



**Echols County
School District
Personnel Handbook
2022-2023**



VISION STATEMENT

OUR VISION IS TO BE A SCHOOL SYSTEM
THAT DEVELOPS INDEPENDENT,
RESPONSIBLE, LIFELONG LEARNERS

MISSION STATEMENT

THE MISSION OF THE ECHOLS COUNTY
SCHOOL SYSTEM IS TO PROVIDE AN
EXCELLENT EDUCATION FOR ALL
STUDENTS

Our Beliefs (Core Values)

We believe:

- All children learn in different ways and at different rates.
- All children should have an equal opportunity to learn.
- Environmental, socio-economic, and life experiences influence students' learning.
- Parents should be meaningfully engaged in their child's education.
- Parents should instill in their children the value of education and the importance of regular attendance, acceptable behavior, and academic success.
- The school system should communicate clear, high, and attainable expectations for all students, staff, and stakeholders.
- All students should be provided a broad, coherent, and challenging curriculum related to the real world.
- Schools should strive to prepare students to be productive, self-sufficient, and contributing members of society.
- Schools should make educational decisions informed by data and in the interest of all students.
- Schools should provide a safe and caring environment for all.
- The community should have a vested interest in the education of all its children.

- Together, the school system and the community serve as the foundation for quality of life, growth, and sustainability of the community.

PHILOSOPHY

We believe the purpose of education in the Echols County Schools is to help the individual to be an effective citizen in a democracy. The school should provide every individual a very broad experience through its curriculum and extra-curricular activities to develop the whole child physically, mentally, emotionally, and socially. For the complete development of an individual's fullest capacities, there must be cooperation between home, school, and other social institutions. We believe it to be our duty, within the realm of possibility, to initiate the cooperation and to assist in the total growth of each individual.

Listed in the table of contents are topics which are covered in the teacher procedures handbooks. Examples of forms which you may need throughout the year are included in the handbook. You will find the forms listed in italics underneath the topic with the page number for the form. Forms are available in the school offices.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or handicap (Section 504 of the Rehabilitation Act of 1973); in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Echols County Board of Education does not discriminate in any educational programs or activities or in employment policies. If you have any questions or grievances, please contact Rebecca Hill at (229) 559-5734.

August 1, 2022

Dear Faculty and Staff:

We, the administrators, would like to welcome you to a new and exciting school year. We believe we are very fortunate to have the best faculty and staff in the state of Georgia. We look forward to working with you, our students, and their parents in making this year successful.

A special welcome is extended to our new employees. We know that you will find Echols County School to be a workplace that is comfortable and supportive. We appreciate you joining our team.

We believe that it is of utmost importance that we work together to help our students to develop intellectually, physically, and socially in order to prepare them to become the best citizens they can. The impact that educators have on students is an overwhelming responsibility. Through our guidance and direction, we have the potential to develop our greatest resource, the children of Echols County, into becoming a valuable contributor to society. We offer our time and assistance to help make your part of this task an easier one.

We appreciate your enthusiasm for teaching and look forward to working with you this school year.

Sincerely,

Zane Craven
9-12 Principal

Bobbie Staten
K-8 Principal

Joey Temperly
K-8 Assistant Principal

TABLE OF CONTENTS

Absenteeism.....	09
<i>Absent & leave form</i>	12
<i>Leaving school early form</i>	13
Alma Mater.....	92
Announcement to be Put on Memo and Intercom System.....	18
<i>Announcement form</i>	19
Assemblies.....	21
Beliefs.....	2
Bell Schedule.....	21
Board of Education Policy Handbook.....	21
Board Members/System Staff.....	91-92
Bus Loading Procedures on Non-Rainy Days.....	21
Bus Loading Procedures on Rainy Days.....	21
Career Center.....	22
Children of Employees.....	22
Classroom Procedures.....	22
Code of Ethics for Educators.....	92-96
Collection of Money from Faculty/Staff.....	22-23
Community Service Diploma Seals.....	23
<i>Community Service Agreement Form</i>	23-24
<i>Community Service Record Form</i>	25
Computer Lab Use.....	23
Copier Use.....	26
Discipline Plan for Classroom.....	26
<i>Example of discipline plan</i>	27
Discipline Referrals.....	28
Dress Code for Students.....	28
Dress Code for Teachers.....	28-29
Duty.....	29
Duty Hours.....	29
Lunch Duty.....	29
Morning Duty.....	29
Electronic Devices.....	29-30
E-mail Usage.....	30
End of Course Test.....	30
Evacuation of Campus.....	30-31
Evaluation Instruments.....	31
Facilities Usage.....	31
<i>Facilities use form</i>	32

Faxes	31
<i>Fax form</i>	33
Federal Family and Medical Leave Act	14-18
Field Trips.....	34-35
<i>Field trip request form</i>	36
Final Exams	37
Final Exam Exemptions.....	37
Middle School Incentive.....	37
Fire Drills	37-38
Fire Drill Roles and Responsibilities	38
Flower Fund.....	38-39
Fund Raisers.....	39-40
<i>School Fundraiser- Special Exemption Request</i>	42
<i>Fund raiser request form</i>	43
<i>Auditor's Form</i>	45
Grading of Students	45
Graduation from High School.....	45
Hall Passes	45
Honor Roll	45
Injury of Students.....	45
<i>Injury reporting form</i>	46
Internet Use.....	47-56
ISS Assignments	57
Keys	57
Leaving Classroom for Emergencies	57
Lesson Plans.....	57
<i>Lesson plan modifications</i>	58
Lock Down Procedures.....	59
Lockers.....	60
Lunch Count.....	60
Lunch- No Cost Program	60
Lunchroom Rules and Duty	60
Mailboxes and E-Mail.....	61
Maintenance of Classroom	61
Make Up Work	62
Media Center Use	62
Medication for Students.....	63
Mission Statement.....	1
Moment of Silence/Pledge to Flag.....	63
Money Collection.....	63-64
New Teacher Mentor Program.....	64-65
Parent Contacts	65
<i>Parent contact forms</i>	65
Parking	66
Parties.....	66
Pep Rallies	67

Philosophy.....	3
Planning Periods	67
Post Planning	67
Pre-Planning.....	67-69
<i>List of things to do</i>	67
<i>First Day Routine</i>	67
<i>Textbook form</i>	70
Pride/Professionalism	71
Progress Reports	71
Promotion and Retention of Students.....	71
Property Inventory	71-72
<i>Property inventory form</i>	73
Removing a Student from the Classroom	74-76
with a Chronic Discipline Problem	
Report Cards	76
Requisitions.....	76
Response to Intervention/Multi-Tiered Student Support.....	77
School Events Scheduling.....	77
School Closure: Protocol for Athletic Events.....	77
Schedule Changes	77
Sexual Harassment.....	78
Showers for School Employees	78
Sign In-Out.....	78
Star Student.....	79
Student Attendance Procedures	79
Student Debt Policy	80
Students Leaving Campus.....	80
Substitute Plans.....	80-82
<i>Information to attach in folder</i>	80
<i>Information for substitute</i>	81
<i>Classroom schedule</i>	81
<i>Procedures for substitute</i>	81
<i>Fire drill procedures</i>	82
<i>Helpful information</i>	82
Supplies.....	83
Tardy Policy	83
<i>Tardy form</i>	84
Teacher Retirement Gifts.....	85
Textbook Assignments.....	85
<i>Textbook form</i>	86
Telephone Use	87
Videos	87
<i>Video form</i>	88
Visitors on Campus.....	89
Volunteers	89
Welcome Letter.....	4

THIS PAGE
INTENTIONALLY
LEFT BLANK

ABSENTEEISM / LEAVE OF EMPLOYEES

Your presence in the classroom is essential in order to maximize student achievement. A substitute cannot replace a teacher and the learning that goes on in the classroom when a certified teacher is present. Most students also view a substitute in the classroom as having a day off from work. We realize that at times it is necessary for teacher to be absent. Try to be in attendance as much as possible. (Something to think about: For every day you are absent, a student loses three days of learning—the teacher spends the day before the absence getting ready to be absent, the day he/she is absent, and the day they return catching up on being absent.)

1. When you know you are going to be absent, a leave form needs to be filled out. This must be turned in to one of the secretaries so that a substitute can be obtained for you.
2. Check with the secretaries before your date of leave to make sure that they know you are going to be absent and that they have a substitute.
3. **DO NOT SCHEDULE AN ABSENCE THE DAY BEFORE OR THE DAY AFTER A STUDENT HOLIDAY FOR THE PURPOSE OF EXTENDING VACATION TIME.** Students are usually more difficult to manage during these times and a teacher has better control over the students.
4. For leave to attend a school related, curriculum related, or staff development fill out the professional leave form and attach a copy of the workshop or event (if applicable) that you plan to attend. This needs to be completed at least one week before the scheduled event is to occur. This must be approved prior to your attending the event.
5. Teachers are allowed 1.25 sick leave days per working month for a total of 12.5 days per year. If sick leave days are not used, they will carry over to the following year. Unused sick leave days can also be accumulated to count toward retirement. Employees may use up to (3) days of accumulated sick leave for personal or professional leave if prior approval has been given and if the presence of the employee requesting absence is not essential for effective school operation. A leave form must be filed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.
6. For unexpected absences such as personal sickness, family sickness, or death of a family member use the voice mail number for substitutes: (229 559-2490) – you are responsible for calling- do not text or call another faculty/staff member with the request for them to relay the message that you will be out. Call the sub line and leave a message for the secretary. **PLEASE CALL BEFORE 7:00 A.M.** The secretaries will check the voice mail and obtain a substitute for you. If you determine the same day you are absent that you will be unable to return to school again the next day, then call the school and let one of the secretaries know so that they can obtain a substitute for you. **EMERGENCY LESSON PLANS SHOULD BE**

ON FILE FOR EVENTS SUCH AS THIS. If you are sending in lesson plans by another teacher or someone else, please let the secretaries know who will be bringing in the plans. If emergency lesson plans are to be used, then let the secretaries know this.

