek a letter of reprimand from the superintendent for that teacher
 - e. Principal will seek a letter of termination for that teacher from the superintendent
7. In the event a teacher requests time off for a doctor or dentist appointment, they may have to present a signed physician's statement at the request of the principal.
8. Paraprofessionals and secretaries shall earn 1.3 days sick leave per month or 13 days leave per school year. Any unused sick leave may be carried over until it reaches a total of 23 days. (Example: A paraprofessional has 23 days for the school year; he/she uses 18 of these days, at the end of the school year he/she may carry over five (5) days. He/she would begin the school year with five (5) days plus the 13 for the entire year, giving him/her 18 days for the year.) Three (3) of the sick leave days may be used for personal leave.
9. Food Service employees shall earn eight (8) days sick leave per school year for full time school food service employees. Any unused sick leave days may be accumulated from one school year to the next not to exceed a maximum of ten (10) days. Food Service employees shall earn 1-1/2 personal leave days per year.
10. The State Board of Education adopted the following policy on January 20, 1971: "It is illegal to pay teachers or bus drivers that do not have accumulated leave the difference between their regular pay and the substitute pay. All state paid employees should be bona fide employees on the job or have earned leave to cover their absenteeism."
11. Employees will have one (1) day pay deducted from their monthly check for each day absent above their accumulated sick leave. The following formula, as directed by the Georgia Department of Education, is to be used to determine the daily rate of pay to be deducted from the employee's salary:

Salary Formula: 190 days divided into annual salary equals daily rate of pay. This amount will be deducted each pay period. Professional leave will not count as an absence with regard to this policy.

BAKER COUNTY K-12 SCHOOL ATTENDANCE PROTOCOL 2019-2020

2-4 UNEXCUSED ABSENCES	School Contact. School will make at least two reasonable attempts to talk with parents and document. If difficulties to reach parent by phone occur, the school will mail a School Attendance Letter to parents/guardians.
5 UNEXCUSED ABSENCES	Notice Served. The Baker County School System will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absences will constitute a separate offense.
7 UNEXCUSED ABSENCES	Mandated hearing with Attendance Committee. Parents/Guardians will receive a certified letter from committee to appear to discuss preventative actions to deter further absences.
10 UNEXCUSED ABSENCES	Referral. The Parents/Guardians will be notified by Certified Mail that a referral is being made to involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.
*PARENT EXCUSES	The school will only accept 7 parent/guardian handwritten excuses.
* EXCUSES	Excuses are to be submitted within 5 days of student returning to school.

SCHOOL ATTENDANCE POLICY:

ATTENTION: Teachers if you have a child that has missed 2 consecutive days in your class, it is your responsibility to make parent contact to determine why the student has been absent. If there is a problem or concern that you have after making contact, please notify administrator so that the administration can look into it.

I. A student shall not be absent from school or from any class or other required school function during the required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge, or counsel other students to violate this rule. Students may be temporarily excused from school for the following reasons:

1. Personally ill and when attendance in school would endanger their health or the health of others, and the parent(s)/guardian(s) requests in writing that the absence be excused.
2. A serious illness or death in their immediate family necessitates absence from school, and the parent(s)/guardian(s) request in writing that the absence be excused (not to exceed five (5) school days).
3. Medical and/or dental appointments, which cannot be scheduled outside the school day and when the physician or dentist verifies the absence in writing.
4. Failure of a bus to run due to weather conditions or other causes. However, if the bus runs later during the day, students will be expected to attend if conditions permit. The principal will make the final decision in regard to this problem.
5. Mandated by order of governmental agencies or by a court order, and a copy of the order is presented to the school.
6. Celebrating religious holidays, and the parent(s)/guardian(s) requests in writing or documented in a parent/guardian conference that the absence is excused.
7. Conditions render attendance impossible or hazardous to their health or safety. All requests for absences to be excused must be filed with the teacher/school the day the student returns to school. Students shall be permitted to make up work when absences are excused.

If the absences are not excused, the teacher will not be required to allow students to make up the work. The school principal or designee shall release a student from school during the school day only to the person having lawful custody of the student or to someone who can present evidence that he/she has permission from the custodial party to pick the student up from school.

II. When students shall be counted present:

KINDERGARTEN THROUGH 5TH GRADE ONLY:

To be counted present for the day, a student must be at school for one half of the instructional day. For our students, the following chart shows the times students must be in school, the latest time checking in to school that will count for half day and the earliest time (checking out) will count for a half day. Our school begins at 8:00 a.m. every day, unless otherwise noted.

