

Sumter County Intermediate School



2025-2026

Faculty & Staff Handbook
4th - 6th Grades

Home of the MVPs:

"Motivators, Visionaries, & Problem Solvers"

Dr. Mohan Gugulothu, Principal

Mrs. Tawana Bettis
Assistant Principal

Mr. Rodney Shelton
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TEACHER... A NOBLE TITLE

When I began a new school year I always remembered what the word **TEACHER** meant to me:

Let me be reminded of the tools I have at my command, because of my traits, talents and training...and because I chose to become a **TEACHER**.

TEACHER...I am like a poet that weaves with my colorful magic language a passion for my subject. I try to create much curiosity, imagination, secrets and ideas to unfold and connections that will begin the cycle of learning.



TEACHER...I am like a conductor of an orchestra—I conduct and orchestrate each of my students to have his or her own thoughts and actions.



TEACHER...I am an architect, as I provide each student with a solid foundation, but always with a vision to "see" what is about to emerge.



TEACHER...I encourage thoughts and the flexing and strengthening of ideas, much like a gymnast.



TEACHER...I am a diplomat, an ambassador of tact and sensitivity, as I integrate productive, positive interactions among the many personalities, cultures, beliefs and ideals of my students.



TEACHER...A philosopher—my teaching and actions convey hope and meaning to young people who look to me for guidance and example.



As I prepare for my first day and each day thereafter, when my students come into the classroom and I "meet" their attitudes, from eager and enthusiastic anticipation to being uncomfortable—I remember the powers I have within me...from a poet to a philosopher...and I present myself to those students as a person worthy of the noble title...**TEACHER**.



MISSION STATEMENT

The mission of Sumter County Intermediate School is to challenge, nurture, and support students on their journey towards graduation.

VISION STATEMENT

The Vision of Sumter County Intermediate School is to graduate all students college and career ready who are productive citizens empowered to be competitive in a global society.



SUMTER COUNTY INTERMEDIATE SCHOOL'S BELIEFS

At Sumter County Intermediate School, we believe that:

Every student can be motivated, is a unique individual, and can achieve;

Student progress should be monitored closely;

Educators, parents, and students should have a positive attitude toward learning;

A safe and orderly environment is necessary for teaching and learning to occur;

Regular communication with parents should be maintained;

An intermediate school should provide a smooth transition between elementary and middle school; and

Our students are our future.





Sumter County Schools

2025-2026 System Calendar

July 24-30, 2025	Pre-Planning
July 29, 2025	Open House
July 31, 2025	1st Day of School
September 1, 2025	Labor Day Holiday
September 5, 2025	Early Release/Parent Teacher Conferences
September 10, 2025	Progress Reports
October 2, 2025	End of 1st Nine Weeks
October 3, 2025	W.I.N. Learning Day/Curriculum Planning
October 13-17, 2025	Fall Break
October 22, 2025	Report Cards
November 12, 2025	Progress Reports
November 21, 2025	Early Release/ Curriculum Planning- Job Embedded
November 24-28, 2025	Thanksgiving Break
December 18, 2025	Early Release/ End of 2nd Nine Weeks/1st Semester /Teacher Workday
December 19, 2025	Teacher Workday
December 22, 2025 - January 2 , 2026	Winter Break
January 5, 2026	Teachers Return/Curriculum Planning
January 6, 2026	Curriculum Planning
January 7, 2026	Students Return
January 14, 2026	Report Cards
January 19, 2026	Dr. Martin Luther King, Jr. Holiday
February 11, 2026	Progress Reports
February 13, 2026	Early Release/ Parent Teacher Conferences
February 16, 2026	Mid-Winter Break/President's Day
March 12, 2026	End of 3rd Nine Weeks
March 13, 2026	W.I.N. Learning Day/Curriculum Planning
March 16, 2026	Mid-Spring Break
March 25, 2026	Report Cards
April 6-10, 2026	Spring Break
April 22, 2026	Progress Reports
May 21, 2026	SCHS Baccalaureate
May 22, 2026	Last Day of School/ Early Release /Report Cards K-8
May 25, 2026	End of 4th Nine Weeks/ Teacher Workday/ SCHS Graduation
May 26, 2026	Memorial Day
May 27, 2026	Post Planning
May 28, 2026	Post Planning
	Report Cards (Grades 9-12)

ACCIDENT REPORTING

All student or staff accidents involving injury or possible injury must be reported in writing. When reporting an accident, be specific and report facts only. Accident report forms can be obtained in the school office. Be sure to complete the form as soon as possible following any accident and place it in Dr. Gugulothu's mailbox. Be sure to follow all Workman Compensation procedures as outlined in the handbook.

APPLIANCES

Because of safety regulations, SCIS teachers are not allowed to have microwaves, refrigerators, heaters, etc. in classrooms. There are some extenuating circumstances that would require a teacher to have these items in their classrooms (for family living centers, for prescription medications that need to be refrigerated, etc.). If prescription medications are the reason, we need a statement from your doctor and needs to be reported to the School Nurse.

ASTEP

The Sumter County School System provides a childcare program for students whose parents need this service after school. This program is called "ASTEP" which is an acronym for After School Time Enrichment Program. The program strives to provide the children with good learning experiences, social exchange, recreation activities, rest, and refreshment. The staff also helps children with their homework each day, which is a primary request from parents. SCIS offers the ASTEP Program. Applications to enroll are available in the school's office. Please call 931-8500 if you have any questions.

BOARD POLICY BOOK

Staff members are required to read and be knowledgeable of the policies of the Sumter County Board of Education within the first 4 $\frac{1}{2}$ weeks of school. If any staff member has a question about a certain policy, see an administrator. A copy of the Board Policy manual is located in the media center and online. Each staff member must sign a log indicating the policy book has been read.

BREAKFAST AND LUNCH PROCEDURES

All adults must be in their classrooms or assigned duty locations to welcome students no later than 7:15 a.m. each morning.

We will continue with the "Breakfast on the Go" program. Students should pick up breakfast prior to reporting to the classroom. It is the teacher's responsibility to monitor students during breakfast time. No child may be denied breakfast for any reason. If you have a problem with a car-rider coming in late

on a regular basis and needing to eat breakfast, contact the parents or an administrator for assistance.

The price for adult lunches is \$4.25 and breakfast is \$2.50. **All staff members are asked to sit with the students during lunch.** Our lunchroom serves approximately 1800 meals a day. In order for our lunch schedule to work, it is imperative that all classes enter and exit the lunchroom on time. Please set your clock or watch with the office clock. The clock in the lunchroom is not always accurate!! **It is the responsibility of the teacher to be sure the table and floor is neat and clean before leaving the lunchroom.** Free extra milk will be available in a separate container. Children may get one extra milk. Only food service employees are permitted behind the serving lines or in the kitchen. Please ask one of the workers to help you if you need an item from the kitchen.

CARE OF CLASSROOMS

This year we will have seven custodians who will clean the building. **Please remember that proper care of the school, school grounds and classrooms is everyone's responsibility.** Adults must set a good example and take the lead to create the proper atmosphere to ensure that the classroom is kept neat and attractive. This is a large part of a teacher's duties. Cleanliness of the room will be closely monitored. Be sure your desk, shelves, etc. are clean and organized. Be sure the walls and carpet stay as clean as possible. Report any spills to the custodian who cleans your classroom so stains can be avoided if possible. Any microwave ovens, etc. used for cooking must be cleaned the day they are used. Store any food in airtight containers. This will help us control pests. Do not use hot glue on the **hallway** walls. Do not put tape of any type on the carpet. Do not put tape on our magnetic chalkboards! It cannot be removed and can cause the board to have to be repainted. Be sure students are very careful with paint. It ruins the walls, sinks, carpets, etc. Check behind students when they dispose of paint, especially in the bathrooms. Each student must learn to keep his work area neat and orderly. Be sure students' desks are left clean and straight **each day**. Setting this expectation early in the year will help students to develop the positive habit of being responsible for themselves and their belongings. Leave all air units off when you leave each afternoon.

The final few minutes of each day should be devoted to **cleaning out desks**, straightening work areas of the room, cleaning the whiteboard, and cleaning desktops. **Pencil sharpeners should be emptied each afternoon.** This will help prevent spills that stain the carpet and/or floors. Keep a trash can under the pencil sharpeners at **all times**. **Place trash cans outside the classroom door each afternoon after afternoon announcements.** If your classroom is not cleaned adequately by the custodians, please notify

the office in writing. This is the only way we can ensure that our building will be cleaned properly. Computers, carts, and all A.V. equipment must be cleaned thoroughly during pre-planning and then on a monthly basis. Custodians are not responsible for cleaning these teaching tools. Do not cover the glass in the door or the fire escape window. Be sure to lock the classroom door each time you leave the room. Do not leave money or other valuables in your classroom. The school is not responsible for valuables that are lost or stolen.

CHILDREN OF STAFF MEMBERS

As a professional courtesy, children of both certified and non-certified employees in the Sumter County School System will not be charged out of county tuition if they reside in another county.

In the mornings, staff members' children must wait in their parents' classroom until 7:15 a.m. At this time, they need to go directly to their classroom. They are not allowed to remain with their parent(s) after 7:15 a.m. Children are not allowed to attend faculty meetings, pre/post planning days, seminars, or workshops. **Children are not allowed in the workroom or snack machine area at any time or for any reason unless they are with an adult.** If children do not go home at dismissal time, they are to stay with their parent in the afternoon until time to go home. (This would be a good time to get started on homework!!) They should not disturb adults who are making plans for the next day or having meetings. Faculty meetings, committee meetings, collaborative planning, study groups, Family Engagement Nights, and grade meetings are mandatory to attend. Please schedule all appointments days that do not pose a conflict.

CODE OF ETHICS

It is each staff member's duty and responsibility to report to the building principal any action observed that is unethical or unprofessional. Failure to report any incident is a violation of the Code of Ethics for Georgia Educators. A video on the Code will be shown to all staff members at the beginning of the year and new hires. (505-6-.01 THE CODE OF ETHICS FOR EDUCATORS)

<https://www.gapsc.com/Rules/CurreOnt/Ethics/505-6-.01.pdf> A booklet is available in the Media Center. Other staff members are welcome to view the video again.