7. For unexpected absences such as personal illness, or family illness, immediately upon your return to school, you need to fill out the leave form and turn in to one of the secretaries so that the reason for your absence can be validated.
8. Leave forms must be filled out even if a paid substitute is not called in for you. (Example: you need to leave to attend a funeral, but plan to return and leave a paraprofessional or another teacher in charge or you plan to attend a special event that your child in another grade may be having and you have a school employee cover your class(es).
9. If an employee is absent for 3 consecutive days of sick leave, a physician's certificate may be required at the discretion of the Superintendent or designee.
10. Employees are allowed one day of professional duty a year to serve as a chaperone (not just a parent) on a school related activity/field trip. Employees attending school field trips, as chaperones, should be coordinated through classroom teachers or club sponsors conducting the trip. Employees attending the trip as a chaperone may be limited based on the number of chaperones needed and bus capacity. Employees serving as chaperones will be required to ride the bus and monitor students throughout the event. Only one professional day will be granted, additional days will require the employee to take personal days.

Tardy to School

Employees who are going to be late for school are asked to call the office and let the administrator or administrator's secretary know when to expect them. Not following this procedure will result in a written reprimand.

Leaving School Early

1. If you need to leave school between 2:45 and 3:30, then fill out a LEAVING SCHOOL EARLY FORM. (Green Slip) These forms may only be used for leaving after students are released. Any other need for leaving early will require a leave request. Secretaries have the forms.
2. Turn in form to one of the office secretaries as soon as you know you will have to leave early. **DO NOT SCHEDULE APPOINTMENTS WHEN ANOTHER MEETING IS SCHEDULED.** (Check school calendar for definite meeting dates)
3. The secretaries will give the form to an administrator for approval and then file the form.
4. You will be allowed to use this form up to six times in a school year; any early leave beyond 6 will require a regular leave form, or a guiltless green slip.
5. Bonus Pay will be given to employees who do not miss more than 2 days of work. The bonus pay will be as follows: \$100.00 for 2 or less days for every full-time employee.

All part-time positions are excluded from bonus pay.

Reference the BOE policy for additional leave information

**ECHOLS COUNTY SCHOOLS
LEAVE REQUEST FORM**

Name of Person Requesting Leave _____
 Date(s) of the Leave _____ Date/Time Leaving _____
 Substitute needed Yes No

**Sick Leave/Personal/Other
(To be completed before leaving)**

Check One

- Personal Illness
- Illness in the Immediate Family
- Death in the Immediate Family
- Personal Leave (3 days per year max = request for leave completed 3 days prior to leaving)

A leave form must be filed and approved by the Superintendent or designee prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted. The Superintendent or designee may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

- Vacation (12 month employees only)
- Military Leave
- Jury Duty
- unpaid Leave
- Witness in School System Case
- Professional Duty (Approved School Activity: Chaplains, Athletic Events, Club Events, etc.) Describe Activity _____

***If Professional Leave – Please use the PROFESSIONAL LEAVE FORM**

Approval:

Employee's Signature _____ Date _____

Administrative's Signature _____ Date _____

Superintendent's Signature _____ Date _____

(Revised 9/23/2015)

Employee Only

Administrative/PA

Counsel Office/Careers

**ECHOLS COUNTY SCHOOLS
LEAVING SCHOOL EARLY**

Teacher's Name _____

Date _____

Time Leaving _____ Time Returning (if applicable) _____

Reason for Leaving _____

_____ Administrator Approved

_____ Administrator Denied

Federal Family and Medical Leave Act Status: ADOPTED

Original Adopted Date: 07/10/2007 | Last Revised Date: 03/09/2010

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulations. The Board of Education ("Board") does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

A. ELIGIBLE EMPLOYEES

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave are eligible to take unpaid leave under the FMLA.

B. DEFINITIONS

"Covered Active Duty" means, for members of the regular Armed Forces, duty during deployment to a foreign country; for members of a Reserves component of the Armed Forces, duty during deployment to a foreign country under a call or order to active duty pursuant to federal law.

"Covered Servicemember" (for qualifying exigency leave) means the employee's spouse, child or parent under a federal call or order to covered active duty.

"Covered Servicemember" (for military caregiver leave) means the employee's spouse, child, parent or next of kin who is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

"Instructional employee" means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

"Next of Kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

"Outpatient Status," with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Parent" means a biological, adoptive, step or foster mother or father or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law."

"Parent of covered servicemember" means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered servicemember. The term does not include parents "in law."

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care requiring an overnight stay in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, all as further defined in the FMLA regulations.

"Serious Injury or Illness" means, an injury or illness incurred by a covered servicemember in the line of duty on active duty (or that existed before active duty and was aggravated by line of duty active service) that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, "serious injury or illness" means a qualifying injury or illness, as defined by the Secretary of Labor, incurred during or aggravated by active duty during the five years before undergoing treatment, recuperation, or therapy, and that manifested itself before or after the member became a veteran.

"Son or daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care due to a mental or physical disability at the time FMLA leave is to begin.

"Son or daughter of a covered servicemember" means a covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember acted in the place of a parent, and who is of any age.

"Spouse" means a husband or wife as defined or recognized under Georgia law.

AMOUNT AND TYPE OF LEAVE TAKEN

An eligible employee may request leave for one or more of the following reasons:

Birth of a son or daughter and to care for the newborn child;

Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;

To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;

Serious health condition of the employee that prevents the employee from performing his/her job functions;

Any qualifying exigency arising from the fact that the employee's family member (the covered servicemember) is on covered active duty. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to five days per instance); post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and

Military caregiver leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. § 825.200(b)(4).

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a

newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

An eligible employee is eligible to take up to 26 weeks of military caregiver leave during a “single 12-month period.” The “single 12-month period” begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the “single 12-month period” described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District’s normal leave policies. Because leave pursuant to an employee’s disability benefit plan or workers’ compensation absence is not unpaid, the provision for substitution of accrued paid leave is not applicable in such cases.

INTERMITTENT OR REDUCED LEAVE

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The District will require a certification, in the form designated by the District, to document the necessity of such intermittent leave or reduced schedule leave.

E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the [designate title of office or official]. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, considering all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days’ notice of foreseeable leave, he or she must explain why such notice was not practicable if requested by the District. When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District’s usual and customary leave requirements. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the District.

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA-qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

F. BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not

return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered servicemember or other circumstances beyond the employee's control. The District may require certification from the health care provider that a serious health condition of the employee or family member, or the covered servicemember's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

G. REQUIRED CERTIFICATION AND REPORTING

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered servicemember be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the District and the employee.

Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

The District may require that a first request for leave because of a qualifying exigency arising from active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting

the required information to support a request for exigency leave will be provided by the District upon request.

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal serious health condition or to care for a covered servicemember that would constitute at least 20% of the total number of working days during which the leave would extend, the District may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks; and the employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks; and the employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: The State of Georgia requires acceptance of Terms and Conditions before reviewing the code. To 'accept' click here: [State of Georgia Terms and Conditions](#) After accepting, return here and click on the links below to be taken to each specific code. You should only have to do this one time per session.

State Reference	Description
O.C.G.A 20-02-0852	Maternity leave
O.C.G.A 20-02-0852.1	Paternity or maternity time off for adoptive parents
O.C.G.A 24-12-0021	Disclosure of AIDS confidential information
Federal Reference	Description
29 CFR 1604.10	Employment policies relating to pregnancy and childbirth
29 CFR Part 825	The Family and Medical Leave Act of 1993 - Regulations
29 USC 2601	Family and Medical Leave Act-Findings and purpose

Board Policy GARHB: Paid Parental Leave Status: ADOPTED

Original Adopted Date: 07/13/2021 | Last Revised Date: 07/13/2021

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of Education under the following terms:

1. An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:(a.) The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and (b.) The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.
2. A qualifying life event means: (a.) The birth of a child of an eligible employee; (b.)The placement of a minor child for adoption with an eligible employee; or (c.)The placement of a minor child for foster care with an eligible employee.
3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period. (a.) The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave. (b.) Parental leave may be taken as needed and may be taken in increments of less than eight hours. The smallest increment of parental leave that may be taken is 2 hours. (c.) Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use. (d.) Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.
4. Paid parental leave under state law shall run concurrently with any leave provided under federal law.
5. Eligible employees requesting paid parental leave must submit the district's designated form to the Superintendent or designee at least 5 school days in advance of the requested leave start date.
6. The Superintendent or designee shall develop paperwork needed to administer paid parental leave, which shall specify the documentation required to establish the existence of a qualifying life event.