K-5 students who exceed ten absences per year will be retained.

Grades	Required minutes of instruction	Check in time to be counted present. No later than:	Early release time to receive credit.
K, 1, 2, & 3	135	8:00	10:15
4 & 5	150	8:30	10:30

If your child is sick and must be picked up before these times, he or she will be counted absent. The school principal or designee shall release a student from school during the school day only to the person having lawful custody of the student or to someone who can present evidence that he/she has permission from the custodial party to pick the student up from school.

ATTENDANCE POLICY FOR 6TH & 12TH GRADES:

6th grade through 12th grade attendance will be counted by period. If a student leaves after lunch, they will be counted absent for the classes they miss. 9-12 students who exceed 10 absences will not receive credit for that class.

HANDLING EXCUSES FOR ABSENCES:

The student presents the note from their parent/guardian or doctor to designated staff before school. **All** notes must be obtained before school starts for the day. The note should include the student's name, date of absences, and the reason for being absent. The original note will be filed in the office. Designated personnel should complete an admit slip and give to the student. This form will be shown to all subject teachers and signed, indicating whether or not the absence is excused. If an absence is unexcused because of not bringing a note, all work that was made up will automatically become zeroes. This slip will be returned to the office by the 7th period teachers.

TARDINESS/EARLY DISMISSAL POLICY:

Student will be issued Early Leave Permits. They will keep these and use them for excuses the following day. Instructional time is from 8:00 a.m. - 3:25 p.m. each day - K-3. Instructional time is from 8:00 a.m.- 3:25 p.m. each day – 4-12 Five (5) unexcused tardies (arrival after 8:00 a.m.) will constitute one day's absence. Five (5) unexcused early dismissals (departure before 3:25 p.m.) will constitute one day's absence. The same reasons for excused attendance will be applied to excused tardies and early dismissals.

HOSPITAL/HOMEBOUND INSTRUCTION:

Hospital/homebound instruction shall be provided to students meeting these eligibility requirements:

1. Receipt by the school system of a completed medical referral form signed by a physician, stating that it is anticipated the student who is able to participate in educational instruction will be absent a minimum of ten (10) consecutive school days or that the student has a chronic health condition causing him or her to be absent for intermittent periods of time greater than, equal to, or less than ten (10) days on each occasion during the school year.
2. Baker County School System may consider a student ineligible for hospital/homebound instruction if absence is due to communicable disease.

3. The school shall count the student receiving hospital/homebound instruction present if such instruction is provided a minimum of three (3) hours per week.

ATTENDANCE OFFICER:

The Superintendent is the attendance officer and visiting teacher for the Baker County School System. The Principal will carry out the designated and assigned duties as the Superintendent's designee.

GEORGIA'S MANDATORY SCHOOL ATTENDANCE LAW:

Georgia law requires that all children ages 6-16 attend school. More recent law requires that schools and communities address attendance and tardiness problems. Baker County Board of Education and its schools have decided to address the issues of absenteeism and tardiness as follows:

The following guidelines have been adopted and will be followed, at the principal's discretion. Students and parents can avoid any part of the process by complying with the school attendance law, and cooperating with school policies at all times.

PURCHASES:

No purchases are to be made in the name of the Baker County Schools or charged to the school without a written purchase order which has been approved by the principal. Forms may be secured from the secretary. A purchase order will be required to substantiate the order in our bookkeeping procedures.

OFFICE REFERRALS:

Excessive office referrals may result in the teacher being placed on a Professional Development Plan. Teachers are encouraged to use de-escalation techniques. Teachers are in charge of their classrooms and are empowered to handle small discipline problems.

FINANCIAL PROCEDURES:

No money is to be left in your desk or in your room at any time that you are not there. School monies are to be turned in to the office each day from 8:00 a.m. to 8:45 a.m.

TELEPHONE USAGE:

Telephone calls **will not** be transferred to teacher's classrooms unless it is an emergency. A number will be taken and a message placed in your box. You may return the call at your earliest convenience. No long-distance calls are to be charged to the school without the principal's permission

TEXTBOOKS AND LIBRARY BOOKS:

Teachers, principal, and students are responsible for the care of textbooks and library books. Teachers collect fees for damaged and lost books. The following table should be used for lost books:

New Books (1st year use) -----90% Price of New Books

Good (2nd year use) -----50% Price of New Books
Fair (3rd year use) -----25% Price of New Books
Poor (4th year use) -----No Charge Damaged books must be paid for according to damage done. All lost and damaged books must be paid for before report cards are given out.