COLLECTING MONEY FROM STUDENTS

Money collected from students **for any reason** must be receipted and sent to the office in your moneybag daily along with a copy of the receipt. No money can be collected from students without approval from the administration. Be extremely careful when completing receipts. These receipts may be

viewed by the auditor and must be neat, legible, and accurate. The top copy of the receipt should be sent home with the student. The second copy should be turned in to the office with the money. The bottom copy of the receipt must stay in the receipt book. All fundraising packets **MUST** be opened and counted before you receipt them. **If not they will be returned to you! Use black ink!** It is helpful to keep a list of items receipted for your own records.

A receipt must include:

1. Date
2. Student's name
3. Reason for money (Book, insurance, etc.)
4. Amount of money
5. Teacher's initials at the bottom

Pick-up your money bag in your box each day as soon as the buses leave. Your receipt book serves as your documentation of appropriate collection of monies from your students. Keeping accurate records through this receipt process is essential. When your receipt book is full, put your name on the outside of the book and **keep it in your file**. All receipt books are considered part of the school's bookkeeping documentation and **will be collected at the end of the year**. Request new receipt books from the office as needed. Send all funds to the front office in your blue bag by 9:00 AM.

COMMUNICATING WITH PARENTS/COMMUNITY

In an effort to maintain positive public relations, all correspondence needs to be of a professional nature. An administrator and your team leader must approve all correspondence concerning individuals, IEP meetings, field trips, parties, etc. **An administrator must approve any correspondence leaving the building**. Any communication you receive that is a concern to you should be shared with your team leader or an administrator.

COPY PROCEDURES AND COPYRIGHT LAWS

There are strict rules governing the copying of materials. Please read the enclosed copyright law carefully. There are other materials available in our media center concerning copyright law. If you have any questions concerning this law, please see **Mrs. Jill Forehand, our Media Specialist**.

COPYING OF INSTRUCTIONAL MATERIALS

The curriculum will not call for many materials to be duplicated. The administrators will monitor all materials to be sure they are necessary, instructional in nature, and meet copyright guidelines. Careful planning by each teacher and by each grade level will ensure that materials are duplicated in ample time. Please do not expect materials immediately. Copy requests should be made 24 hours in advance. The north side will give copy requests to the media paraprofessional, Ms. Brooks. The south side will give their copy requests to the office paraprofessional, Mrs. Serrano. Please **Do not ask a paraprofessional or a secretary to stop what they are doing and duplicate materials for you.** You must plan ahead. Check materials when you receive them to be sure you have adequate copies. When possible, try to request materials as a group.

Remember: Only authorized individuals are to use the copy machines and laminators. No exceptions will be made. Copiers, laminators, computers, and printers may not be used for personal use. Computers may be used at school for professional items such as college assignments, etc. However, please refrain from working on college assignments during school hours. You are certainly welcome to use the computers after work. Copiers **may not** be used to duplicate these items. (See Code of Ethics) Do not send students to the office to have copies duplicated. Secretaries have been instructed to send students back to their classrooms.

COUNSELORS

Sumter County Intermediate has two full-time counselors. Counselors will assist students in participating effectively in school learning experiences, improving their interpersonal skills, and solving and coping with problems that affect school learning or future life. Counselors will also assist parents and staff members in better understanding students and their needs. Counselors will work with children on a referral basis only. **Under no circumstances are students to be sent to a counselor for disciplinary reasons even if the child is seeing the counselor on a regular basis.** Counselors have been instructed to advise the administrators if this is happening. Counselors will conduct all SST testing and will have a time blocked out for testing. No guidance lessons will be scheduled during this block of time or during the teacher's reading and math time.

DISCIPLINE POLICY

The staff at SCIS will use a discipline plan that reinforces positive behavior exhibited by students. SCIS has three core expectations for student behavior. All students are expected to follow a behavior

matrix.

	Classroom	Cafeteria	Hallway	Restrooms	Bus
Respectful	Keep hands, feet, and negative comments to yourself.	Wait your turn in a single file line	Move quietly in line.	Quietly wait your turn and respect privacy.	Sit up quietly.
Obedient	Follow all staff directions and rules.	Use level 2 conversations when the music is off.	Walk on the right side of the hallway.	Take care of needs and exit quickly.	Wear masks appropriately and refrain from being on technology.
Accountable	Be prepared and bring necessary materials.	Clean your area when leaving.	Keep hallways clean.	Leave all areas clean and wash hands.	Remain seated and face forward.
Responsive	Use appropriate voice levels when participating in class.	Follow all staff directions and rules.	Keep objects, hands, and negative comments to yourself.	Use level 1 voice when speaking.	Answer staff questions politely and honestly.

Discipline is a very important factor for the classroom teacher. Classroom management skills should be utilized to keep misbehavior at a minimum. Teachers are asked to follow the behavior management plan and flowchart for minor offenses if it is not a major infraction. This will give autonomy for teachers to communicate with parents about behavioral issues. Teachers should avoid sending students to the administration for minor offenses. **Teachers should not expect the leadership team to do their disciplining for them.**

The following procedures are prohibited:

1. Students are not to be made to do repetitive writing or asked to copy from a book.
2. **Students are not to be placed outside the classroom unsupervised.**
3. Teachers are not to physically abuse students in order to change their behavior. "Physical abuse" means that students are jerked around, pinched, hit with a ruler or other objects, thumped, or gouged with fingernails.
4. Yelling at students to embarrass them is totally unacceptable. On occasion, a stern voice may be helpful.

5. A teacher may not withhold privileges from activities such as Fall Festival, Olympic Day, Spring Fling etc. unless prior approval is obtained from the principal and the parents have been notified well in advance.

You are asked to do the following:

1. Post the SCIS Behavior Matrix in your classroom. Review the rules daily, if necessary. Be sure to consistently enforce the rules. Be sure rules are stated in a positive manner.
2. Be positive and caring. **A child who feels good about themselves rarely causes problems.**
3. Involve your parents. Let them know when you have a problem and ask for their help. The parents should be contacted before the problem is referred to the office.
4. Set up a time-out chair/space inside your room. "Time-out" is used to temporarily remove the child from the situation. Time out can be a chair in a different location in the classroom, but it should not be in a location where the teacher can not maintain visual contact with the child (example: Behind a tall cardboard divider.) **Time out should be limited to no longer than 15 minutes.**
5. A child may be placed in another classroom as a possible means of control. The teacher should discuss this with the teacher whose classroom would be the time out place. If this procedure is used, it **must be limited to a 15-minute time period, unless an administrator gives prior approval.** This method should be used no more than 3 times with the same child. A child **may not** be placed in another teacher's room on a regular basis, however; when a child is disciplined in this manner, work must be sent with him/her.
6. **Please do not send the child to the office without approval of the administrator.**

Each time a child is referred to the administrator, the teacher must give clear details of the actions that led to the referral. If the referral is the result of repeated minor offenses, the teacher should also provide information regarding interventions which have already taken place to alter the problem behavior. The child's parent may be required to accompany the child to school after each suspension for a conference with an administrator. Georgia law requires schools to invite parents to the school to participate in the development of a corrective action plan for students who are suspended from school.

The teacher and administrators will have to develop this plan each time a child is suspended from school and will have to follow up to be sure the plan is implemented. In some cases, the student may not be allowed to attend class until the conference is held.

**STUDENTS MUST NOT INTERFERE WITH ANOTHER STUDENT'S RIGHT TO LEARN OR A
TEACHER'S RIGHT TO TEACH.**

PLEASE NOTE

Students may not be denied P.E. as a form of discipline (this is a State Standard). See an administrator if you are having extreme difficulty with a child. A referral to one of the counselors, MTSS Team, or some other agency may be appropriate.

TRADITIONAL DRESS CODE POLICY

All staff members are required to dress **professionally**. Staff members should set a good example for students. You will be sent home if an administrator deems your attire as inappropriate and unprofessional. **Spirit Day will be on Friday of every week. On Spirit Day, you will be able to wear any SCS t-shirt/Professional shirt with jeans.** You are expected to follow the dress code as outlined by the SCS Board.

The following are prohibited:

- | | |
|--------------------------------------|--------------------------------------|
| • Shower Shoes (Flip Flops) | sports, religious, political |
| • Thin blouses | statement) |
| • Low cut tops | • Clothing that is too tight |
| • Sleeveless tops | • Leggings and or stretch pants (may |
| • Shorts | only be worn with a dress) |
| • Head Scarf/Bonnet | • Holes in pants that expose skin |
| • Nose Piercing | • Skirts or Dresses that are not |
| | knee length (May be worn with |
| • Slogan writings or insignias (i.e. | leggings or tights) |

DUTY/SUPERVISION

All SCIS staff members will provide overall supervision for the lunchroom, hallways, bus ramp, playground, front walkway, and front parking lot. A schedule will be

provided at the beginning of school. All staff members must be on time for assigned duty each day. **All staff members are responsible for ensuring that students are on task and well behaved. Active supervision of students is a part of a teacher's responsibility. Failure to properly supervise will result in written documentation, which will become part of the teacher's file.**

EMERGENCY PREPAREDNESS PLAN

SCIS's staff members strive to make the school safe. There is an emergency preparedness plan on file. The plan will be discussed in depth during faculty meetings. A plan for a bomb threat, gas leak, or an electrical outage will also be discussed.