ANNOUNCEMENTS TO BE PUT ON MEMO AND INTERCOM SYSTEM

1. If you have an item that needs to be put on the memo or announced over the PA system, print a copy of the Memo Form, fill it out and give to the office secretary. This needs to be done at least two days before the memo/announcement is to be made, if possible. Administrative approval is often needed for the announcement. Memos are e-mailed by the secretaries every morning. Announcements are made at the beginning of first period. Most of the time, these memos are written up the afternoon before the secretaries go home.
2. If the memo is for a list of students who will be attending a school sponsored event such as ball games, club activities, special field trips, etc. and a large number of students will be absent, this needs to be on the memo two days prior to the event so that teachers can make adjustments in lesson plans if a majority of a class is going to be absent.
3. The memo should be read by the first period teacher to the students in first period. If for some reason the memo is not sent out first period, then it should be read during second period or the first period that the memo is sent. If every teacher takes the time to do this, then all students will hear the memo every day

ANNOUNCEMENT FORM

Teacher _____ Date Submitted _____

_____ Place on Memo _____ Announce on Intercom

Date(s) to be on Memo or Announced _____

Memo Announcement _____

Administrative Approval/Denial _____

Teacher _____ Date Submitted _____

_____ Place on Memo _____ Announce on Intercom

Date(s) to be on Memo or Announced _____

Memo Announcement _____

Administrative Approval/Denial _____

ASSEMBLIES

1. Teachers are to escort students to and from assemblies.
2. Teachers are to supervise students while in assemblies to make sure that appropriate conduct is displayed. Talking to students about appropriate conduct before going to an assembly can eliminate many discipline problems.
3. Teachers should sit with the group of students they take to assemblies and remain with them for the entire assembly.

BELL SCHEDULE

Breakfast 7:40-8:00 1st-12th grades

High School		Middle School – 6th & 7th Grades		Middle School – 8th Grade	
1st Block	8:00-9:25	1st Block	8:00-9:30	1st Block	8:00-9:30
2nd Block	9:30-10:55	2nd Block	9:30-11:00	2nd Block	9:30-11:00
3rd Block	11:00-12:30	LUNCH	11:00-11:30	3rd Block	11:00-12:20
LUNCH	12:30-1:00	3rd Block	11:30-1:00	LUNCH	12:25-12:55
4th Block	1:05-2:30	4th Block	1:00-2:30	4th Block	12:55-2:30

BOARD OF EDUCATION POLICY HANDBOOK

Copies of the Echols County Board of Education Board Policies are located on the school website: www.echols.k12.ga.us or <https://eboard.eboardsolutions.com/Index.aspx?S=4061>

BUS LOADING PROCEDURES ON NON-RAINY DAYS

1. The buses will park behind the new gym to load and unload students.
2. Elementary teachers (PK-2) will walk their students to the buses at the scheduled time. Second and third grade students dismiss from exploratory classes. Grade 4-12 teachers will release students; students are to go directly to the bus without loitering. Exploratory teachers are to walk their students to the bus ramp. 4th grade teachers are to walk their students to the exit doors for the bus ramp.

BUS LOADING PROCEDURES ON RAINY DAYS

1. An announcement will be made by 2:10 for rainy day dismissal. Students should be prepared for dismissal by -having bookbags packed up, lockers visited, restroom used, and all essentials ready to go home.
2. Mrs. Kathy or other front office personnel will call for PreK-1st grade students to report to cafeteria.
3. Car riders will report to front office hallways, when called.
4. Buses will be called individually (2 at a time) for loading. Once buses have been filled at the elementary/middle campus, they will go to the high school to load and dismiss.
5. Faculty and staff are asked to help guide and direct students to appropriate levels and hold all students until their transportation has been called.
6. Morning Rain or foul weather. Buses will unload Elementary, Middle School, and High School students eating breakfast behind the new gym. Students in High School not eating breakfast will then be transported and dropped off at the old gym if needed. Shuttle busses will take students over to the High School after breakfast if needed.

CAREER CENTER

1. A career center is set up in the high school counselor's office.
2. Students may come to the center before or after school on their own. Students may setup appointments with counselor.
3. College brochures, technical college, and military information are available in the career center for student use. There are also computers and other career related information.

CHILDREN OF EMPLOYEES

1. Most children of employee's ride to school with their parents.
2. At 7:40, children should either be sent to the lunchroom for breakfast or sent to their first period class.
3. Employees' children should be treated as regular students during the school day. Children of employees should not visit parent/family members classroom during the school day. Employees may not check out their personal children and allow them to remain on campus in their classrooms. Preferential treatment can result in resentment from other students which can cause problems for your child as well as for you.
4. Immediately after school, employee's children are to go to their parent's classrooms. They are not to be out on campus without supervision.
5. Employees' children should not attend faculty meetings and other employee functions without expressed invitations. Students may remain in your classroom but should not be found wandering the school grounds or other classrooms. If this becomes an issue, your child will be required to report to a supervised location.
6. During staff workdays, employee's children may help their parent with work if the child is at least 10 years of age. The child must be helping their parent and not roaming the campus. Parents must sign releasing the school system liability for any injury that may be incurred due to personal children being on campus.

CLASSROOM PROCEDURE

1. Teachers should be on duty stationed outside their doorway before and after school as well as between classroom changes.
2. When the tardy bell rings, teachers are to close their door and check class roll, within the first 5 minutes of class. FOLLOW PROCEDURE FOR TARDIES LISTED IN TARDY SECTION.
3. Attendance should be taken according to grade level using Infinite Campus. If you suspect a student of skipping class, immediately notify the school office or one of the administrators so the student's whereabouts can be verified.
4. During first block, there will be a one-minute moment of silence, followed by the pledge to the flag. All personnel and students are to honor the moment of silence and stand to say the pledge.
5. Following roll check, class should begin immediately, and students should be engaged in learning for the entire class period.
6. Teachers are in control of their classes. The bell ringing is not a sign for students to rush to the door. Please keep your class under control and dismiss them from your room in an orderly fashion, making sure that they have left the classroom neat and ready for the next class.

COLLECTION OF MONEY FROM FACULTY/STAFF

No money is to be collected from faculty and staff members without prior approval of an administrator.

COMPUTER LAB USE

1. Computer labs are available for teachers to take classes to work on assignments.
2. Labs are scheduled on a monthly basis by the technology assistant. An e-mail will be sent by the assistant at the end of each month explaining the procedure for signing up for computer lab use.

ECHOLS COUNTY COMMUNITY SERVICE SEAL FOR DIPLOMAS

Echols County High School students could earn a Community Service Seal on their high school diploma, or a Community Service cord for graduation. Community Service is defined as volunteer service for which the students receive no monetary or in-kind contributions for services rendered.

Community service hours can be earned through a group or agency that has completed the Echols County Community Service Agreement and filed with the designated person in the high school. Examples of these groups or agencies include church groups, civic groups, school clubs/organization that involve services of students beyond the regular school day, or other community groups. Community Service credit is not given for any community service assigned as punishment by a judge or other law official. Credit for community service will only be given for work completed beyond the regular school day, unless it has been preapproved by the counselor.

A documentation sheet will be kept by students with their time and signatures of adults supervising the community service work. This documentation sheet will be added to the student's permanent record at the end of their senior year. Students are responsible for keeping their documentation sheet and filing with the designated person in order to receive their seal/cord.

In order to earn a Community Service seal on his/her diploma, a graduating senior must have earned a minimum of 120 hours of community service throughout his/her high school career. In order to qualify for a Community Service cord, a senior must have 300 hours minimum. Students entering 9th grade in 2020 and following years will be able to earn the 300 hour cords. The seals will be phased out in the year 2024.

COMMUNITY SERVICE AGREEMENT

ECHOLS COUNTY HIGH SCHOOL
COMMUNITY SERVICE AGREEMENT
LIABILITY RELEASE

Echols County High School and _____ are entering agreement for
(Community business/agency)

Echols County High School students to participate in community service/service-learning opportunities for the benefit of both entities. For the purpose of releasing any liability responsibility from Echols County High School, the Echols County Board of Education, or Echols County Schools employees in any case of student and/or business/agency employee accidental injury, community businesses/agencies agree to waive all liability claims.

(Signature of Community Business/Agency Representative)

(date)

(Echols County High School Participating Organization)

(Echols County High School Organization Sponsor)

(date)

Community Service Guidelines:

- Echols County High School Students must be given prior approval for participation by high school sponsors or personnel for students to receive community service credit.
- Echols County High School students are not to be compensated for community service.
- Echols County High School students are expected to observe the highest standards of behavior, dress, and character.
- Community businesses/agencies are expected to provide sufficient supervision of Echols County High School Students to ensure safety for students.
- Community business/agency representatives will confirm number of community service hours served by Echols County High School students.
- In the event of any conflict between Echols County High School students and participating businesses/agencies, contact will be made by business/agency representative to participating sponsor, and individual students may be removed from participation.
- Echols County School's personnel may terminate participation of community service involving Echols County High School students for any reason.

COMMUNITY SERVICE RECORD

ECHOLS COUNTY HIGH SCHOOL COMMUNITY SERVICE SIGN-IN SHEET

ECHOLS COUNTY HIGH SCHOOL STUDENT NAME _____

COPIER USAGE

1. Teachers and school employees are the only people allowed to use the copiers.
2. **DO NOT, UNDER ANY CIRCUMSTANCES**, assign students to use the copiers. This rule will be enforced.

DISCIPLINE PLAN FOR CLASSROOM

1. Each teacher is to write a discipline plan for his/her classroom. Grade levels, especially lower grades, may want to have a common plan so that students don't get confused on what is expected from one classroom to the next.
2. The discipline plan should include classroom rules, consequences for breaking rules and rewards (as applicable). **PARENT CONTACT SHOULD BE ONE OF THE CONSEQUENCES OF THE DISCIPLINE PLAN.**
3. The discipline plan should be explained to students.
4. Students should receive a copy of the plan, sign the plan, and take home for parent signatures.
5. The signed plans should be kept in teacher's files for the entire school year.
6. A copy of the plan should be placed in an obvious place in the classroom and periodically reviewed to students.
7. A copy of the discipline plan should be turned in to the office with emergency lesson plans.

(Below is an example of a discipline plan; feel free to use any part of it to create your own or create your own in a format that meets your needs.)