SCHOOL PARTIES:

No more than two parties may be held each year. The Principal must be notified and must approve all parties.

INDIVIDUAL EDUCATIONAL PROGRAM (IEP) PARTICIPANT REQUIREMENT:

Regular education teachers are required to attend the various I.E.P. meetings-initial, re-staffing and/or annual reviews. The law has changed with the new I.D.E.A. At ANY meeting involving a student who is in a regular education class and is also receiving special education services, THE REGULAR TEACHERS(S) AND SPECIAL EDUCATION TEACHER(S) ARE REQUIRED BY LAW TO ATTEND AND PARTICIPATE IN THE MEETING. Statements sent to the meeting as to the student's progress or level of performance will not be accepted instead of the teacher(s) being present.

CHILD ABUSE/NEGLECT:

All suspected child abuse and neglect shall be reported to the Principal.

PARENT CONFERENCES:

Each teacher is expected to be thoroughly prepared for all conferences by having present samples of student's work, grade books, tests and any other pertinent information available. All conferences are scheduled through the office. A written summary of the conference should be turned in to the principal within **two days** following the conference. (Give all conference summaries to the school secretary).

POLICE INTERROGATIONS AND INVESTIGATIONS:

It is the policy of the Baker County School System to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials should observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released to the custody of persons other than parent(s) or legal guardian(s), unless placed under arrest by legal authority.
4. If a student is removed from the school by legal authority, parents should be notified of the action by school officials as soon as possible.

LUNCHROOM POLICIES:

Monthly menus are posted in each classroom. For students who bring a thermos with their sack lunch: As glass lined thermos bottles present a safety hazard, students are to use all plastic, unbreakable bottles. Students sit with their teacher/paraprofessional/class in the lunchroom. Since lunchtime is considered a vital part of the educational program it should be a pleasant experience that reinforces manners and nutritional concepts. If students talk with one another, they are asked to use quiet, normal tones to the persons around them since many times there are over 200 children in the cafeteria at one time eating, along with classes coming into and going out of the cafeteria. A silent lunch will be the alternative for abusing talking privileges. All of this promotes a more pleasant lunch period for students and for their teachers. Students are not to swap food.

LEAVING CAMPUS:

Teachers are not to leave campus during working hours without the approval from the Principal.

STUDENT RECORDS:

K-8 Homeroom teachers are responsible for up-dating student records and transcripts

REGISTRATION FORMS:

Registration forms are to be completed on the first day of school and placed in the student's folder.

EMERGENCY FORMS:

Emergency forms are to be completed and sent to the school secretary.

PROMOTION AND RETENTION:

Definitions:

Accelerated instruction- Challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in a compacted period of time.

Additional instruction- Academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

Differentiated instruction- Instructional strategies designed to meet individual student learning needs.

Grade level- Standard or performance, as defined by the Office of Education Accountability, on a Georgia Milestone Test.

Placement- The assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to

succeed and progress to the next higher level of academic achievement.

Placement Committee- The committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestones Test. This committee shall be comprised of the principal or designee, the student's parent(s) or guardian(s), and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Competency Test.

Promotion- The assignment of a student to a higher-grade level based on the student's achievement of established criteria in the current grade.

Retention-The re-assignment of a student to the current grade level during the next school year.

PROMOTION STANDARDS AND CRITERIA GRADES 1-8:

Each school principal shall distribute student data from the Georgia Milestones Test to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-12.

Each school principal or designee shall establish an academic review team for each student in grades 1, 2, 4, 6, 7 and 8 who does not achieve grade level on reading and/or mathematics sections of the Georgia Milestones Test. The student support team shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Georgia Milestones Test Performance;
2. Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the Georgia Milestones Test; and
3. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment. The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established in this policy.

PROMOTION AND RETENTION FOR GRADES 3, 5, AND 8:

Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Georgia Milestones Test in Reading and the Georgia Milestones Test in Mathematics and meet promotion standards and the criterion established in this policy for the school that the student attends.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Georgia Milestones Test in Reading and the Georgia Milestones Test in Mathematics and meet promotion standards and criteria established in this policy for the school that the student attends.
3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Georgia Milestones in Reading and the Georgia Milestones in

Mathematics and meet promotion standards and criteria established in this policy for the school that the student attends.