SUMTER COUNTY INTERMEDIATE SCHOOL EMERGENCY PREPAREDNESS & Safety PLAN

1. Designated school site emergency coordinator: Dr. Mohan Gugulothu.
2. Designated alternate school site emergency coordinator: Rodney Shelton & Tawana Bettis
3. Designated school emergency team members: Dr. Mohan Gugulothu, Rodney Shelton, Tawana Bettis, Ruby Wilson, Stacy Hubbard, Crystal Coleman, Tawanna Tyson, Deidre Noble, Elzie Marshall, Danielle Ford, and Mrs. Jill Forehand.
4. The emergency team members will perform the following tasks:

Dr. Mohan Gugulothu

- A) Keep central office informed
- B) Establish site for media communications
- C) Identify reception area for parents
- D) News media spokesperson

Mr. Rodney Shelton

- A) Responsible for releasing students to parents and non-parent adults
- B) Assist in communicating (2-Way Radio)
- C) Monitor school visitors
- D) Will be at the hospital to collect information about injured and to report information to school and central office

Mrs. Tawana Bettis

A) Will notify parents and spouses of the injured

B) Identify the injured and fatalities

Mr. Elzie Marshall/Mrs. Danielle Ford

A) Assist in handling flow of traffic

B) Assist in communication (2-way Radio)

C) Assist in identifying injured

Mrs. Stacy Hubbard/Mrs. Crystal Coleman

A) Handle telephones

B) Compile roster of students absent from school at time of crisis

Mrs. Ruby Wilson

A) Handle telephones

Mrs. Tawanna Tyson/Ms. Deidre Noble

A) Print identification badges for school/emergency personnel

B) Assist in managing school traffic flow

In case of power failure, all non-classroom teachers must report to the office for an assignment. Teachers will need to keep students in the classroom. You will receive directions from the office.

FIRE/TORNADO DRILLS

There will be a minimum of one fire drill per month. A tornado drill will be held during the tornado season. Each teacher will be given a copy of the Exit Plan for evacuation. **This copy must be posted by your door.** Practice leaving the building in a quiet, orderly line. Spend time with students discussing these drills and the reason for conducting them. A copy of the evacuation plan is also included in this handbook. Every alarm must be considered **REAL** and the building must be evacuated. **No hesitation. No questions. Count your students.** In your Substitute Teacher Book, mention to the substitute teacher where the form is located. Caution students about touching fire alarms. Discuss when it is appropriate to pull a fire alarm, etc.

Reminder: Please have your rosters READY each day! The front office staff will provide green and red sheets so you can indicate your status during the drill.

GREEN- ALL STUDENTS ARE PRESENT! RED- MISSING A STUDENT!

FIRE DRILL

A. Alarm System/Signal:

The school is equipped with a fire alarm system. The alarm signal is in the form of a short horn blast.

B. Alternate Signal:

The alternate signal for fire is an announcement to evacuate the building.

C. Clear Signal: The clear signal is a short series of rings of the bell.

D. Fire Extinguishers:

Fire extinguishers are located in visible places. Fire pulls are also strategically located in visible places.

E. Evacuation Plans:

Evacuation plans are posted in each classroom. Each teacher has a copy of the plan/instructions, which is given to students at the beginning of school. Additionally, this information is available in the substitute handbook, which is kept on the teacher's desk.

NOTE: All teachers should designate students responsible for:

1. Leading the lines
2. Assisting handicapped students
3. Closing the classroom door

F. Fire Drills/Evaluation:

Fire drills are conducted on a regular basis and are evaluated according to specified guidelines.

It is the teacher's responsibility to see that students exit the building in an orderly fashion each time the fire alarm sounds. Do not wait to see if this is a drill or if a child has pulled the alarm. The building will be evacuated each time the alarm sounds unless previously notified by the office.

TORNADOES

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 400 M.P.H. In order to be prepared to take emergency action if threatened by a tornado, the following guidelines are provided.

A) Tornado Alert

The National Weather service issues two types of tornado alerts, which are listed below:

- 1) Tornado Watch - Which means that weather conditions are such that a tornado may develop.
- 2) Tornado Warning - Which means that a tornado has been sighted and protective measures should be taken.

B) Signals

- 1) Warning Signal: No signal included on our bell system
- 2) Alternate Signal: An announcement over the intercom to prepare for a drill. All teachers are to turn to in-house television channels for more information.

C) General Procedures:

- 1) All personnel and students should know the "Symptoms" of severe thunderstorms and tornadoes.
- 2) The principal, secretary, and custodian shall be trained as "Severe Weather watchers" and shall be trained in the use of the warning system.
- 3) School buses generally continue to operate during tornado watches but not during warnings.
- 4) DURING A WATCH: Open doors into hallways. Store portable equipment inside the building away from the shelter areas.
- 5) DURING A WARNING: Open and secure exterior glass doors - leave solid doors closed. Secure or store articles, which might act as missiles.
- 6) As soon as the warning is sounded, seek shelter within the building, crouching on knees, head down with hands locked at the back of the neck.

7) If there is insufficient time to take shelter in designated areas, go to the inside wall away from the windows. Students should squat on the floor next to the wall or get under desks or other furniture by squatting or lying prone on the floor, face down. If a book can be picked up easily it can be held over the head.

D) Weather Drills:

Drills are conducted three times a year, once in the fall, once in the spring, and once when the state sets the date.

Note: **WATCH THE GLASS DOORS!**

Colonial Liquid Petroleum Pipeline

There is a pipeline running approximately 700 ft. behind SCIS. Colonial posts easy-to-spot yellow, black, and red markers along the pipeline route to show the approximate location of the pipeline. Markers are also posted at all locations where pipelines pass beneath roads, rivers, streams, and railroad tracks.

Pipeline accidents are rare, but they can occur. It's important to know how to recognize a pipeline emergency and take immediate actions to protect people, property, and the environment.

Colonial partners with local and state public safety agencies to manage an emergency. Always follow the instructions of local emergency responders to ensure your safety.

SUMTER COUNTY SCHOOLS

CODE RED is used when there is immediate danger for students, and/or staff^[JB1].

All instruction should stop and students should be moved to a secure corner of the room. All doors should be closed and locked, windows should be covered.

CODE YELLOW is used to alert staff of a situation that could develop into a **CODE RED** situation.

CODE BLUE is used to advise staff of severe weather conditions.

Students and teachers should move to the designated secure areas away from windows and doors.

CODE BROWN is used in the event of a bomb threat or pipeline leak.

All classes should move to the secure area across the street at the middle school stadium.

CODE GREEN is used to notify that all previous codes have been lifted and that school functions should return to normal.

EVALUATION

Each staff member's performance will be evaluated during the school year. The instrument used to evaluate teachers is the state-adopted instrument, **TKES**. This instrument will be covered in depth during scheduled faculty meetings. All paraprofessionals and other non-certified staff members will be evaluated on a system-wide form. Each teacher who supervises a paraprofessional will be responsible for assisting in the evaluation of that individual. Informal observations will be conducted routinely on all staff members throughout the year. Teachers and staff members are all accountable for student achievement as reflected on the test scores. High expectations for student behavior will be part of the evaluation. You will receive a summary report of the number of discipline referrals to the office and the number of days absent and tardy every nine weeks. If you have excessive referrals and absences someone from the administrative team will work with you to help with these concerns.

FACULTY MEETINGS

Faculty/staff development meetings will be held on a scheduled basis and will be announced in advance. Faculty meetings, committee meetings, collaborative planning, study groups, Family Engagement Nights, and grade meetings are mandatory to attend. Each staff member will be expected to attend these meetings. Every effort will be made to keep each meeting brief and to the point. Staff members are expected to attend all meetings and remain until the end of the meeting. Do not ask to leave early on these days. Be organized. No exceptions will be allowed. **Children are not allowed to attend faculty meetings or team meetings.** Please schedule all appointments on other days or after 4:00 p.m. so you will be able to attend these meetings. Staff members will receive a calendar in advance so they may plan

accordingly.

SCIS HOSPITALITY FUNDS

The Faculty/Staff Fund provides us with the means to furnish a card or flowers to members of our faculty and staff who may be sick or have other special needs. We request **\$25.00 from each staff member** for our fund. This should be given to your team leader as soon as possible. SCIS is growing and becoming such a close knit family that we want to be sure to meet all the needs of our group. Hopefully this amount will take care of the fund this year. It is extremely important that each of us notify one of the hospitality committee members in writing when we know of a need. Also, please post items on the "Thinking of You" board by the mailboxes so all of the staff will be aware of a special need in "Our Family". Thank you in advance for your participation. Accounting records are available through the principal.

FIELD TRIPS

Field trip requests and plans must be submitted to Dr. Mohan Gugulothu. These requests must be submitted to the superintendent one month prior to the trip. Dr. Gugulothu will need these forms at least one week prior to the superintendent's deadline. This will provide enough time to have the trip approved and to make arrangements for transportation and lunches, etc. Field trips must be of instructional importance. All field trips must relate directly to the curriculum. There will be no field trips the first 3 weeks of the school term. Central office staff will set the last date for field trips. It is the responsibility of the person requesting the trip to request lunches in writing for everyone going on the trip, including the bus driver. **Do not forget to include special students who attend your class for all or part of a day. If you have a student who takes medication during the day, be sure to get it from the clinic before you leave for the trip. The teacher must bring his or her own coolers for milk.**

Remember!! All adult lunches **must be paid for in advance (\$4.25 each)** when the order is made. **Check** with Mr. Shelton **at least a week before** the trip to be sure all arrangements have been made. Be accurate with your count and be sure you send a list of your students' computer lunch numbers the morning of the trip. The Food Services Office orders food a month in advance. Do not ask for additional lunches at the last minute. **Teachers** are responsible for telling chaperones the

cost of the lunches and also for telling them that **NO young children may go!!** Forms will be provided for you to use for permission slips. You may attach any additional information needed to these after an administrator has approved it. **It is the teacher's responsibility to secure all field trip permission slips - prior to the trip!!** **Contacts MUST be made before the DAY OF THE TRIP!!!** **A form must be sent even if no money is to be collected.** After each field trip, team leaders are responsible for sending a field trip response to Mrs. Brittany Sanders. The board of education will receive these at each monthly meeting. Include a brief synopsis of the educational benefits of the trip. You may attach letters of thanks from the children and teachers.

FOOD

There will be no eating or drinking by adults in the classrooms during instructional time except water (brain-based learning)! Make sure any food kept in the classroom for cooking, treats, and etc. is stored in an airtight container to prevent problems with pests.