CLASSROOM RULES

1. Follow directions and stay on task.
2. Be on time and bring all necessary materials to class.
3. Raise your hand for permission to speak or leave your seat.
4. Keep hands, feet, and all objects to yourself.
5. Respect others and the property of others.
6. Follow all student handbook rules. **READ THE HANDBOOK VERY CAREFULLY.**
THERE HAVE BEEN SOME CHANGES. YOU ARE RESPONSIBLE FOR FOLLOWING ALL RULES AND GUIDELINES

CONSEQUENCES

1. Warning
2. Preferential seating and/or Conference with student
3. Parental Contact
4. Office Referral

SEVERE OR HABITUAL MISCONDUCT WILL RESULT IN IMMEDIATE OFFICE REFERRALS

REWARDS

1. Praise
2. Extra lab time
3. Favorable notes to parents/guardians
4. Bonus points for extra effort

I understand the classroom discipline plan above and agree to abide by it.

Signature of Student _____ Date _____

I understand the classroom discipline plan above and will work with my child to adhere to the rules.

Signature of Parent/Guardian _____ Date _____

DISCIPLINE REFERRALS

1. Make sure you have followed through with your discipline plan before writing an office referral.
 2. Complete the discipline referral form in complete details. Please bear down hard enough when writing so that the print goes through all copies of the form.
 3. If the referral is for a severe misbehavior such as fighting, smoking, alcohol use, etc. have someone watch your class while you escort the student(s) to the office.
 4. If the referral is for a less severe offense, then keep the referral until your planning period or the end of the day. Turn the form in to the office secretary who will then give the referral to the appropriate administrator.
 5. After sending the discipline referral to the office, an administrator will handle the situation following board approved policies listed in the student handbook. A copy of the form and action taken will be placed in your mailbox. If you have a complaint about the action taken, talk to the administrator who handled the situation—not your neighbors and friends who can't do anything about it. REMEMBER, when you send the referral to the office, this lets the administrators know that you have followed through with your discipline plan and made parent contact and it has not worked. You are turning the problem over to them to handle.
RATIONALE FOR # 4 & # 5.
1. Students need to be in the classroom—not sitting for several periods in office waiting for an administrator to become available.
 2. Sometimes a teacher or students may have a personality conflict that may narrow the way a situation may be perceived. After a “cooling off” period the teacher may think of a way to handle the situation by himself/herself without having to go through an administrator.
 3. Administrators are there to back, support, and help the teachers. Please do not refrain from sending students to the office when their help is needed. Keep in mind though that when you send a student to the office, many students view this as the teacher is not able to manage their behavior and control the class. Many students will then try to take advantage of the teacher because they believe that they are in control of the classroom. Most of the time a simple phone call to parents will correct many behavior problems.
 4. Writing a discipline referral for everything that happens in the classroom sends the message to students that teachers are not in control of their classroom—they must depend on administrators for control.

DRESS CODE FOR STUDENTS

See student handbook.

DRESS CODE FOR TEACHERS

1. Teachers are to follow the same dress code as students except as noted in information below. (See student handbook for student dress code).
2. Shorts worn by teachers must be professional knee length. An exception to this would be for some field trips and field days when administrators approve the wearing of shorts. Also, physical education teachers will be permitted to wear shorts that adhere to the dress code for students.

3. Teachers are permitted to wear jeans only on Fridays. Jeans are to be neat with appropriate shirts and/or tops. An exception to this is shop/lab/PreK teachers who are in work settings where this attire is appropriate for safety and other reasons.
4. Teachers are permitted to wear jeans and a school spirit shirt on the last Tuesday of each month.
5. Due to safety and other reasons, PreK-1st grade staff and SPED staff may wear scrubs tops/bottom or scrub bottoms with a school shirt.
6. Female teachers may wear appropriate sleeveless blouses provided no undergarments are showing.
7. A professional appearance sends a message to the students, parents, and visitors that you are a professional and in control of your area. The way you dress can result in respect from students and others or disrespect and loss of control.

DUTY HOURS

1. All teachers are to report to work at 7:30 and remain on campus until 3:30 p.m. unless otherwise directed.
2. All employees are required to sign in and out in the time sheet (located in applicable teacher workroom) every day. If you must leave the campus during the day, you must fill out a leave early form and obtain approval from the administrators or designee. Unless specific duties are assigned elsewhere, teachers are to be standing by their classroom doors at 7:40 and supervising students both in the classroom and hallways.
3. Please check duty assignments for specific duties such as lunch, bus, etc. Make sure you are where you are supposed to be. If you have duty assignment, you must be on duty by 7:35.

LUNCH DUTY

1. Teachers in Pre-K – 8 will escort students to lunchroom each day. Elementary teachers are encouraged to eat in the lunchroom to help with supervision. Paraprofessionals will be responsible for supervising the students while in the lunchroom.
2. Teachers need to pick up their students each day at the designated time.
3. Middle school teachers will escort students to and from lunchroom and be on duty as assigned.
4. High school teachers will be on duty as assigned. Please note that on weeks before and after holidays, ALL teachers are on duty.
5. High school teachers on duty are to eat in the lunchroom and supervise students as they are eating. Teachers on duty may need to go outside with the students.

MORNING DUTY

Some teachers will be assigned morning duty. Check the schedule to find your location. You are expected to be in the assigned area at 7:35 and remain until the tardy bell for first period rings.

ELECTRONIC DEVICES

1. Students should not bring toys, play equipment, trading cards, radios, etc., to school unless directed to do so by teacher or other school personnel. The following are examples of, but not limited to, items that are distracting to other students and teachers, and, if brought to

school, will be taken and turned in to the office: trading cards (Pokémon & Sports Cards, etc.), playing cards, radios & cellular phones. (Music devices that utilize headphones are acceptable for travel on the bus. The items must be immediately placed in the student's locker or put away when they arrive at school.) The school is not responsible for items that are brought to school, even when taken by school personnel. Unauthorized items brought to school are subject to collection by a teacher or school administrator. Any exception to this procedure must have administration's approval. Any item confiscated from a student will be donated to charity or thrown away at the end of the year if the parent does not claim it.

2. Teachers that have cell phones, links, beepers, etc. are to put them on silent or vibrate mode when in the classroom. Teachers should not use cell phones during class time unless it is an emergency.

E-MAIL USAGE

1. E-mail is the method of communication that will be used for most correspondence in the Echols County School System. Information will be sent to groups of teachers that it relates to.
2. Teachers are to check their e-mail periodically throughout the day for announcement and other communications that need to be made.
3. DO NOT forward jokes, chain letters, and other unnecessary information to everyone. Excess information such as this can overload the e-mail server. Also, most people do not have time to read and respond to these messages. Many of these items ask you to forward it to a certain number of people. If everyone in the school system followed through with this, we would all spend our days reading e-mail and forwarding the messages on. Keep the e-mail usage for school related communication.
4. *Additional information for e-mail usage can be found in the technology section of this book.*

END OF COURSE TEST

1. As mandated by the state end of course test will be given in the following subjects: Algebra 1, Biology, American History, and American Literature.
2. The score that a student makes on the end of course test will count as 20% of the final grade for the semester he/she takes the course. The end of course test will be used to replace the semester exam for that course.

EVACUATION OF HIGH SCHOOL CAMPUS

If the campus must be evacuated for an emergency situation that requires an assembly point of at least 1000 feet the following places are designated:

- Northeast direction of school- assemble at Community Playground
- Southern direction of school- assemble in open field next to the gym on the ECES/MS campus
- Southwest direction of school- assemble in Baptist church parking lot

EVACUATION OF PREK – 8 CAMPUS

If the campus must be evacuated for an emergency situation that requires an assembly point of at least 1000 feet the following places are designated.

- Blue and Red Wing- Large open area behind the playground.
- Middle School Wings- Area behind AG Shop
- Front Office and Media Center- Soccer Field
- Lunchroom and Gym- Old Gym

EVALUATIONS

The Teacher Keys Effectiveness System (TKES) is a common evaluation system that will allow the state to ensure consistency and comparability across districts, based on a common definition of teacher effectiveness. The TKES consists of multiple components which contribute to the overall Teacher Effectiveness Measure (TEM). These components include Teacher Assessment on Performance Standards (TAPS), Surveys of Instructional Practice, and Student Growth and Academic Achievement.

FACILITIES USAGE

1. All requests for use of facilities by outside groups at Echols County Schools must have Board of Education approval prior to the event.
2. The Use of Facilities form must be filled out completely and turned in to a school administrator by the Wednesday prior to the regular monthly board meeting. (As a general rule, the board meets the second Tuesday of each month.)
3. Please check the school events calendar to make sure that another group is not using the facility you need on the date that you need it.
4. According to Board Policy, an employee of the Echols County Board of Education **MUST** be present for use of any facility.
5. School groups, athletic teams, and clubs etc., must submit a Use of Facilities request to the Principal and clear the calendar for conflicts prior to announcing their event. These events do not require BOE approval.

FAXES

1. A fax machine is in the front office (229-559-0423) and the high school office (229-559-3491). Please limit faxes to school related items.

USE OF FACILITY REQUEST FORM

Date of this request _____

Group or Organization _____

Address _____

Phone Number _____

Reason for the Request _____

Date Facilities are Needed _____

Time of Day it will be used _____ until _____

Description of activities planned _____

Building/Area Needed _____

According to Echols County Board of Education Policy, an employee of the Echols County Board of education **MUST** be present for use of any facility.

Name of Employee to be present _____

THE FACILITIES USED MUST BE CLEANED AND LEFT IN THE SAME CONDITION AS BEFORE THE ACTIVITY.