4. The school principal or designee may retain a student who performs satisfactory on the Georgia Milestones but who does not meet promotion standards and criteria established in this policy. When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones Test(s) specified in section A above, then the following shall occur:

Upon receiving the Georgia Milestones Test, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

- a. The student's below-grade-level performance on the Georgia Milestones;
- b. The specific retest(s) to be given the student and testing date(s);
- c. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones Test; and,
- d. The possibility that the student might be retained at the same grade level for the next school year.

5. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and

6. The student shall be retested with appropriate section(s) of the Georgia Milestones or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

When a student does not perform at grade level on the Georgia Milestones Test in grades 3, 5, and 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

- a. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

- b. The school principal or designee shall notify in writing by first-class mail the parent(s) or guardian(s) of the student and the teacher(s) regarding the decision to retain the student.

- I. The notice shall describe the option of the parent(s) or guardian(s) or teacher(s) appeal the decision to retain the student;

- II. The notice shall describe the composition and functions of the placement committee; it shall describe the option of the principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and

- III. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent(s) or guardian(s), teacher(s), and principal or designee.

- c. If the parent(s) or guardian(s) or teacher(s) appeals the decision to retain the committee to consider the appeal.

- I. The placement committee shall be comprised of the principal or designee, the student's parent(s) or guardian(s), and the teacher(s) of the subject(s) of the Georgia Milestones Test or the alternative assessment instrument on which the student failed to perform at grade level.
 - II. The principal or designee shall notify in writing by first-class mail the parent(s) or guardian(s) and teacher(s) of the time and place for convening the placement committee.
 - III. The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones or the alternative assessment instrument and promotion standards and the criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
 - IV. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - V. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - VI. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- d. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Georgia Milestones Test specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
 - e. A student who is absent or otherwise unable to take the Georgia Milestones Test in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones Test in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
 - f. A student's failure to take the Georgia Milestones in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent(s) or guardian(s) or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
 - g. For students receiving special education or related services, the Individualized Education Program Committee shall serve as the placement committee.
 - h. The decision of the Placement Committee is final.

PROMOTION AND RETENTION FOR GRADES 9-12 (LOCAL)

POLICY):

Students must meet all of the requirements listed below to be eligible for promotion to the next grade:

1. Maintain (Earn) a yearly average grade of 70 or above in English/Language Arts, reading, and mathematics and master 70% of the Georgia Performance Standards in English/Language Arts, reading, and mathematics.
2. Maintain (Earn) a yearly average grade of 70 or above in either academic subject: science or social studies.

PROMOTION AND RETENTION FOR KINDERGARTEN:

Students must meet all of the requirements listed below to be eligible for promotion to the first grade:

1. Maintain (Earn) a yearly average grade of Satisfactory in language arts (reading) and mathematics and master 70% of the Georgia Performance Standards in language arts (reading) and mathematics.
2. Meet the first grade readiness score on the Georgia Kindergarten Inventory of Developing Skills.

PROMOTION AND RETENTION FOR SPECIAL EDUCATION STUDENTS:

The Individualized Education Program (IEP) for each disabled student shall specifically address the standard to be used for promotion (grade placement) or retention. This will apply only to those students due processed and placed into programs according to the State Rules and Regulations regarding Disabled Students.

GRADING SYSTEM AND REPORT CARDS FOR GRADES 1-12:

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows: **A** = 90 – 100 **B** = 80 - 89 **C** = 75 - 79 **D** = 70 – 74 **F** = Below-69. Grades greater than or equal to .5 will be rounded up, and grades less than .5 will be rounded down. Students receive report cards at the end of each nine-week grading period. Parents are to sign the report card and return it to school the next day.

GRADING SYSTEM AND REPORT CARDS FOR KINDERGARTEN:

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- S - Satisfactory** ----- (Student is able to complete assignments independently.)
- I - Improving-** ----- (Student is able to complete assignments with minimal help.)
- NI - Needs Improving** -- (Student is able to complete assignments but needs frequent assistance.)
- U - Unsatisfactory** ----- (Student cannot complete assignments without constant supervision.)

Students receive report cards at the end of each nine-week grading period. Parent(s)/guardian(s) are to sign the report card and return it to school the next day.