GIFTED EDUCATION

In seeking to provide services for students who have the potential for exceptional academic achievement, the Sumter County School System offers a gifted education program. Teachers, parents or guardians, peers, counselors, administrators, the student him/her, or other individuals with knowledge of the student's abilities may refer students for gifted education services. Students are automatically referred for services when reviews of achievement test results indicate they have obtained required system scores. Students are referred if they have been transferred from an out-of-state school system in which they are enrolled in a gifted education program. Transfer students receiving gifted education services in other Georgia public school systems are eligible for services in Sumter County Schools upon receipt of documentation of eligibility for services. Students can be referred but only become eligible for services by meeting criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability and achievement test scores, although evaluation data must be collected on the student in all four areas.

GRADE REPORTING

The report card is designed to inform parents about their child's progress towards

achieving the Georgia Standards of Excellence. Report cards are sent home every nine weeks to inform parents of their child's progress. A progress report will be sent home in the middle of the grading period to keep parents informed throughout the nine weeks. The grading scale reflects each student's academic performance. Grades are based upon daily work as well as formal and informal evaluations.

GRADING SCALE

Numerical Academic Achievement

A-90-100..... Excellent Achievement
B-80-89Very Good Achievement
C-70-79 Acceptable Achievement
F-Below 70..... Failing

HARASSMENT - TITLE IX

It is the policy of the Sumter County School District that racial or sexual harassment in any form is strictly forbidden. Any staff member who believes he or she has been subjected to harassment must report it to the building principal. A staff member shall not be subjected to retaliation for reporting racial or sexual harassment.

HEARING AND VISION SCREENING

Students attending Sumter County Schools in grades 2, 4, 6 and 9 will receive hearing and vision screenings administered by certified personnel. Parents will be notified if screenings indicate a need for further evaluation. Further evaluations are the responsibility of the parent. Parents should notify the school in writing if they do not wish for their child to participate.

HOSPITAL HOMEBOUND

Any Sumter County student who has a physical condition medically diagnosed by a practicing physician who restricts them to their home or hospital for a period of **ten or more consecutive days** could be served through this program. Notify an administrator if you have a student who fits this description or if you are interested in becoming a hospital/homebound teacher. See Mr. Mohan Gugulothu for further information.

INTERNET ACCEPTABLE USE POLICY

You will locate this policy at the end of this handbook. You will need to sign and turn the policy in to the office.

JURY DUTY

Any employee who receives a subpoena to serve on jury duty must complete a request for leave form. Attach a copy of the subpoena to the leave form. An employee who serves as a juror may meet this obligation without loss of pay if the money paid for this service is sent to the central office.

SUMTER COUNTY INTERMEDIATE SCHOOL

Leadership Team (25)

2025-2026

Dr. Mohan Gugulothu	Principal
Mr. Rodney Shelton	Assistant Principal
Mrs. Tawana Bettis	Assistant Principal
Ms. LaShunda Thomas	District Curriculum Coordinator
Mrs. Tawanna Tyson	Counselor
Ms. Deidre Noble	Counselor
Mrs. Sharon Wheeler	ELA Academic Coach
Mrs. Amy Deriso	Math Academic Coach
Mrs. Jill Forehand	Media Specialist
Mr. Treven Floyd	Culture & Climate Advisor
Ms. Lydia Dixon	4th Grade
Ms. Evette Harris	4th Grade
Ms. Lakeshia Mann	5th Grade (Southside)
Mrs. Amla Wallace	5th Grade (Northside)
Ms. Aneisha Walker	6th Grade
Ms. Chastity King	6th Grade
Mrs. Tomeika Dudley	Special Education
Mrs. Monisha Volley	AUX/EIP
Mr. Emery Graham	Custodian
Ms. Kathy Clum	Cafeteria Staff
Mr. Joel Landis	ESOL
Mrs. Erica Hooks	Para

LESSON PLANS/PLAYLIST

Planning is an essential ingredient for good instruction. Plans for each day's activities should include the GSE standards. Teachers' plans should also include **lesson plans/Playlist, pacing guides, and curriculum maps** and they must be updated and available each day. Administrators should be able to find them in an organizer attached to the door or in a notebook near the door. This will be checked randomly by the administrators.

The **Substitute Teacher's Folder** must be thorough and on the teacher's desk. If a teacher must be absent, it is his/her responsibility to prepare and supply detailed lesson plans with the class roster. Administrators may choose to check plans in the classroom or may call for them at any time. It is the teacher's responsibility to plan accordingly. Failure to have these documents accessible at all times will result in written documentation, the first time they are not available.

Energy Conservation

Sumter County School District is involved in an energy conservation program. This program requires that teachers monitor and conserve energy by turning off power at designated times. In order for this program to work, teachers must be sure to turn off their lights and their air condition units when they leave every day.

MAILBOXES

Each teacher and paraprofessional will have an assigned mailbox. All staff members need to check the mailbox for messages, mail and other information of importance each morning and afternoon. Afternoon messages involving students will be delivered to you. If you have an emergency, you will be called. If you are expecting an extremely important call, please notify the office.

PARAPROFESSIONALS

Paraprofessionals are to report directly to the teacher to whom they are assigned. However, Mr. Shelton is their immediate supervisor. The classroom teacher along

with the principal and other members of the leadership team will be responsible for evaluating the performance of all paraprofessionals. All questions concerning training and licensing should be directed to Dr. Mohan Gugulothu, who will in turn work with the central office contact person. Paraprofessionals are encouraged to attend workshops to keep abreast of the latest techniques for working with children.

Paraprofessionals must remain in the classroom making preparations and working with the teacher unless directed by the teacher or an administrator to work elsewhere. All paraprofessionals must be working in their designated rooms between **7:15 a.m.** and **3:15 p.m.** each day.

Paraprofessionals are an important part of the staff at SCIS. The teacher is the instructional leader. Paraprofessionals should follow the directions of the classroom teacher in order to enhance the learning environment of each classroom. The primary role of paraprofessionals is to actively assist children with academic achievement. They should provide drill and guided practice for the students. Teachers and paraprofessionals should plan carefully to ensure that each day is productive. The following list of duties and responsibilities may be assigned to paraprofessionals. The teacher or administrators as needed may add others.

- Helps prepare the room for the day's work.
- Assembles, for teacher use, materials and audio-visual equipment for class presentations.
- Assists the teacher in grading papers. Assigning grades is the teacher's responsibility.
- Reads stories to groups of children.
- Assists with daily instruction led by the teacher.
- Collects and arranges displays for teaching purposes.
- Assists students with make-up work.
- Listens to individuals and small groups as they read orally.
- Helps students find reference materials.
- Files materials in cumulative folders.
- Keeps records of books read by students.

- Keeps inventory of materials in the classroom.
- Helps with classroom housekeeping.
- Assists with bulletin boards.
- Assists students in the media center.
- Assists the teacher on the playground, in the lunchroom, media center, hallways, on trips, etc.
- Works with small groups of students.
- Performs such tasks and assumes such responsibilities as the administrators and teachers may occasionally assign.
- Morning and afternoon duties will be assigned to ALL paraprofessionals.
- All paraprofessionals are expected to be in their duty spot throughout the year supervising children -- FAILURE to do so will result in written documentation from the administrators.

**** All non-instructional tasks should be completed during planning time or after school.**

**** Remember: The teacher and the paraprofessional must work as a team.**

PARENT CONFERENCES

The goal at SCIS is to conference with all parents.

1. An **Open House** will be held on **July 30, 2025, 4:00-7:00 p.m.** All staff members are required to be present.
2. The system calendar will include conference days. Teachers should plan conferences during their planning time or after school when no other meeting is scheduled.
3. Parent support and contact is a vital part of a child's education. Parents are urged to visit the school often. These conferences should be designed to strengthen the bond between the home and the school. A minimum of two parent conferences must be held during the school term. Teachers should contact each parent the first week of school. Making a positive initial contact is crucial. The teacher must document all communication with parents in infinite campus. Teachers must keep a record of all parent contacts including phone calls, conferences, etc. A folder for each child including compacts and all contacts should be maintained.

4. Wednesday Couriers will be sent home along with students and parents are encouraged to sign and return on the next school day to their HR teacher.

School Council

The purpose of the School Council is to improve communication and participation of parents and the community in the management and operation of schools. Parents and the community are critical to the success of students and schools. O.C.G.A. § 20-2-85 (a). Also, to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and to share ideas for school improvement O.C.G.A. § 20-2-85 (a). School Council members are: Principal, AP, Parent Rep per grade, 2 businesses, 2 teachers (previous TOTY and current TOTY).

COMMITTEES/RESPONSIBILITIES

Hospitality - Assists in caring for the social and emotional needs of the staff; plans social events (**showers, bereavement, Christmas, and End-Of-The-Year Celebrations**); sees that illness, hardship, or loss among staff members is acknowledged.

School Climate & Culture - Plans for and carries out motivational activities for faculty and staff as well as recognize outstanding work habits.

Media/Public Relations - Assists media specialists in making decisions concerning media and technology programs; purchases; and planning for and conducting book fairs, special events such as Children's Book Week and Dr. Seuss' birthday. Communicates activities and accomplishments of students and staff members to the community through local media (pictures with articles and/or announcements must be proofed by Mrs. Forehand and Dr. Gugulothu before submission); assists in planning for and carrying out activities to promote SCIS; develops partnerships between school and local businesses and organizations; carries out plans for participation in community activities such as parades, etc.; invites community members and district leadership to special events; and arranges monthly readers from local businesses and organizations.

Positive Behavior Intervention & Supports (PBIS) - Assists in making decisions concerning the school's behavior management plan; plans for and implements recognition activities for students who consistently make good choices; and sees that student incentives are ready as needed. Plans and assists with activities for special days/weeks such as Arts in Action, Field Day, Parent Involvement/Engagement Week, Movie Night, Student Dance, Grandparents' Day, Dine with Dad, Munch with Mom, etc. This committee will work closely with the fundraising committee to ensure the two do not overlap in plans.

Student Mentor Program (P.A.W.S.)- Teachers will serve as a mentor for students who have behavioral issues that may negatively impact their academic achievement. The goal of the program is to help students change problem behaviors to good behaviors with our CHECK IN/CHECK OUT (CICO) SYSTEM. The teacher will make frequent contacts with the students.

Fundraising - Plans for and carries out fundraising events for the school, creating and organizing the yearbook, and designing the faculty/staff's back-to-school shirt. The committee will work closely with the special events committee to ensure the two do not overlap in plans.