Signature(s) of Person(s) Making the Request

Date

Signature of Administrator

Date

Signature of Superintendent

Date of B.O.E. Approval

FAX FORM

ECHOLS COUNTY HIGH & ELEMENTARY/MIDDLE SCHOOL
PO BOX 40
190 Hwy. 94 EAST (9-12) & 229 Hwy. 129 S (K-8)
STATENVILLE, GEORGIA 31648
PHONE (229) 559-5413 FAX (229) 559-0423 or (229) 559-3491

FAX TRANSMISSION

DATE: _____

FROM: _____

TO: NAME _____

ATTN: _____

ADDRESS _____

FAX # _____

OF PAGES: _____ (INCLUDING COVER)

COMMENTS

**IF YOU DO NOT RECEIVE ALL PAGES OR HAVE OTHER QUESTIONS,
PLEASE CALL ME.**

AN EQUAL OPPORTUNITY EMPLOYER

Field Trips

The Echols County Board of Education recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning when properly planned and implemented. Such trips are expected to be designed to help achieve the educational objectives set forth in the educational program. In authorizing such trips, primary consideration shall be given to the educational values to be derived and the safety and welfare of all students involved.

1. All field trips requiring transportation must be recommended by the Principal and the Superintendent and approved by the BOE prior to students leaving campus. Field trips within walking distance of the school will be approved by the Principal.
2. All class and club field trips should have a clear educational purpose that relate directly to and supported by the Georgia Standards of Excellence, Georgia High School Association, Career Technology Agricultural Education and/or Special Education. Overnight athletic competitions will only be considered for regional or state tournaments. Club related events will only be approved for students who have earned the opportunity to compete in a region, state, or national competition or mandated leadership activities required for CTAE teachers to meet standards. CTAE National leadership events in excess of 200 miles should be taken on a rotational basis of one trip per three (3) years (unless students are involved in competitions or receiving awards) with a schedule for such being submitted and approved in advance by the Superintendent or his/her designee. Camps, clinics, practices, invitational, conventions, and similar non-competition events will be required to reimburse actual expenses incurred for bus drivers, fuel, and maintenance and operating cost. No field trips, excursions, or outings will be allowed for rewards.
3. A Field Trip Request Form indicating the necessary information regarding chaperones, time, number of students, destination and purpose must be filed in the principal's office by announced due date. Bus transportation requests must be made through the principal on the field trip request form.
4. The principal will review the Field Trip Request Form and approve or deny the request. Approved field trip requests that require board approval will be sent to the Superintendent for recommendations to the Board. The principal will inform the Superintendent of field trips that have been approved and denied at the school level. The class/club has the right to appeal the principal's decision to the Superintendent/Board.
5. BOE approval of the field trip request must be obtained prior to collection or request from students or any other group for financial support of any field trip. Parents should not be notified, or an itinerary initiated before BOE has approved the field trip. Field trips should not be advertised or discussed with students until approval has been granted.
6. Written permission for each student must be obtained from parents or guardians before the trip, and these permits must be turned in to the principal's office before the trip. Such permission shall include authority for the accompanying school official to seek medical attention, at the expense of the parent/guardian, in the event of any illness or medical emergency.
7. Each grade level and/or club may have only one (1) field trip per year (SPED may receive BOE approval for additional trips) that will be paid by the local school system. The Superintendent/Board may request reimbursement from the class/club to cover expenses for bus drivers, fuel and bus maintenance. The fee is not to be an excessive amount. A student who is unable to pay the fee will not be denied the privilege of participating in the field trip.
8. Each grade level in K-5 will have the opportunity for one field trip beyond the physical school district. No overnight field trips are permitted for elementary students.
9. All applicable system policies and regulations apply during field trips and include the Student Code of Conduct.
10. All system buses will be driven by regularly employed system CDL drivers. Buses and drivers will be assigned by the Transportation Director. If system buses are unavailable or if other commercial

transportation is requested, the Superintendent/designee may contract for transportation with firms registered, licensed, and insured to transport students. Any field trip requiring contacted services with a vendor must receive approval of the Board of Education before further planning or scheduling of the proposed trip can move forward. The Board of Education shall not be responsible for claims resulting from a cancelled or non-approved trip.

11. Field trips will not be permitted during the first two weeks of school or during the last week of school, nor during the state mandated testing windows.
 12. Field trip rosters should be given to the driver on the day of the trip and a copy should be kept in the office at the school. School administrators must know which students and teachers are on each bus.
 13. All applicable system policies and regulations apply during field trips, to include the Student Code of conduct.
 14. The principal shall ensure that all school staff and chaperones are familiar with policies and regulations concerning field trips and excursions. All Board of Education Code of Conduct/Ethics Policies as well as state and organization rules are in effect during field trips. All chaperones responsible for supervising a field trip must understand that their responsibility is always effective monitoring and safety of students. Chaperones must accompany students during all aspects of the field trip, including meals. Students should never be left unsupervised. Adult chaperones are on duty for the entire trip, including 24 hours per day on overnight trips. They must be accessible to students and follow the Code of Conduct Ethics.
 15. All students shall be supervised by respective teachers/sponsors/adult chaperones. Certified school employees (those requesting field trips and those assigned to field trips) must be present with students at all times. In the event that the certified school employee becomes sick, incapacitated, or not available for direct supervision of students, the school system will be notified immediately. All chaperones must be 21 years or older. The nature of the trip and destination shall be a determining factor in the number of chaperones. A suggested ratio of adults to students are 1:6 in grades PK-3; 1:8 in grades 4-6; and 1:10 in grades 7-12.
 16. Adults who are not school employees may serve as chaperones only if approved by the local school principal. Approval as a chaperone may include a criminal background history record check. All adults who will serve as chaperones on any field trip will be given appropriate training prior to the beginning of the field trip. Training will include Code of Ethics, Code of Conduct, and Board Policies. The Principal/Superintendent may assign other school employees to use Professional Leave to chaperone a field trip when additional adults are required. Other employees who choose to chaperone a field trip must use Personal Leave time. For the duration of the field trip, employees and chaperones are directly accountable for their actions as if they were responsible for students on school premises. Employees and other person must refrain from personal practices which would be inconsistent with their responsibilities as professionals.
 17. No adult chaperone or bus driver will be allowed to be accompanied by anyone, including family and friends, while on field trips.
 18. Please follow these guidelines for all overnight trips involving students:
 - a. Advisors should never share a room with a student, unless the student is or event organizers should make every effort to stay in a room with the closet proximity to their students.
 - b. No students should room with chaperones or other adults unless they are immediate family.
 - c. If necessary, advisors may make arrangements from ECS students to share a room with students from another school, provided the student(s) parents are made aware in advance.
 - d. In the event a student will be rooming without a roommate, their parents should be made aware in advance.
 19. The Superintendent/Board reserves the right to cancel any and all field trips when it is deemed that such action is necessary for the best interest of the System and/or students. The Superintendent is further authorized to develop additional criteria for individual field trips as deemed necessary for the well-being of the System and/or students and/or the health, safety, and moral welfare of the community.
-

**FIELD TRIP REQUEST FORM
ECHOLS COUNTY BOARD OF EDUCATION**

All field trips must have Board of education approval prior to the event. This form MUST be completed and returned to by the principal's office by Wednesday prior to the regular monthly BOE meeting. BOE as a general rule meets the second Tuesday of each month. The administrator will sign and send the form to the superintendent by Friday prior to the regular monthly board meeting.

Person Making Request _____ Date of this request _____

Planned date of Field Trip _____ Destination _____

Class(es)/Group(s) involved _____

Describe Activities Planned _____

Standards _____

Number of Students Involved _____ Teachers Involved _____

Number of Chaperones other than teachers _____

Names of Chaperones other than teachers _____

Number of Bus(es) needed _____ Driver Needed ___yes ___no

Departure time _____ Return time _____

You should make every effort to return in time for students to ride buses home on regular afternoon routes. If this is not possible, explain arrangements made: _____

Signature(s) of Person(s) making Request _____ Date

Signature of Principal _____ Date

Signature of Superintendent _____ Date of BOE Approval

EXAMPLE ONLY – PLEASE USE CARBON COPY FORMS

FINAL EXAMS

1. Final exams are to be given to students in grades 9-12.
2. Final exams count as 20% of the semester grade.
3. Final exams should be comprehensive in nature and should not be in the form of an isolated class project.
4. If end of course test is given in a subject, state policy mandates that the score on the end of course test be used to count as 20% of the final grade. Therefore, in classes with end of course test, the teacher will not have to give a final exam.
5. A copy of the final exam for each semester must be turned in to the office.
6. During the final exam period, all students are to remain in the classroom. Noise in hallways is distracting to students trying to test.
7. No teacher is to give a final exam early unless they have prior administrative approval.
8. The final exam schedule can be found in the student handbook.
9. Students in Middle school will take a comprehensive exam at the end of each semester. Exams will count as 10% of their grade.

Final Exam Exemption

Students in grades 9-12 can elect to exempt their final exams if the following criteria are met: An 18- week average of 90 or higher, in all classes. Students who have missed less than 4 days for the semester, regardless if the absences are excused or unexcused. Students who exempt their final exams will be excused from all classes final exam week. Their final exam grade will be replaced by their 18 -week average, except in classes where an End of Course Test grade exists. It is the responsibility of the student to obtain written notification from their teacher if they qualify for an exemption. A copy of this notification must be turned into the office in advance to excuse the student from attending class that block. Students may not exempt an End-of-Course Test (EOCT).

MIDDLE SCHOOL INCENTIVE

As an incentive to do well on the Georgia Milestones, students in grades 6-8 will receive one day off from school for each “DISTINGUISHED” score achieved on Georgia Milestones tests. These days will be scheduled during the last week of school.

If Georgia Milestone scores are not available before the end of school, students in grades 6-8 who have straight A’s for the year in the four core classes will be exempt from final exams and will be excused from all classes on the final two days for the school year.