PROGRESS REPORTS IN GRADES K-12:

Students receive progress reports at the mid-nine-week grading period. Students' progress reports may also be sent anytime between marking periods to parent(s)/guardian(s) of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency could be noted which needs correcting. Acknowledgement of this report by a note, phone call, or visit to the teacher is appreciated.

CHEATING IN GRADES K-12:

Cheating is PROHIBITED. If a student is caught or found guilty of cheating, the teacher will collect the students' paper, assign a grade of zero, and notify the parent(s)/guardian(s) and office immediately. Administration will determine the action that will be taken.

PRINCIPAL'S HONOR ROLL FOR GRADES Grades 1-12:

A Principal's Honor Roll will be published at the end of each semester. This is not an average or point system and will be granted to any student maintaining an "A" average in ALL classes.

HONOR ROLL FOR GRADES 1-12:

An Honor Roll will be published at the end of each semester. This is not an average or point system and will be awarded to any student maintaining A's and B's only.

HOMEWORK: Homework is defined as lessons to be studied or school work to be completed. It should be reinforcement of classroom teaching and is an integral part of the total learning process. Homework assignments will count toward the final nine-week grade. It is the responsibility of every student to complete and turn in homework assignments on time. Each student is responsible for securing and completing all assignments (including homework) following an excused absence from school. Daily homework shall be reasonable. It should be assigned for the purpose of practice and reinforcement of skills taught in the classroom (See Student Handbook, Homework Policy).

DAILY SCHEDULE: Grades K-3 - A daily schedule shall be posted in the classroom and a copy given to the principal.

TEACHER PLANNING TIME: Each classroom teacher is given a daily planning time within the eight-hour workday. This time will be used to prepare for instruction. Time scheduled for physical education, music, etc., must be used for planning in your class.

HALL PASSES:

No Student has permission to leave the classroom without a teacher's hall pass. Teachers please make sure that students are not walking the hallways without permission. Do not allow a student to leave your classroom without permission and/or a hall pass. No student should be placed in the hallway.

BULLYING:

The following policy relating to bullying shall become effective July1, 1999. It shall apply only to

students in grades 6 through 12. It shall be the policy of the Board that bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or,
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Discipline for any act of bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Rules and Procedures/Penalties of Bullying. The following will occur as a result of bullying: First Offense - Student suspension pending a parent conference. Second Offense - 5 days suspension from school. Third Offense - Student shall be removed from school according to state law as outlined in Board Policy JCDA/Student Behavior Code.

DISASTER DRILLS:

Teachers are responsible for instructing their students in the proper procedures for all disaster drills. Teachers are accountable for their students during all disaster drills and must have roll book in hand (See Disaster Plan folder). **Emergency Alert Code (Code Red) will be used for a Bomb Threat.** The emergency code for an **intruder alert** is -"**Teachers, please secure your rooms**". If a situation exists in the building that presents a clear and present danger to the welfare of the faculty and student body, the coded alert announcement may be made over the public address system.

KEEPING STUDENTS AFTER SCHOOL:

Teachers are not to keep students after school unless prior arrangements have been made with parents.

TEACHER-STUDENT RELATIONSHIPS:

Teachers are expected to develop a positive self-image in students by refraining from ridicule and sarcasm.

Teachers will refrain from spending time with students after school hours, unless it involves school related activities.

DRUG-FREE AWARENESS:

The Baker County School System has developed the following drug-free awareness program procedures that are available for their employees:

- A. The dangers of drug abuse in the workplace
 1. A thirteen-minute film - "Toward a Drug-Free Workplace" (available through RESA)
 2. A workbook that accompanies the film - "Toward a Drug-Free Workplace" (available through RESA)
- B. Board Policy GAM/Staff Rights and Responsibilities - Drug-Free Workplace

Policy distributed to each employee - certified and non-certified

- C. Available drug counseling, rehabilitation and employee assistance programs
 - 1. Prevention Intervention Resource Center (PIRC) - a call-in resource available through RESA where the employee has available two trained counselors for one free counseling Session
 - 2. PIRC rehabilitation and resource lists available to employees
 - 3. Staff development coordinator will assist with other providing other resources available, upon request
- D. Penalties to be imposed upon employees for drug abuse violations occurring in the workplace are listed in the GAM - STAFF RIGHTS AND RESPONSIBILITIES DRUG DREE WORKPLACE POLICY.