Student Celebrations (SOTM & Honors Day)- This committee recognizes and celebrates students of the month and all types of student recognition, including Accelerated Reader, Reflex Math, Student of the Month, Honors Day, and other student celebrations.

Clubs and Organizations-This committee will develop and implement a plan to promote social engagement and learning opportunities to students through multiple types of activities. A list of suggested clubs include but are not limited to: Math, Reading, Science, Media/Public Relations, Photography, STEM, History, Cosmetology, BETA, Dance, LEGO, CHARMS, Culinary Arts, Ballers, Community Service Projects, School Beautification, Fitness, Performing Arts, and Chess.

SCHOOL REQUIREMENTS

Attendance- Teachers will be required to enter attendance daily and notify parents and school counselors and appointed paraprofessionals of students who have missed 2 consecutive days. The attendance protocol must be followed.

MTSS/SST- The school counselor and academic coaches will provide procedures for MTSS/SST meetings. Teachers will work on this process on Wednesdays of each week.

PARKING

Staff members are **REQUIRED** to park in the parking lots on the back of the building. The lot in the front of the building is reserved for office personnel. Be sure you do not park on the grass at any time.

PARTIES

ALL PARTIES MUST BE APPROVED BY AN ADMINISTRATOR PRIOR TO ANY NOTIFICATION OF STUDENTS OR PARENTS. Each grade level will cooperatively decide what parties are most appropriate for their grade level. Suggested parties include Winter Holiday (last day of school before Christmas break), Valentine, End of the Year. An entire class can not be denied the right to have a party because of the misbehavior of others!! Teachers must take the initiative to learn their students' families and be sensitive to the cultural wishes of parents concerning parties.

PERMANENT RECORD CARDS

Homeroom teachers will need to **complete a permanent record card** in **BLACK INK** for all students on their roll. These cards need to be legible and neat -- they may have to be **copied for court records**, etc. When a student withdraws during the school year, it is the responsibility of the teacher to record attendance, grades, and any appropriate comments on the card before the folder is filed in the inactive drawer. See one of the secretaries if you need additional cards. Failure to complete records accurately will result in written documentation.

PHYSICAL EDUCATION

All students in K-12 must attend and participate in a physical education program for

a number of minutes each year. Remember, children need to move and get fresh air. **DO NOT** keep students inside for discipline problems.

PLANNING TIME

Planning time must be used to make preparations for instruction or to target improvement in student performance by means such as, but not limited to, making parent contacts or collaborating with other educators.

PROGRAMS FOR EXCEPTIONAL CHILDREN

Sumter County provides special education classes for specific learning disabled, hearing impaired, visually impaired, behavioral disordered, intellectually disabled, other health impaired, orthopedically disabled, and speech and language therapy. The goal of the Special Education Program is to provide the best education and enable each student to achieve his or her highest potential.

PUBLIC RELATIONS

Dr. Andrea Ingram is our system wide media person assigned to handle public relations. All media, whether for the newspaper, newsletter, or radio must be given to the school's PR contact, Mrs. Forehand. She will be responsible for making all contacts with the central office. Do not call any media on your own. The PR person or a system representative will make all calls for you. This helps with coordination within the system. All staff members should work to develop positive relations with the parents and with the community.

1. Each staff member should present to the public the positive aspects of the school, its curriculum and its personnel. Be sure to share the wonderful things that go on each day in your classroom.

**** REMEMBER **** Be sure you do not discuss students with anyone. All information about students is confidential and covered under the privacy law!

2. Staff members in cooperation with the administration should develop on-going activities to improve school community relations.

3. When problems or difficulties arise with parents, community, or citizens, these situations are to be viewed as an excellent opportunity to clarify and

develop understanding of the role, function, and services of the school.

RECORDS/RECORD KEEPING

All records must be kept current, accurate, and confidential. Records must be neat, orderly, and written in **black ink**. As the year begins, study each record in your possession. Be sure required documents are present in each folder (Birth Certificate; **current immunization form -- eye, ear, and dental (EED) form; and a copy of the child's social security card, or a waiver signed stating the parents do not wish to provide the card.**) Records are a permanent history of each student's performance during school. These records of performance are signed and verified by you as an accurate assessment of the student. This information may be used in varying degrees, from student placement to becoming a part of a court record. Student records are the responsibility of the homeroom teacher. Teachers are required to notify the office of any problem with a student's record.

REPORTING CHILD ABUSE

All suspected cases of child abuse and/or neglect must be reported immediately to the building principal. The building principal or designee will contact the appropriate authorities. (See attached information on Board Policy in a separate section of this handbook.) This information is confidential and is not to be discussed with anyone. **NOTE: Designee: Deidre Noble, Tawanna Tyson, and administrators are aware.**

REPORTING STUDENT ABSENCES

Daily attendance must be recorded in the infinite campus daily. All attendance should be recorded by 8:00 AM. Students who are tardy must come by the office to get a tardy slip. Be sure to change the attendance in your records! Students who are suspended from school or in ISS must be indicated on the attendance record. Accuracy is a must. Twenty day verification reports will be completed to ensure accuracy. The following is Sumter County School's Policy of student attendance:

It is the teacher's responsibility to report student absences to the office in a timely manner. Teachers are expected to reach out to the parent or guardian on

students' 2nd day of absence and document in the infinite campus. On the morning of a student's third (3) total absence from school, the attendance clerk will contact the parents or guardians of the child.

All legal excuses (doctor's notes, dentist's notes, Health Department note, etc.) must be **turned in to Mrs. Coleman**. Notes written by parents are also to be turned in to Mrs. Coleman. Do not send these to the attendance officer. Students whose absences are due to truancy (students between the ages of 7 and 15 years old with no reasonable excuses available) will also be turned over to the SCS Truancy Officer, Mr. Jimmy Green.

REQUEST FOR MAINTENANCE/REPAIR

Any requests for maintenance or repair must be made via email to Mrs. Hubbard. Notify the office immediately if you have a problem with the air conditioning or heating unit in your classroom or anything that could be a danger to children or staff members such as exposed wires, broken glass, etc.

RESEARCH STUDIES IN SUMTER COUNTY SCHOOLS

All research studies must have prior approval by the Sumter County School System, the school principal, and the research committee from the post secondary institution supervising the study.

Guidelines:

1. No names of students, employees, the school or Sumter County Schools can be written in the results of the study.
2. All surveys must be approved by the post secondary institution and Sumter County School prior to the study. This includes written and focus group questions used by the researcher.
3. All participation in a study must be voluntary and this must be in writing to all participants.
4. Students may not participate in a study without prior parent permission or during school hours.
5. Staff members may not participate in studies during work hours.
6. Researchers may not see any data that has a student's name on it or see any part of a student's record.
7. Quantitative or qualitative studies may not be a disruption to the normal operation of a school day.

There are no exceptions to the aforementioned guidelines. However, Sumter County Schools and/or the principal of the school have the right to add additional guidelines or terminate a study at any time during its implementation.

SCHOOL NURSE

The Sumter County Board of Education, in conjunction with Phoebe Sumter Hospital, is providing school nurses. Our nurse will be providing Health Check Services, which consist of a complete physical exam on Medicaid Eligible Children. The nurse will send information and permission slips home. Send all injured children to the nurse's office. First Aid supplies and services will be available. Acute illnesses may also be sent to the nurse. Send a nurse's pass with any child you send to the clinic for any reason. If you have a child who is vomiting, you should immediately send that student to the nurse. If you have a child who has a chronic condition such as an unexplained rash, dental problems, scalp condition, hearing difficulty, vision problems, etc., please put a note in the nurse's box. The child will be picked up from your room for examination. If you have a health-related subject you would like the nurse to present to the class, notify her in writing. The nurse will also be providing blood pressure checks for staff members if needed.

Be sure all medication from home is sent to the clinic for proper storage. A teacher may not administer any medication to a student. Medicines sent from home with an explanatory note from parents will be kept in and dispensed from the nurse's office. The nurse will send home an information/permission form at the beginning of school for each child. The nurse must have written consent from parents or guardians before treatment and/or medication can be administered.

Head lice, impetigo, chicken pox, etc. are common among young children. These can be very sensitive issues for children and their parents. Please be discreet when you discover any of these problems or if a parent notifies you of a condition for which a child is being treated. Notify the school's nurse immediately so she can verify that the parent is aware of the child's condition and that the child is being treated.

Remember that all matters concerning students are confidential and may not be shared with others.

SMOKING/DRUGS

Federal law now prohibits smoking in schools or anywhere on school campuses -- this includes any type of tobacco products. Sumter County Intermediate School will observe a smoke-free, drug-free campus. No smoking will be allowed anywhere

on the SCIS campus. There will be no exceptions. We must strive to be good role models for children at all times.

STAFF ATTENDANCE

Staff members are expected to **be at work and on time**. The guideline for attendance states that the effect of teachers on student learning must be considered. For that purpose, **more than five absences will be considered excessive**. Please be mindful of being absent on critical days (Mondays and Fridays) since it is hard to secure substitutes and our students need you. Teacher absences have a direct impact on student learning, whether the absence is justifiable or not can be considered the issue. Doctors appointments should be made after school hours when possible. When requesting a full day doctor's appointment absence, please provide rationale for why it will take a whole day. Specific details about the nature of the illness do not have to be included.

STAFF LEAVING THE BUILDING

All faculty and staff members must notify the principal before leaving the building. If the principal is unavailable, he or she must notify an assistant principal. The staff member must also sign out/in in the front office with Mrs. Hubbard.

STAFF DEVELOPMENT

You are encouraged to keep abreast of the latest trends in education theory, philosophy, and practice. This can be done through the following:

- A) Staff Development and Activities
- B) College Courses
- C) Professional organization affiliations
- D) Professional meeting attendance

Requests for staff development may be obtained from the office and are required to be filled out and approved prior to being submitted to the staff development office. (Be sure to use **black ink** when completing these and all other forms.)

Please place completed forms in Dr. Gugulothu's mailbox. After each trip, all staff members are required to complete an expense form to be sent to the central office. Travel expense forms must be sent to Dr. Gugulothu when completed before the trip. She will sign them and will send them to the central office.