FIRE DRILLS

The following must be adhered to meet the state Fire Marshal’s Guide. Fire drills will be held at least one time per month, and it is important that you instruct students on the importance of following the proper procedures. **A COPY OF THE EVACUATION ROUTE FOR YOUR CLASSROOM MUST BE VISIBLY POSTED IN YOUR CLASSROOM.**

Before the fire drill, be sure you have discussed these procedures with your students.

1. Students must be at least 100 feet from any building.
2. When you hear the fire alarm bell you should instruct students to close their books, rise and stand beside desks until you tell them to proceed.
3. The students should leave the room in a single file and turn in the proper direction when they pass through the classroom door, staying on the same side of the hallway.
4. Appoint a student or students to be responsible for closing the windows and turning off the lights.
5. You should be the last one out of the room and you should close the door. Take your roll book and green, red and yellow papers with you and know that students are present. **CALL ROLL.**
6. Students should proceed in an orderly fashion, and without talking, to the proper place on campus and stand quietly until they hear the all clear bell or receive other instructions.
7. When all students are accounted for, raise the GREEN paper. If one or more are in other areas, raise the YELLOW paper. If students are missing and their whereabouts are unknown, raise the RED card.
8. Teachers will be told when students are to return to the classroom quickly and quietly. Call the roll when you return to the classroom.
9. You should plan an alternate evacuation route in case you are prevented from using your assigned route. Use the Room Classification and Fire Drill Evacuation Chart in your classroom and proceed as it directs. If you do not have one, please notify the office.

FIRE DRILL ROLES AND RESPONSIBILITIES

Classroom: Students are to follow the evacuation route posted in the teacher's classroom to exit the building. ECEM Post Map is included on page

Restrooms and Storage Areas:

High School hall	HS Counselor
Middle School Wings	ECEM Principal
Technology building	Technology Director
Elementary Wings	ECEM Assistant Principal
Agricultural building	Agricultural Teacher
Cafeteria	Cafeteria Manager
Vacant Classrooms/Restrooms	Administrators
High school wing	HS Principal
Locker rooms	Coaches/P.E. teachers with students assigned to this area
Vault and stored records	Registrar
Assisting handicapped students	Special Education Teachers

FLOWER FUND

1. The flower fund was established to be available for all Echols county school employees. Most employees voted to contribute \$15.00 once a year to the flower fund. Your contribution can be made through payroll deduction or paid directly to Kathy in the office.
2. Please notify the office personnel for anyone the school should send a card or flowers.

3. No one should go to fellow employees to collect money. Money will be collected only in extenuating circumstances and must be approved by an administrator. Classes should not be interrupted to collect money.

FUND RAISERS

The Echols County Board of Education recognizes that fund raising by student groups is necessary from time to time. The Board further recognizes that such activities promote knowledge of economics, stewardship of funds, and interpersonal skills.

However, the Board also recognizes that unlimited numbers of fund-raising activities can burden the community unnecessarily. Thus, the Board shall limit the number of fund-raising efforts from the schools. In order to accomplish that goal, the Board establishes the following directives regarding fund raising activities:

1. All fund-raising activities must be approved in advance by the Principal, Superintendent, and the Board of Education prior to the fund raising being advertised or carried out. A Request for Approval of Fund-Raising Activity form must be submitted to the principal. The principal will approve or deny the request. Approved Fund-Raising Activity Forms will be submitted to the Superintendent for recommendations to the board for approval or denial. No fund-raising activity, whether conducted by students, employees or other organizations or individuals, shall take place on school grounds without prior approval by the Board of Education. Any activity in which an item or service is sold on school property or by students at any location is a fund-raising event.
2. Participation in school sponsored, fund-raising activities will be voluntary in nature. No student will be intimidated or penalized for not participating in a fund-raising activity.
3. Participation Fees which may include class fees, athletic fees, and fees charged for events/activities in which students voluntarily participate are NOT considered fund-raisers.
4. Fund-raising projects should be limited to projects which have an educational value. The value of the product or service being sold in relation to the cost of the item is to be considered in the selection of fund-raising items. No solicitation letters or other communication (i.e. phone calls, e-mails, etc.) to individuals or businesses asking for donations will be approved for fund-raising; some product or service must be sold. Games of chance, lotteries, and any activity that promotes violence and/or weapons, alcohol, tobacco, and illegal drugs are inappropriate and are prohibited.
5. Any fund-raising activity that puts a student of Echols County Schools in "harms way" is prohibited. Door-to-door solicitation by students in grades K-5 is prohibited.
6. All school clubs, classes or organizations will submit a fundraising request to the Principal in a timely fashion so that fundraiser can be submitted to the Superintendent for Board of Education approval. The clubs, classes or organization may not begin the fundraiser prior to the board approval. The fund raiser may not last longer than a two -week period (10 consecutive school days). Under certain circumstances when a legitimate request has been overlooked, the Superintendent may approve the request contingent upon a majority vote from a telephone poll of Board members.
7. Each school is authorized to engage in fund-raising activities such as school stores, pictures, book fairs, yearbooks and carnivals without seeking specific permission from the Board for

such activities. The principal will submit a list of these type fund-raisers to the Superintendent.

8. The number of fund-raisers will be limited to the following: One fund raiser for grades 8-10; two fund-raisers each for Grade 11 and Grade 12; two fund-raisers each for each school approved club/organization (i.e. FFA, FCCLA, FBLA, Jr. BETA, SR BETA, Student Council, FCA, drama club, music/choral department); and two fund raisers each for each of the sports programs, regardless of the number of teams within the program: (i.e. boys basketball program, girls basketball program, boys baseball program, girls softball program, golf program, soccer program, cheerleader program). A club/organization may be granted additional fund raisers on an individual basis under special circumstances (i.e., a student qualifies for a national competition). If a club sponsor requests an additional fund-raiser, then the sponsor will be required to attend the board meeting and present information showing the beginning year club balance, funds raised, expenditures, current balance and itemized list of additional funds needed. Live Work projects produced as part of the curriculum and sold to the public to recover the costs of supplies are not considered as fund-raising.
9. EPIC/ECPC, FFA Alumni and other parent or community organizations where solicitation is done by its members, are to inform the Superintendent in writing about the fund-raising activities they will undertake. These organizations may use students to transfer information to the parents. These organizations may conduct no more than one (1) fund-raiser per school year that involve student participation and must follow all fund-raising policies.
10. Students are not to be involved in selling merchandise for the benefit of individuals or out of school organizations while on campus or on the bus. The Principal/Superintendent has the authority to approve the sale of items after school for nonprofit organizations which exist solely to benefit the student members (i.e. Girl Scouts; Boy Scouts, Boys Club).
11. The Principal must ensure that ready-to-eat foods for sale are sold in accordance with rules established by the School Food Lunch Program. Fundraisers for these items require an additional form and may only last for 3 school days.
12. All monies raised by students shall be handled through the financial accounting procedures of the school, and expenditures of such monies shall be made only for the stated purpose of the fund-raising activity. Each adult sponsor must turn in all funds collected to the bookkeeper at the end of each school day. A list of students who participated in the fund-raising activity and the amount each student collected should be turned in to the bookkeeper at the close of the fund-raiser. A receipt should be written to the student for this amount.
13. Requests for expenditures by organizations must be signed by the faculty sponsor and approved by the principal.
14. All profits from fund-raising projects must be utilized for enrichment programs directly affecting students of the school system, unless the fund-raising project was undertaken to raise funds for a recognized charity or non-profit organization (i.e. Jump Rope for Heart, St. Jude's Math-a-thon). Each club/organization may request to sponsor additional community service type fund-raiser(s) in addition to their allotted fund-raiser.
15. At the end of the school year (June 1 deadline), the group, club or organization may be asked to submit to the Principal/Superintendent a statement of the funds raised and how they were expended.

THE STATE AUDITOR MANDATED REPORT WHICH FOLLOWS MUST BE COMPLETED FOR ALL MONIES COLLECTED AND TURNED IN TO THE DESIGNATED PERSONNEL WITH MONIES COLLECTED. THIS IS MANDATED BY THE STATE AUDITORS AND MUST BE DONE!!!!!!!!!!

School Fundraiser – Special Exemption Request

Name of School: _____

Name of Organization(s) Requesting Exemption: _____

Contact Name: _____ Phone: _____

Email: _____

Description of the requested fundraiser: _____

Date(s) of Fundraiser: _____

Items to be sold: _____

Location of Fundraiser: _____

Reason the funds are being raised: _____

I certify my fundraiser, if approved, will not operate anywhere on the school campus 30 minutes prior to until 30 minutes after the end of meal service.

I certify my fundraiser, if approved, will not exceed 3 school days in length.

I certify that my organization will maintain all required documents including food labels of products sold and receipts for my fundraiser. In addition, I will provide these documents to the school/district upon request.

Please complete this application and submit to:

You will be notified of the status of you request within _____ days.

Internal Use Only:

Approved _____ (date approved)

Denied: non-compliant other: _____

Signature of Approver: _____

SAMPLE FORM ABOVE

**Echols County School System
REQUEST FOR
CONSIDERATION FUND
RAISING PROJECT**

All fundraising requests must have Board of Education approval prior to the project! This form **MUST** be completed and returned to the Superintendent's office by the Friday prior to the regular monthly BOE meeting. (BOE meets second Tuesday of each month.)

Date of this request: _____

Class(es) or Name(s) of Organization(s): _____

Teacher(s)/Coach(es) or Sponsor(s): _____

Description of Project: _____

Location(s): _____

Date(s) and/or Time(s): _____

Amount to be charged: _____

Estimation of profits and how they are to be used: _____

.....