SCHOOL FIELD TRIP PROCEDURES:

1. Supervise Students at All Times

Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision-if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

Establish a process for regular accounting of all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

2. Supervise Students at All Times

Determine how many and what kinds of chaperones are needed throughout the trip. Determine what supervision is needed. Example, students assigned to a chaperone. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.

- ❖ Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- ❖ There should be a minimum of two adults supervising a field trip. If not specified in school district policy, recommended minimum supervision ratios (adults to students) are as follows: elementary school age- 1/6; middle/high school age – 1/10. The building administrator and sponsor should agree upon the ratio for each field trip.
- ❖ More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water (lifesaving) or wilderness (survival), out of state travel (familiarity with area), and those including behaviorally, physically or mentally challenged students.
- ❖ First aide/CPR-trained chaperones/staff are required-at least one chaperone on each field trip should be certified.
- ❖ If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one certified staff member is needed.

- ❖ For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

3. Volunteer Chaperone Selection Guidelines

- ❖ Ensure that all volunteer chaperones are:
 - At least 21 years old
 - Background check
 - Physically able to do the job
 - Able to work well with students
 - Use school paraprofessionals as a last selection, prioritize parents.

LEADERSHIP TEAM:

Boyd Williamson, Principal

Blair Etheridge, Director of Curriculum & Special Education

Merietta Kelson, Dean of Students & Director of Federal Programs

Nancy Haire, Elementary School

Lawana Lofton, Middle School

Jeff Henderson, High School

Lauren Tabb, Director of Business and Finance

Melanie Shiver, Academic Coach

Tammy Harrell, Special Education

Jessica Hart, Registrar

The Superintendent has established four District Priorities for the Leadership Team for the 2019-2020 school year.

- **To provide a safe, secure environment for students, faculty and staff.**
- **To create opportunities for high academic achievement for all students.**
- **To engage the community in the operation of the school.**
- **To offer students and parents another excellent educational choice.**

The school leadership team will meet immediately after school on the second Monday of each month. The leadership team members will serve as project managers for the following priorities. The project managers will work with the leadership team to develop actions the documentation to support the priorities.

BCS COMMITTEES:

STUDENT SUPPORT TEAM (SST) Committee:

B. Etheridge – Chairperson

Grade Levels (PK-2) Grade Level Chair – N. Haire

Grade Levels (3-5) Grade Level Chair- J. Murphy

Grade Levels (6-8) Grade Level Chair – C. Slaughter

Grade Levels (9th-12th) Grade Level Chair – C. Miller

Attendance Committee:

M. Kelson – Dean of Students
S. Colbert
C. Johnson
K.Henderson

Disciplinary Tribunal:

B.Williamson - Hearing Officer
L. Taylor – Chairperson/Secretary
J. Potkovac
C. Miller
C. Slaughter

PBIS Committee:

Mrs. Ethridge – District Coordinator
Mrs. Kelson – Dean of Students
Mr. Colbert – Guidance
Mrs. Haire – Lower Elementary
Mrs. Potkovac – Upper Elementary
Mrs. Wood – Middle School
Mrs. Miller – High School

RTI/TIER II:

Assigned teachers maintain a notebook that includes progress monitoring data on students in RTI/TIER II.

Reading – Student is two grade levels behind on iReady Reading

Math – Student is two grade levels behind on iReady Math

Behavior – Student has repeated infractions

- 1) Provide small group instruction or iReady interventions for reading or math RTI.
- 2) Note RTI progress on each child at Tuesday RTI meetings.
- 3) Keep progress monitoring data on iReady reading and math.

Elementary

K – 5 Classroom Teachers

Middle School

6 – 8 Reading	Wood
6 – 8 Math	Slaughter
6 th Behavior	Lofton
7 th Behavior	McCray
8 th Behavior	Slaughter

High School (Grades, Graduation Tracking)

9 th	King	11 th	Wilbroun
10 th	Miller	12 th	Henderson

SST: Consult with administration and parents before moving to SST/Tier III. Regular meetings must be held with parents. Detailed minutes of approved evidence-based interventions and progress monitoring must be maintained.