Remember: It is the teacher's responsibility to take appropriate courses to

update and renew their certificates.

STUDENT COMPLAINTS

Student complaints left unresolved often become parent and community complaints. Consequently, teachers should attempt to resolve student complaints rapidly. Make every effort to remedy the problem by helping the student understand all sides of the issue. If satisfaction is not obtained, please refer the student to an administrator. Review board policy "JCE" which deals with student complaints.

STUDENT OF THE MONTH

Each teacher will select a student of the month. The parents will be invited to the celebration. The following criteria along with any additional ideas the teacher may have will be used to select the student from each room.

1. Completes all work assignments.
2. Exhibits good behavior.
3. Uses good manners.
4. Cooperates with the teacher and other students.

Multi-Tier Support System (MTSS)

All students participate in general education learning. Students requiring interventions to meet learning expectations will receive support through a systematic process called Multi-Tier Support System. MTSS is a four tiered approach designed to offer evidence-based interventions with increasing levels of intensity based on progress monitoring. The purpose of the MTSS is to improve the delivery of instructional services to students experiencing problems of an academic, behavioral or social nature in school and to serve as a resource for teachers and other educators in the delivery of these services. The four tiered approach utilized in Sumter County Schools is listed below.

Tier 1 - Standards-Based Education Model

Tier 2 - Needs-Based Learning

Tier 3 - Student Support Team (SST)-Driven Learning

Tier 4 - Specially-Designed Learning

The MTSS/Student Support Team may be made up of teachers, administrators, parents, special education teachers, counselors, school psychologist, specialists, school social workers, central office personnel, outside agencies, or other appropriate personnel who can assist in the development of alternative classroom strategies and modifications to meet the individual needs of a student experiencing difficulty in school.

SUBSTITUTE REQUEST

It is imperative that all teachers and staff members strive to be present each day. Schedule appointments after school when possible. If you are sick and cannot be present a substitute will be obtained for you. **Do not call the school at the last minute.** Call Mr. Shelton **BEFORE** 9:00 p.m. or between 6:00 a.m. - 7:00 a.m., 229-938-6296 if you plan to be absent. Also text Dr. Gugulothu's cell (678-698-2544), and Mrs. Serrano (229-815-3222) and enter information in the Yoss Platform. Calls **WILL NOT** be accepted after 7:00 a.m. You are expected to come to work if you have not called before 7:00 a.m. **DO NOT** call the school unless you have been hospitalized, involved in an accident, or stopped by law enforcement. It is very difficult to find a substitute, check on lesson plans, materials, etc. in the middle of a "normal" morning. **Personal leave may not be taken during the first two weeks of school or during the last 20 days of school.** No personal leave will be granted during the months of February and March just prior to testing, nor will personal leave be granted on special days such as, Olympic Day, field trips, etc. Leave may not be taken preceding or following a holiday. See The Sumter County Board Policy Book---Section GBRI/GBRIF/GCRG/GDRH for details on all leave and absences. Forms to request leaves are available in the office.

SUPERVISION OF STUDENTS

It is imperative for students to be constantly supervised throughout the school day. (This includes the playground, halls, restrooms, etc.) Homeroom teachers **must** be in their rooms at 7:20 a.m. prepared to supervise students not in the office signing in. All other staff members must be in their assigned duty location no later than 7:20 a.m. However, **no teacher** should **ever** leave the building until the front lobby has been checked to make sure all students have left the campus. **It is the teacher's responsibility** to call the parents or guardian if a child has not been

picked up by the time the buses have left. All parents of car riders are responsible for picking up their child/children **on time**.

SUPPLY AND MATERIAL REQUEST

Any supplies or materials you need must be requested in writing. Check with your team leader before ordering any materials. Your team leader will supply you with the appropriate forms. This will require more careful planning and better use of existing supplies. For student supplies, see office staff. It is important that teachers are frugal with supplies. All materials requested must enhance and facilitate student learning.

TELEPHONE/CELL PHONE USE

The office telephone and media center conference room telephone may be used by all staff members for school business and emergencies only. The school secretaries will take all personal messages. **You should check your mailbox for messages prior to leaving school each afternoon.** Students are not to be sent to the office to use the telephone to call home. If necessary, one of our secretaries will make the appropriate call. **Cell phone use by staff and faculty members is prohibited during instructional or supervisory time.** If you must call a parent due to a problem, please use the phone in a private area.

TELEVISION AND COMPUTER USE

Only educationally oriented programs will be viewed during the school day. These programs must be included in lesson plans and have a **direct bearing** on current content being mastered. Educational programs are broadcast daily; however, these programs must be shown at the time of day or year to fit your subject content. Know your E.T.V. schedule and make arrangements with the Media Specialist, Mrs. Mrs. Jill Forehand, to have programs of interest taped. Any videos used must directly correlate to the subject area being taught. All television shows and movies must be directly related to the school improvement goal of improving student achievement **and must be indicated in your lesson plans.** Use of videos and televisions will be monitored closely. **NO videos should be shown the last two weeks of school, or within one week of a holiday.** An administrator must approve all video requests. Videos should not be used as a form of reward.

Remember that research shows that children spend far too much time watching television. The goal of SCIS is to improve student achievement in the areas of reading and math.

Only videos from the Media Center are acceptable. Any television program viewed at school must be of quality instructional content. **NO personal videos may be shown!**

TEXTBOOK/CURRICULUM

You are required as an employee of the Sumter County School System to follow the curriculum for your subject area and/or grade level. The textbook is to be viewed as one resource in teaching the curriculum. To adequately teach the curriculum, and meet the individual needs of your students you will need to use supplemental materials. These supplemental materials will include but are not limited to library resources, technology, teacher made materials, community resources, professionally prepared materials, student prepared materials, trade books, and thematic units.

The following guidelines will be used with regard to textbooks:

- A. Textbooks must be stamped with the school stamp before issuing.
- B. An accurate inventory must be maintained.
- C. When issuing textbooks to students, do it in such a manner that you can inventory the books when returned.
- D. You must inform students at the beginning of the year about their responsibilities of taking care of their books. Fines are to be paid for damaged or lost textbooks. SCIS provides each student with a textbook for all subjects.
- E. Team leaders must notify Dr. Gugulothu when textbook shortages are anticipated.

VENDING MACHINES

Be sure you have proper change for vending machines. We do not have change in the office or Media Center. They cannot be opened during the day if problems occur. See Mrs. Ruby Wilson after school for problems. Please leave a note if you have lost money. **No exceptions will be made.**

VISITORS

In our continued efforts to provide the safest environment for the students of

Sumter County Schools, the district has installed a **YOSS** System. The system has the ability to provide alerts on visitors who may jeopardize the safety of our students. Anyone checking a student out must be listed on the student's contact sheet and must present a valid state issued ID for entering into the **YOSS** System. This policy ensures that only authorized individuals are checking out students. This is not meant to inconvenience parents, but as a way to make sure that children are safe at all times. If not, please ask to see if this rule has been followed. This is for your own protection and the protection of your children. (See emergency preparedness plan). If you have a problem with a parent who visits often and tends to interrupt instruction, notify Dr. Gugulothu immediately or designee. Please remember that parents are an important component of the school program. Be courteous. **Please limit personal visits by family members.**

WORK ROOM

The poster markers, bookbinder, Ellison machine and colored bulletin board paper will be kept in the room across from the media center. **Please keep this area clean.** Teachers need to make sure their students stay out of this area for safety reasons. This includes children of staff members.

Appropriate Use Policy of Sumter County Schools Computers and Network Resources

It is the belief of the Sumter County Board of Education that the use of technology for the purpose of information acquisition and retrieval is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Sumter County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Sumter County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Sumter County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Email accounts are provided to teachers and students as long as they are active in the school system. They will be deleted when their status changes.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the

Internet's advantages far outweigh its disadvantages. The Sumter County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Sumter County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Sumter County Schools Computers and Network Resources Employee Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Additional items that employees need to be aware of:

A. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate websites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with "Spyware".

B. Teachers should follow the guidelines below when allowing or directing students to do Internet searches. Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision. Middle: Students in grades 6-8 may only perform unsupervised Internet searches using

child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

C. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.

D. Never allow a student to log in with a staff member's username and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including email and grades.

E. Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.

F. Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a command prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Technology Department of any violation of the Acceptable Use Policy.

G. Do not allow students to go to computer labs unsupervised (if the school site has labs).

H. Treat student usernames and passwords with confidentiality. Do not post a list of usernames and passwords where all students can see them.

I. Users are responsible for the appropriate storage and backup of their data.

J. The system requires employees to change passwords every 60 days. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor or movie. Do not record your login or password for your security.

K. Short-term substitute teachers are not to take students to the computer lab nor allow students to use the computers in the classrooms. (Long term substitute teachers may be qualified to use computers/labs after they receive appropriate orientation including review of the Acceptable Use Policy.)

L. Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, SPAM mail (spreading email or postings without good purpose), religious notes, and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load.

M. Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

N. Employees are not permitted to use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

O. Employees are not permitted to download, install, or use games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.

P. Employees must abide by the Sumter County Schools Website Posting guidelines when posting any materials to the web.

Sumter County Schools Computers and Network Resources Student Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
 2. Never provide last name, address, telephone number, or school name online.
 3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
 4. Never send a photo of yourself or anyone else.
 5. Never arrange a face-to-face meeting with someone you met on-line.
 6. Never open attachments or files from unknown senders.
 7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

A. Accessing, sending, creating or posting materials or communications that are:

1. Damaging to another person's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,

- 5. Threatening or demeaning to another person,
 - 6. Contrary to the school's policy on harassment,
 - 7. Harassing, or
 - 8. Illegal
- B. Using the network for financial gain or advertising.
 - C. Posting or plagiarizing work created by another person without their consent.
 - D. Posting anonymous or forging electronic mail messages.
 - E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
 - F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
 - G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
 - H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
 - I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
 - J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
 - K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
 - L. Using the school's computers or network while access privileges have been suspended.
 - M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
 - N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
 - O. Attempting to vandalize, disconnect or disassemble any network or computer component.

- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision. Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

Sumter County Schools Computers and Network Resources Web Site Posting Guidelines

I. Student Information, Work, and Pictures:

1. Web pages hosted from Sumter County School District's web server may contain a reference to a student. This includes references to students in photographs or in text.
2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page*.
3. A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

II. On Copyright

1. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc. for a school page may be allowed, assuming the site is not blocked by the web filtering hardware and software.

III. Prohibited Content/Items

1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released. Example: PTSO/PTA/Booster Organization officer/contact requests to have their personal email address listed in the appropriate area on the school's page(s) and the principal approves the request.
2. Student personal contact information of any kind
3. Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Sumter County School's equipment)
4. Links to "non-official" Sumter County Schools related sites that are hosted on remote, non-district web servers - Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or

classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.

5. Counters: If a school wants a Web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from the Coordinator of Online Learning.

IV. Compliance with FCS Acceptable Use Guidelines All material posted to the Sumter County Schools website must adhere to all provisions set forth in the Acceptable Use Guidelines. Items from these documents, which are relevant to information posted on the web, are:

No information/materials may be posted that is:

- Damaging to another person's reputation,
 - Abusive,
- Obscene,
 - Sexually oriented,
 - Threatening or demeaning to another person's gender or race,
 - Contrary to the school's policy on harassment
 - Harassing
 - Illegal

Pages created/information posted on Sumter County Schools web sites:

- MUST NOT use the network for financial gain or advertising.
 - MUST NOT contain plagiarized work created by another person without his/her consent
 - MUST NOT contain personal information such as phone numbers, addresses, drivers license or social security numbers, bank card or checking account information about any student or staff member.
 - MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student's or employee's login information.

V. Educational Appropriate Postings Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

* Parent permission is granted in the Student Handbook.

Sumter County Schools Email Disclaimer

Sumter County Schools has implemented a series of technology systems that "filter" all incoming email to detect SPAM (junk mail) and those that contain viruses, certain keywords, html scripts, or have other attributes that could potentially be unacceptable for student viewing or compromise network security. Our system also uses a Bayesian filter that uses algorithms to identify messages that are probable SPAM. We have set the system to automatically redirect any email identified as SPAM to the junk mail folder.

We have had some emails sent to teachers, administrators and employees of the school system that have been reported as being blocked. We realize the scrutiny we get when email is tagged as SPAM, blocked and subsequently deleted. There are many reasons why an email may be blocked by our system and they have been listed at the bottom of the page.

90% of our received mail is SPAM or SPAM related. While we realize that blocked email is an inconvenience, we have chosen to err on the side of caution due to the possibility of inappropriate content slipping through and being seen by a student peering over a teacher's shoulder.

If you have experienced this issue with email communication, we recommend that you check a few items noted below and try again.

1. Are you sure you have the correct address and that you did not mis-key?
2. Does your computer have current virus and spyware protection software installed and working properly?
3. Does your email contain embedded images (some signatures) or have a custom stationary look that utilizes images, sounds, and or other multimedia content?
4. Does your email address contain a correct return email address?

5. Are you trying to send the email as a blind copy?
6. Does your mail provider (or AOL, Hotmail, etc.) append anything to the message that might contain a phrase which could identify it as Spam?
7. Does your email have advertising in the body, header, or footer? e.g. "Find out more"
8. Does your email contain third party content in the form of html links or links in the header or footers of your email?
9. Does your email contain attached files?
10. Is the problem intermittent with sometimes email being delivered and other times it is not? If so, do you see any pattern such as messages going through if you reply to one they sent you, or they get blocked when you use an account which has a signature?
11. Did you get any notification indicating the message was undeliverable or didn't go through?

- Virus Filter - Messages identified or suspected for Viruses, Trojans, and e-mail exploits will be deleted.
- DNS Blacklist - There are several servers on the internet that maintain a DNS Blacklist for servers who know how to distribute Spam or to have open relays which allow Spam. Our Filter uses those lists so if someone has an email account on one of the Blacklisted servers then their mail will be blocked. It is their mail server owner who is responsible for being removed from those lists.
- Keyword Checking - There is a long list of keywords and phrases that if found in the subject or body of the message will be identified as Spam. Examples would include but not limited to phrases such as "don't miss out", "find out more", "100% guaranteed", "please answer quickly", "call now", "adult only", and a host of obscene phrases. Words included would be Viagra, nympho, erotic, and all those words not fit to print. Yes, we know that not every message with one of those is Spam but these are the most common and if they are removed from the filter will let hundreds or thousands of Spam messages through each day.

- **Header Checking** - Messages will be blocked if the "From" field is empty, contains more than 4 numbers, or uses part of the recipient's address/name. They will also be deleted if they have html scripts, contain remotely hosted images in the message body or if the message is mostly a graphic file with very little text. Both of those are methods Spammers use to get past the Keyword checking and often result in the obscene pics being displayed in the message. Messages that have false email headers and faulty return addresses will also be blocked.
- **Macro Filter** - Any files with Macros will be rejected and deleted, both incoming and outgoing. These are a potential security risk due to what could happen when a Word or Excel file is opened with a destructive Macro. Those are extremely easy for an end-user to create and then send to anyone with destructive results as soon as they open it.
- **Bayesian** - This is the "Smart" filter that uses algorithms to identify potential Spam. It results in a lot of false positives but the decision was made to delete all Bayesian identified messages instead of tagging them and sending them on through. This means that many thousands of messages are deleted each day and are not logged due to the size, so many legitimate messages are deleted as Spam and we have no way to trace what happened.
- **Directory Harvesting** - If someone sends a message that has several incorrect addresses in the "To:" field then the entire message will be rejected. This helps prevent Spammers from just sending a huge distribution list of potential names and getting lucky with some.
- **Custom Blacklist** - Individual mail addresses and entire mail domains can be added to a custom list to be blocked.
- **File Attachments** - Many types of files are blocked for security reasons and include those such as VBS, EXE, COM, BAT, and ZIP. Files such as XLS, PPT, DOC are NOT blocked unless they contain Macros. File attachments are quarantined so if they don't have a Macro then they can be forwarded on to the recipient if they are work related and the recipient lets us know when they get an automated notification that it was blocked.

APPENDIX H

WASTE, FRAUD, AND ABUSE

In compliance with White House Executive Order 12731, the Sumter County School System provides all employees and vendors with confidential channels to report suspicious activities. The Sumter County School System has established a system for reporting and investigating suspicious activities.

DEFINITIONS

Fraud - the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Sumter County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

Waste - the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

Abuse - the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority.

STATEMENT OF ADMINISTRATIVE REGULATIONS

The Sumter County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud, waste, or abuse of any kind to determine if disciplinary, financial recovery and/or criminal action should be taken.

CONFIDENTIALITY

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

PROCEDURES AND RESPONSIBILITIES

1. Anyone suspecting fraud, waste or abuse concerning federal, state or local programs should report their concerns to the Superintendent or the Superintendent's designee of the Sumter County Board of Education at 100 Learning Lane, Americus, GA 31719, or call (229) 931-8500.
2. Any employee with Sumter County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee is to contact the Superintendent or the Superintendent's designee at (229) 931-8500. Employees have the responsibility to report suspected fraud, waste or abuse. All reports can be made in confidence.
3. The Sumter County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud, waste or abuse.
6. A hard copy of these Fraud, Waste, or Abuse Administrative Regulations and [Code of Ethics](#) shall be disseminated to all employees at the beginning of each school year and will sign attesting that he or she has received the information and understands its contents, and be posted in a visible location at all schools and facilities and on the Sumter County Schools website (www.sumterschools.org) on the Federal Programs Web Page.

7. A report shall be made to the Sumter County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

Sumter County Schools

At-Home Learning Special Technology Device Check-Out Form

This form needs to be completed by the guardian checking out a device to take off-campus.

Borrower's Name : _____ **School:** _____

Phone Number: _____

Device Serial Number: _____ **Asset Tag #**

Equipment Condition: New Good Fair Poor

Notes regarding the assessed equipment condition: (Damages must be listed at the time of checkout)

Agreement

I, _____, agree to the terms and conditions of checking out a Sumter County School System owned device and understand the Sumter County School System Student/Guardian Equipment Use Agreement.

Signature of Guardian / Borrower: _____

Date: _____

Terms and Conditions

1. All users must agree to abide by the SCS' Internet Safety and Acceptable Use Policies.
2. All devices issued are the property of Sumter County Schools and are intended solely for educational purposes.
3. Users agree to pay for any damaged, lost or stolen equipment according to the price list below.

4. Student:

* Chromebook \$310 * Chromebook Screen \$100 * Chromebook Keyboard \$50
* Chromebook Case \$51 * Chromebook Charger \$25

Employee:

* Laptop Pro Books or Lenovo \$688 * Laptop Pro Book or Lenovo Carry Case \$ 10

5. All devices must be returned when Sumter County Schools returns to normal on-site operations, or upon request from Sumter County Schools (whichever comes first.)

6. Sumter County Schools is not responsible for any inappropriate content accessed on the device while off of the district-provided network.

SUMTER COUNTY INTERMEDIATE SCHOOL
CLASSROOM MANAGEMENT PLAN
2025-2026

TEACHER: _____ GRADE: _____

RULES:

1.

2.

3.

4.

5.

CONSEQUENCES:

1ST

2nd

3rd

4th

Comments:

Effective January 1, 2024

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

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

(2) Definitions.

(a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the GaPSC.

(b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the GaPSC.

(c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the GaPSC alleging that an educator has

breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

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

(f) “Inappropriate” is conduct or communication not suitable for an educator to have with a student.

It goes beyond the bounds of an educator-student relationship.

(g) “Physical abuse” is physical interaction resulting in a reported or visible bruise or injury to the Student.

(h) “Student” is any individual enrolled in the state’s public, or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(3) Standards.

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

505-6-.01 Page 2

not entered on the charge or the charge was otherwise disposed of in a similar manner in any

jurisdiction.

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

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any act of cruelty to children or any act of child endangerment;
3. Committing any sexual act with a student or soliciting such from a student;
4. Engaging in or permitting harassment of or misconduct toward a student;
5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

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

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

(i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

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

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

(e) Standard 5: **Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.