Signature(s) of Person(s) Making Request Date

Signature of Principal Date

Signature of Superintendent Date of BOE Approval

White - Teacher

Yellow - Central Office

Pink - Principal

Goldenrod - Bus Shop

RECEIPT PROCESSING RECORD

Receipt Processing Record #: _____

Date: _____

Teacher/Sponsor Name: _____

Receipt # Account # or Name Cash Amount Check Amount Total Amount:

	Total Cash	Total Checks		GRAND TOTAL
--	------------	--------------	--	-------------

Receipts Processed by: _____

Grading policy, Honor Roll, and Report Card Dates

See student handbook.

GRADUATION FROM HIGH SCHOOL

See Student Handbook

Note: All certified personnel are required to participate in the high school graduation ceremony each year. Attendance from the event, may only be excused by your building level administration.

HALL PASSES

1. All students in grades 6-8 will always be required to carry their STAR card as a hall pass.
2. If a student has a medical condition that requires visiting the school nurse daily, the school nurse will issue a separate pass for these individuals.
3. Teachers requiring students to use the library will issue separate library passes to the student. If a student wants to go to the library on his/her own, then they must use their STAR card.
4. Teachers do not have to let the students leave the classroom just because it is requested. Use your common sense in deciding if a student needs to be out of class and the time period needed for the request. (Example: Going to the bathroom shouldn't be a 10-minute ordeal every day.)
5. Do not let students go to other classrooms to visit with other students. Not only is the student missing your class, but he/she is interrupting another class and causing someone else to miss class.
6. Watch for patterns of students asking to leave classroom. You may want to delay the time you allow a student to leave, especially if you see him/her checking the clock. Some students make plans to meet certain friends in bathrooms or other places at certain times.
7. If students are in the hallways during class, stop the student and check their STAR card to make sure that the student is where he/she is supposed to be. Students can be written up for being "out of designated area".

INJURY OF STUDENTS

1. If a student is injured while under your supervision, the teacher or person in charge must fill out an accident report.
2. This report must be turned in to the office as soon as possible, but NO LATER than the same day of the injury/accident.
3. For non-critical illnesses or injuries, the school nurse will administer first aid. The school nurse will call and notify parents, if deemed necessary.
4. For critical illnesses or injuries, the school nurse or an administrator will notify emergency medical services and administer first aid to the extent possible.
5. The school nurse, a school administrator or his/her designee will notify the parent/guardian or emergency contact person.
6. No staff member (unless designated by an administrator) should call 911.

STUDENT INJURY REPORT FORM

Student's Name _____ Grade _____

Date _____ Time of injury _____

Location at time of injury _____

Type of injury _____

Part of body injured _____

Teacher reporting injury _____

Describe how injury occurred _____

Type of First Aid administered, if any _____

Person administering First Aid _____

Witnesses of injury _____

Was parent called? _____ If yes, by whom? _____

Did student go to doctor or hospital? _____ If yes, who transported? _____

Was insurance filed? _____

Additional comments _____

ECHOLS COUNTY SCHOOLS

TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

Employee 2022-2023

Introduction

Please read carefully.

Echols County Schools agrees to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Employees must also adhere to the Georgia Code of Ethics for Educators (<http://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>).

The intranet/internet is an electronic communications network delivery via computer and telephone line. A vast number of resources are accessible locally, nationally, and internationally. The goal of the Echols County Board of Education is to provide this service to teachers, staff, and students to promote educational excellence and to facilitate resource sharing, innovation and communication.

In an attempt to aid the students and staff in a better understanding of proper computer, network and Internet safety, the following agreement is set forth. This agreement does not purport to be an all-inclusive list of inappropriate behaviors. Violation of the following rules will not be tolerated. Each user is responsible for all actions and activities involving the computers and the network. Violations of the Employee Acceptable Use Agreement may result in revocation of employee's access privileges, Board of Education disciplinary action (including employment termination), and possible law enforcement authorities and/or Georgia Professional Standards Commission.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. Intranet access is coordinated through the individual school. The operation of the intranet/internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. To protect users against access to inappropriate materials, Echols County Schools has installed a qualifying "technology protection measure" as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 (CIPA). This firewall and filtering program is designed to aid in the prevention of access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors as those terms are defined in Section 1703(b)(1) and (2) of the CIPA of 2000. This program filters and blocks only known sites that feature nudity, pornography, violence, hatred of others, inappropriate chat rooms, and inappropriate language. This list of restricted sites is updated daily; however, inappropriate sites are published frequently during the day and no filtering software has proven to be 100% effective.

Employee use of system technology resources:

Inappropriate conduct includes but is not limited to the following:

- ❑ Employees will not use district computers and laptops to copy or download copyrighted software, music or images, or for other violation of copyright laws. Peer-to-peer, file-sharing, torrent software may not be installed on a school system computer or laptop.
- ❑ Accessing or using the Internet for inappropriate materials that are damaging to another person's reputation, abusive, illegal, obscene, sexually oriented, threatening or demeaning to another person's gender or race, violation of the school's agreement on harassment. Accidental access to any of this material must be reported immediately to the Technology Director.

- ❑ Purposely infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
- ❑ Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
- ❑ Using or attempting to use another person's user name or password.
- ❑ Posting or plagiarizing work created by another person without their consent.
- ❑ Posting anonymous messages or the sending of inappropriate, private or direct message to students using social networks such as Facebook or Twitter--see eBoard policy IFBG-R(2).
- ❑ Online gaming and related activities is not an acceptable activity for staff members to knowingly engage in with students.
- ❑ Using the school's computer hardware, network or Internet links while access privileges are suspended.
- ❑ Attempting to alter the configuration of a computer or any of the software of the school.
- ❑ Personal equipment is not allowed nor supported at Echols County Schools.
- ❑ Employees and approved volunteers may not establish an Echols County School District social media site without the permission of the Echols County Board of Education. Board of Education approved meeting minutes will serve as documentation stating the social media site that is to be created, purpose of the site and the person(s) responsible for maintaining the site.

Hardware

- ❑ Personal equipment is not allowed to be connected to the wired network nor supported at Echols County Schools (exceptions to be considered for academic purposes only). Any deviation from this agreement must be presented to the Technology Director.
- ❑ Attempts to replace or repair hardware without permission from the technology department is not permitted.
- ❑ School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Personal use of school district technological resources for amusement or entertainment is also prohibited.

Security

- ❑ Any security problem must be reported to the Technology Director.
- ❑ Users will not show or identify a security problem to others.
- ❑ Users will not reveal their password or allow another person to use their password.
- ❑ Users will not use another individual's password.
- ❑ Users will not attempt to log on as another user.
- ❑ Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Expectations and Acceptable Use

- ❑ Usage must be in support of education and research consistent with board policy.
- ❑ Pictures of students for use by the district is covered in the section "News Media Coverage, School District/School Publications and Websites" below
- ❑ Personal information with regards to faculty and staff will not be divulged on the school web site. Contact information may include a name, position, and school phone number from the teacher, support staff or administrator web page.
- ❑ Use internet sites related to academic assignments. Gaming and other sites could infect the computer with malware or spyware.
- ❑ Student access to the intranet/internet will be under the supervision of a faculty or staff member. The faculty or staff member will be aware that the filtering system is not 100% effective and requires vigilant monitoring and correction of student activity.
- ❑ Any materials being displayed to student through the Internet must be carefully reviewed in their entirety and related to instructional objectives.
- ❑ School system software installations are to be requested through the Technology Department. Personal software or applications are not installed on school system computers or devices.

- ❑ Each user is responsible for storing school related files on the server.
- ❑ Users will not share or reveal their password or allow another person to use their password. Never allow a student or another staff member to login with a staff member's username and password. Remember, this would allow the person access to email and private documents under the home directory. Make sure others do not see you enter your password. If you feel your password has been compromised, contact the Technology Director. Do not leave written passwords lying on a desk or in an unlocked drawer.
- ❑ Login in with their school system assigned username and password. Do not post or display login information as this is confidential information.
- ❑ Students are to be supervised at all times when using a computer, laptop or mobile device. Do not allow students to use computers or computer labs unsupervised.
- ❑ Email accounts are provided to employees of ECS. Electronic mail is not guaranteed to be private. Email accounts should not be used for personal gain or to promote personal business activities. Employees should conduct themselves in an appropriate manner representing Echols County School System. Personal email accounts are not supported by ECS and are not accepted as a method of communicating the students or parents. Emails should be written in a professional manner with regards to word selection, tone, grammar and subject matter.
- ❑ Employees are responsible for making sure all external devices are virus free and that the device does not contain any inappropriate files. Students are not allowed to bring external devices for use on the school network.
- ❑ Live streaming of video and audio (streaming media) must be for academic instruction.

Email Accounts

- Login with the information provided by the district
- Do not select to "Remember password" on the login screen or at any other login
- Violations that relate to the Technology Acceptable Use and Internet Safety Agreement and Employee Ethics Standards according to the PSC will be submitted to the school administrator to determine appropriate action.
- The district purchases a service that scans Office 365 Outlook email (inbound and outbound) and Office 365 documents for compliance in cyberbullying, FERPA, CIPA, violence, child abuse, objectionable content policies language indicating cyberbullying, violence to self or others, objectionable content, child abuse, and CIPA.
- All district emails and attachments are archived and retained and scanned for threat protection. Save important documents to your network drive on the server.
- Employee accounts are able to communicate with student district email accounts for academic reasons.

Penalties

Any user violating these provisions, applicable state and federal laws, posted classroom rules (students) or system policies is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution. Illustrations of disciplinary options are contained in the Teachers' Handbook and Students' Handbook. Intranet/internet access is a privilege, not a right. If a system user violates any of the acceptable use provisions outlined in this document, his/her account may be terminated and future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other Board disciplinary options.