ALL TEACHERS SOULD KEEP THE FOLLOWING ON FILE AND READILY AVAILABLE:

- 1) Pacing guide
- 2) Lesson plans (typed in school template with each element included with detailed descriptions)
- 3) Data analysis is provided on benchmark assessments and all other tests
- 4) Updated Parent Contact Log

SUBSTITUTE LESSON PLANS:

Teachers must leave detailed plans, class rosters, and duty stations for a substitute when the teacher is out.

If you have a smart board, five days worth of Emergency lesson plans, roster, etc. should be on the computer for that smart board, with specific instruction on how to “press play”. You are to video yourself for those lessons so that the students may have their teacher in their class even if their teacher is not present. A one-page description of those lessons are to be turned into the office, as well as kept in the class, with simple easy to follow instructions on how to bring them up.

If there is no smart board, teachers will have 5 days worth of meaningful emergency lesson plans in a binder. That binder is to be given to and kept by Ms. Henderson in the front office.

These plans should include:

- class roster
- class schedule
- parent contact list
- detailed lesson plans
- special needs of students list (students with vision, hearing, etc),
- copies of all the required materials - clipped together and labeled **(Please make sure that these copies have already been made.)**
- Substitute expectation’s sheet

NOTICE:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OR ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE HAVING A BLADE OF THREE OR MORE INCHES, STRAIGHT-EDGED RAZOR, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUNCHUKA, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER.

PUNISHMENT: A FINE OR NOT MORE THAN \$10,000; IMPRISONMENT FOR NOT MORE THAN TEN (10) YEARS, OR BOTH; IN THE CASE OF STUDENTS, MANDATORY EXPULSION OF AT LEAST ONE YEAR.

(O.C.G.A. &16-11-127.1: 15-11-37; P.L. 103-227)



Video Requests

It is a policy of Baker County Schools that before any video is shown in a classroom all videos must be approved by administration.

If you would like for your class to watch a video, please make sure that you fill out the approval form below. Please submit it a week before the video is to be presented to your class.

***Please make sure that the approved video is written in your lesson plans.**

Name of Video: _____

Rated Version : _____

Standards the video apply to: _____

Date requested to watch: _____

The purpose of the video: _____

Principal Approval

Date

**BAKER COUNTY K-12 SCHOOL
3-Step PBIS Discipline Plan**

_____ Student _____ Grade _____ Referring Teacher

.....

1st STEP (Warning) Date _____

OFFENSE: _____

ACTION TAKEN _____

.....

2ND STEP (Teacher Discretion/Parent-Guardian Notification) DATE _____

OFFENSE: _____

ACTION TAKEN _____

PARENT / GUARDIAN NOTIFICATION

_____ By letter Date _____ _____ By phone Date _____

Address _____ Phone _____

_____ Person called _____

_____ Conference _____

Other method of notification _____

.....

3RD STEP (Refer to Administration) Date _____

SEND REFERRAL TO OFFICE WITH COPY OF 3-STEP PLAN ATTACHED

OFFENSE /

COMMENTS _____

Baker County K12 School 2019-220

BOE Office

Pre-K- F. Shiver	

C11 Sped/Speech Shiver/Robinson/ Harris	C9 Computer Lab	C7 4 th - Murphy	3 1 1	C5 2 nd - Haire	C3 K - Aldridge	C1 Harrell
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C10 Art-Worsham	C8 5 th - T. Taylor	C6 3 rd - Potkovac	3 1 2	C4 1 st - L. Taylor	C2 Multi-Purpose Room	313 Boys	312 Girls
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A4 Science Lab – T. King

1.8 Kitchen

A3 Nurse	Rest- room
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1.7 Cafeteria

A2 Elementary/Middle Computer Lab
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A1 Teacher Lounge

1.6 Admin Offices

L.A.-Tensley

B12 12 th -Homeroom Wilbourn English	B10 10 th Homeroom Henderson	B8 8 th -Wood	B6 6 th - Slaughter	B4 Burnham	2 0 7	B2 H.S. Computer Lab	214 Girls	215 Boys
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K-12
Chorus/Beck

B13 Ag Science- Peters	B11 9 th -Miller	B9 Spanish – Lee	B7 7 th - L. McCray	B5 Lofton	2 0 8	B3 McCoy	B1 Morey
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1.5 Media Center

Gym Atkins & King- P.E.
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This form must be signed and submitted to the principal.

I have read the Baker County K-12 School Teacher Handbook. I am aware of the rules and regulations in the handbook and I realize that I must adhere to these requirements.

Teacher's signature

*I realize my September paycheck may be held until I submit this required form