Unethical conduct includes but is not limited to:

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

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

1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

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

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

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

(h) **Standard 8: Required Reports** - An educator shall file with the GaPSC reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. Failure to report to the GaPSC all requested information on documents required by

the GaPSC when applying for or renewing any certificate with the GaPSC;

2. Failure to make a required report of an alleged or proven violation of one or more standards of the Code of Ethics for Educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. Failure to make a required report of any alleged or proven violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students; or failure to supervise a student(s).

(j) Standard 10: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and
2. Compromising the integrity of the assessment.

(4) Reporting.

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics

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

(b) The GaPSC notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

(5) Disciplinary Action.

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

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);
3. Order from a court of competent jurisdiction or a request from the Department of Human Services that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. Suspension or revocation of any professional license or certificate;
5. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
6. Any other good and sufficient cause that renders an educator unfit for employment

as an educator.

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

(c) The GaPSC is authorized to determine no probable cause as provided in O.C.G.A. § 20-2-984.4(e) and § 20-2-984.5(e) if:

1. After a preliminary investigation is concluded it is unlikely that there exists a preponderance of the evidence necessary to prove at a hearing that a violation occurred; or

2. After a hearing the administrative law judge makes a determination that there is not a preponderance of the evidence necessary to prove that a violation occurred.

(d) The GaPSC is authorized to determine no further action is necessary pursuant to O.C.G.A. § 20-2-984.5(a) if after review of the report of the preliminary investigation, sanctions should not be imposed.

(6) Sanctions.

(a) As outlined in O.C.G.A. § 20-2-984.5(c), the GaPSC has the discretion to issue a probable cause sanction against an educator. Common violations and associated sanctions can be found in the accompanying GaPSC Guidance.

1. Denial is the refusal to grant initial certification to an applicant for a certificate;

2. Monitoring is the quarterly appraisal of the educator's conduct by the GaPSC through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit periodic criminal background check (GCIC). The GaPSC specifies the length of the monitoring period;

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

4. Revocation is the permanent invalidation of any certificate held by the educator. A Voluntary Surrender is equivalent to and has the same effect as a revocation. A Voluntary Surrender shall be accepted and becomes effective upon receipt by the GaPSC;

5. Suspension is the temporary invalidation of any certificate for a period of time specified by the GaPSC; and

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

(7) Application Procedures.

(a) "Yes" answers to Personal Affirmation Questions (PAQs) require submission of information identified in the accompanying GaPSC Guidance.

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

Authority O.C.G.A. § 20-2-200

Sumter County Intermediate School

Faculty & Staff Handbook Training

EMPLOYEE AFFIRMATION OF KNOWLEDGE

2025-2026

I acknowledge that my administrators at Sumter County Intermediate School have reviewed the contents of the 2025-2026 Faculty/Staff Handbook with me at the beginning of the school year. As a part of the handbook review, I am in agreement that the following areas have been explicitly discussed and reviewed:

(INITIAL NEXT TO EACH SECTION DISCUSSED AND REVIEWED.)

- _____ 1. Code of Ethics
- _____ 2. Moral Turpitude
- _____ 3. Waste, Fraud and Abuse
- _____ 4. Federal Complaint Procedures
- _____ 5. Child Abuse
- _____ 6. Drug-free Workplace
- _____ 7. Crisis/Emergency/Safety Preparedness Plan
- _____ 8. Harassment
- _____ 9. Internet Acceptable use guidelines/policy

Furthermore, I understand that this acknowledgement will be kept on file at Sumter County Intermediate School and a copy will be on file with Sumter County Schools' Director of Human Resources.

Employee's Signature:

_____ **Date:** _____

Employee's Full Name (printed):

CIT Roles and Responsibilities

(SCHOOL SAFETY IS THE TOP #1 PRIORITY!!!!)

Improving School Leadership & Shaping a vision of academic success for all students	Creating a climate hospitable to education (Teaching & Learning)	Student, family, and community involvement & support	Managing people, data and processes	Cultivating leadership in others
Roles and Responsibilities				
Dr. Mohan Gugulothu Principal	Mr. Rodney Shelton Assistant Principal- North	Mrs. Tawana Bettis Assistant Principal- South	Ms. Tawanna Tyson Counselor- South	Ms. Deidre Noble Counselor- North
Curriculum and Instruction (Implementing teaching - learning - assessment activities)	School Safety & Operations	School Assessment Coordinator	School Counseling *Individual *Small Group *Whole Group	School Counseling *Individual *Small Group *Whole Group
Planning & Organization (Process, structures, products and budget) Cafeteria Duty: 11:40-12:35	Monthly Safety Drills Monthly Building Reports Cafeteria Duty: 10:50-11:45	Student, family, and community involvement & support Cafeteria Duty: 12:30-1:25	Student, family, and community involvement & support Cafeteria Duty 12:00 -1:20	Student, family, and community involvement & support Cafeteria Duty 10:40 -12:00
Attend Parent Conferences (300 wing and overall)- (RTI, EIP, IEP, 504, ESOL, Gifted, Grades, Attendance & Discipline)	Attend Parent Conferences (RTI, EIP, IEP, 504, ESOL, Gifted, Grades, Attendance & Discipline)	Attend Parent Conferences (RTI, EIP, IEP, 504, ESOL, Gifted, Grades, Attendance & Discipline)	Attend Parent Conferences (RTI, EIP, IEP, 504, ESOL, Gifted, Grades, Attendance & Discipline)	Attend Parent Conferences (RTI, EIP, IEP, 504, ESOL, Gifted, Grades, Attendance & Discipline)
School Leadership (CNA & SIP), Plan Faculty, LT and SPT meetings	Discipline (School and Bus)	Discipline (School and Bus)	Intervention Services -TIER 3 Reports (Academics & Behavior)	Intervention Services -TIER 3 Reports (Academics & Behavior)
Collect, Analyze & Review student and teacher performance data	Monthly Data Reports (Behavior, Attendance)	Monthly Data Reports (Pass/Fail, STAR, I-Ready, and other assessments)	Mentor/Mentee Implementation	Mentor/Mentee Implementation
Teacher/Staff Evaluations	Teacher/Staff Evaluations	Teacher/Staff Evaluations	Social Emotional Learning	Social Emotional Learning
Manage and approve	Sick -Text and/email to	Sick -Text and/email to	-Parent Resource	-Parent Resource

leaves in Capitol Impact (Sick, Personal, Professional & Vacation)	Mr. Shelton,Academic Coach,Ms. Serrano,Ms. Bettis & Dr. Gugulothu(Group text preferred)	Mr. Shelton,Academic Coach,Ms. Serrano,Ms. Bettis & Dr. Gugulothu (Group text preferred)	Room -Title I Meetings -Student of the Month Program	Room -Title I Meetings -Student of the Month Program
Professional Learning	Professional Learning	Professional Learning		
Academic Coaches (Report to Principal)	Mrs. Wheeler and Mrs. Deriso will work in conjunction with the Principal to implement Curriculum, Instruction, Job-embedded and Professional Learning. Classroom observations with the administrative team to support teachers.			

Office Staff Roles and Responsibilities Key Responsibilities <i>(SCHOOL SAFETY IS THE TOP #1 PRIORITY!!!!)</i>			
Improving School Leadership & Shaping a vision of academic success for all students	Creating a climate hospitable to education (Teaching & Learning)	Student, family, and community involvement & support	Managing people, data and process. Cultivating leadership in others
Office Staff Roles and Responsibilities			
Data Clerk Crystal Coleman Work hours 8:00 am to 4:30 pm Lunch 12:30 pm to 1:00 pm	Office Paraprofessional Sonia Serrano Work Hours 6:45 am to 3:15 pm Lunch 11:30 am to 12:00 pm	Bookkeeper Ruby Wilson Work hours 7:30 am to 4:00 pm Lunch 12:00 pm to 12:30 pm	Administrative Assistant Stacy Hubbard Work Hours 7:00 am to 3:30 pm Lunch 12:30 pm to 1:00 pm
1. Attendance Meetings 2. Student Registration 3. Schedules 4. Permanent Record keeping 5. Incoming calls 6. Assist front office 7. Other duties assigned by Admin	1. Attend students 2. Bus/car rider changes 3. Escort walking students 4. Make copies for Administrators/teacher s (Copies for teachers have a three day turnaround time.) 5. Count money/Receipt all incoming money from teachers, staff, students and parents . 6. Call to verify all bus passes	1. YOSS 2. Purchase order 3. Work with principal (funds & accounts) 4. Substitute for nurse 5. Distribute teacher supplies 6. Assist front office	1. Front Office - Answer the phone; assist parents, students, teachers, principals, and counselors 2. Schedule parent meetings 3. Bus disciplines entry 4. Bus/car rider changes 5. Enter work orders (monitor) 6. Count money/Receipt all incoming money

	7. Distribute all teachers/students 8. Wednesday carrier information 9. Call in Subs as needed 10. Other duties assigned by Admin	7. Other duties assigned by Admin	from teachers, staff, students and parents. 7. Lock all money in safe 10. Order supplies 11. Call to verify all bus passes 12. Afternoon announcements 13. Report all fire drill information 14. Other duties assigned by Admin
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Steps for Requesting Items (Purchase Orders)

Step 1: Get a Purchase Order from Mrs. Wilson (Pink-Central Office funds or White-In house funds) and Fill it out *(Verbal Consent is not a consent to place an order).*

Step 2: Give the Purchase Order to Mrs. Hubbard or Mrs. Wilson in the front office once it has been completed.

Step 3: Mrs. Hubbard or Mrs. Wilson will give the Purchase order to Dr. Gugulothu for Review/Approval.

Step 4: Once approved, Mrs. Wilson will Create the Purchase Order, then give it to Dr. Gugulothu for signing.

Step 5: Once signed, Mrs. Wilson will send PO to the Central Office or Supplier for Acceptance.

Step 6: Once items have been received, check off items then sign packing slip/invoice then give to Mrs. Wilson for billing purposes.

****Any items bought without a completed and signed Purchase Order will not be refunded. *(Verbal Consent is not a consent to place an order, you must complete a PO).***