The Technology Director will recommend to the Superintendent the determination as to what constitutes unacceptable use and the decision by the Superintendent is final. The employee shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of the users' violation of this agreement.

Warranty

Echols County Schools makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing. ECS will not be responsible for any damages you suffer. This includes loss of data resulting from hard drive failures, mail delays, no-deliveries, or service interruptions caused by system negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. ECS specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources.

ECS may not at any time be held responsible for any loss or damage to a student's personal device. Students bring devices at their own risk. Help and support will not be provided for personal devices.

NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEBSITES

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Students may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board meeting or have student work displayed. Additionally, a student's image (including video), name, or intellectual property may be included in School District publications or school web pages and through social media.

Parents/guardians can **object** to their student being published (print or digital) as mentioned above. The objection must be presented in writing to the principal of the school where the student is enrolled within 10 days after the student's enrollment date.

If more than one child, a letter must be written for each child and presented to the appropriate school principal. Students will only be **excluded** if written objection is presented to the principal of the school. Each school principal will email the correspondence to the Technology Director for record. The faculty/staff will be notified through email of any objections from a parent/guardian. If there is no written objection turned in to the principal, the district will include the student in all publications.



MICROSOFT FOR EDUCATION (OFFICE 365)



Microsoft for Education was adopted by Echols County Schools to provide online communication and productivity tools for students and teachers. Microsoft for Education accounts (Office 365) are provided to all faculty/staff and students in grades Pre-K through 12. Active student email accounts are only grades 6-12. Outlook (email) for grades Pre-K through 5 have not been activated at this time. Teachers and students will be able to create dynamic learning experiences in and outside of the classroom with an internet connection. Student will be able to share with teachers and collaborate with peers. MS for Education (Office 365) can be used to develop college and career ready skills of communication, collaboration, creativity and critical thinking.

Echols County School District is providing this notification to the parents of children under the age of 13 so that ECSD can be compliant with the Children's Online Privacy Protection Act (COPPA). The only information ECSD transfers to Microsoft in creating an account is the child's first name and last name.

Employee/Student data will be used only to provide the employee/student the Online Services including purposes compatible with providing those services. Microsoft will not use employee/student data or derive information from it for any advertising or similar commercial purposes. Microsoft provides an overview of their commitment to student security and privacy at <https://www.microsoft.com/online/legal/v2/?docid=31>

When there is reason to believe violations of law or district policies related to the Technology Acceptable Use and Internet Safety Agreement, the district maintains the right to withdraw access to the Microsoft account. Consequences for violations will be determined by the Technology Director and this stated agreement.

STUDENT RECORDS

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has

developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act and the Pupil Protection Rights Amendment, either by letter or through a student handbook distributed to each student in the school.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to include student participation in school sponsored clubs and activities as part of their permanent records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
 - a. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment (Federal regulation 34 C.F.R. 99.21-99.22 and any state regulations that may apply). Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Echols County Schools System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

There are several exceptions to the rule regarding the privacy of students' educational records. One exception is that the Echols County Schools may disclose certain "directory information", which is generally not considered harmful or an invasion of privacy if released, without prior written consent unless you have advised the school system otherwise. The primary purpose of directory information is to allow the system to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing the student's role in a drama production
- b. The yearbook
- c. Honor roll or other recognition lists
- d. Sports activity sheets showing weight and height of the team members
- e. Graduation programs

"Directory information" may also be included on school, classroom or school system Web sites or blogs that can be downloaded or viewed inside or outside the school system. Additionally, the school system may release this information to the following outside organizations: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor's Offices, PTA/PTSA, booster clubs, U.S. Armed Forces recruitment agencies, schools and colleges accredited by the Southern Association of Colleges and Schools, and companies the school system uses to manufacture school items such as class rings or yearbooks. If you do not want Echols County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within ten (10) days of enrollment that such information not be designated directory information on the individual student. A letter must be received or directory information will not be considered confidential and may be disclosed upon request.

Echols County Schools has designated the following as directory information:

- a. Each student's name, address, email, and telephone number;
- b. The date and place of birth of each student;
- c. Each student's participation in clubs and sports;
- d. The weight and height of a student if he or she is a member of an athletic team;
- e. Dates of attendance at Echols Schools;
- f. Most recent school attended
- g. Teacher or coach assignment
- h. Degrees, honors and awards received while enrolled in Echols County Schools; and
- i. Photographs of students, certain audio recordings or video clips. Not included are any recordings, photos or footage of a student or students committing, witnessing or being involved in a violation of law, school system or school rule, procedure, or policy. The school system may also determine that other images or recordings do not qualify as directory information on a case-by-case basis.

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with who the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill is or her professional responsibility.

Other exceptions may include, but are not limited to:

- a. Student records sent upon request of the institution a student has enrolled (within or outside the school district: Georgia Board of Education Rule 160-5-1-.14 Transfer of Student Records)
- b. Disclosures for audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs

- c. Financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- d. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system.
- e. Organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- f. Accrediting organizations to carry out their accrediting functions.
- g. Parents of an eligible student if the student is a dependent for IRS tax purposes.
- h. Comply with a judicial order or lawfully issued subpoena.
- i. Appropriate officials in connection with a health or safety emergency.

The Uninterrupted Scholars Act (Public Law 112-278) enacted on January 14, 2013, amends the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 CFR Part 99, to permit educational agencies and institutions to disclose a student’s education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student’s case plan “when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.” In specified types of judicial proceedings in which a parent is involved, the Act also allows educational agencies and institutions to disclose a student’s education records pursuant to a judicial order without requiring additional notice to the parent by the educational agency or institution.

Upon request, the School releases educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act (IDEA), to officials of another school district or postsecondary institution at which the student seeks or intends to enroll. Such release of records will be initiated upon receipt of an official written request on school or district letterhead paper.

ACCESSING STUDENT RECORDS

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children’s education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children’s education records. A parent will be permitted to obtain a copy of the child’s educational records upon reasonable notice.

INFORMATION RELEASE

In the instance of divorce, legal documentation or copy of the divorce decree stating that a parent does not have access to the child or his/her records must be received by the school or the school is obligated to treat both parents as a legal parent with access to the child and the child’s records.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

STUDENT DATA PRIVACY COMPLAINTS

It is the policy of the Echols County Board of Education that the School District (“District”) shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

1. The Superintendent shall designate at least one individual (“Designee”) to respond to student data privacy complaints.
2. Upon the receipt of a request from a Complainant, the Designee shall provide within 3 business days a complaint form, which may also be made available on the District’s website.
3. A written response shall be provided to the Complainant within 10 business days of the Designee’s receipt of the completed complaint form.
4. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Designee’s response.
5. The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
6. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent’s response.
7. The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

Complaint forms are available at each school office and on the district website (www.echols.k12.ga.us) under eBoard, Student Policies, JRA-E(1) for Elementary/Middle School and JRA-E(2) for High School.

CIPA Compliance:

Echols County Schools purchases firewall and content filter service. ECS currently has a Technology Acceptable Use and Internet Safety Agreement which is reviewed annually and updated as situations apply. The current agreement remains in effect until ECBOE approval of any amended agreement during a school term or until the annual agreement/policy review. An updated Technology Acceptable Use and Internet Safety Agreement will be provided for parents and students in the appropriate Student Handbook and on the district and school websites. Any corrections or additions after the Echols County School District Board approval will be provided for parents in the Echols Echo newspaper and on district and school websites.

CIPA BACKGROUND

Full text of the Children’s Internet Protection Act

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>

<http://www.ifea.net/cipa.html>

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.usac.org/sl/tools/reference-area.aspx>

<http://www.e-ratecentral.com/default.asp>

COPPA

Children's Online Privacy Protection Rule

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

A list of software/applications used by students is available on the district website <https://echolscountyboe.schoolinsites.com/> at Technology>Technology Documents

Adoption

The Echols County Board of Education adopted this TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for employees on July 19, 2022. Previous versions of this agreement are rescinded.

The Echols County Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Echols County Board of Education will not be responsible for any damages a user may suffer, including loss of data. The Board will not be responsible for the accuracy or quality of information obtained through the intranet/internet.

Staff Supervision, Monitoring and Notice of Web Filtering and Threat Protection Scanning

Staff members should become familiar with and enforce this agreement (along with CIPA, COPPA, eBoard, local, state and federal policies) and the parent and student ECS Technology Acceptable Use and Internet Safety Agreement used for the education of minors. In addition, faculty and staff members will be aware that a filtering system is installed, but that no filter is 100% effective. Vigilant monitoring (being present in the room and watching student's computer activity) and correction of student activity is required. When staff members become aware of student violations of this agreement, they will correct the student and address the matter to the Technology Director or designated technology personnel. The user is responsible for not seeking or initiating access to inappropriate material.

Echols County School District purchases a service that is a monitoring and alert system to identify incidents of cyberbullying, violence, self-harm and inappropriate content along with violations of FERPA, HIPAA and CIPA in school provided Office 365 accounts for all faculty/staff and students. Scanning includes Outlook email and all Office 365 features (Documents, Spreadsheets, Presentations, PDFs, Images & Photos, Videos) and all file types supported in Microsoft One Drive. ECSD seeks to provide improved data security and insights into potential exposures through this scanning process. ECSD monitors Office365 for the following reasons:

- Because for K12 schools, monitoring student online activities of students is a requirement for Federal e-Rate technology discounts.
- For cyberbullying, violence, mental health, radicalization, and hate speech that are clear and present dangers.
- Due to unauthorized app installs, visiting questionable websites can become the gateway for malware and ransomware.
- As student data theft and privacy violations can have serious consequences for student safety.
- Due to regulatory requirements such as FERPA, CIPA (for K12), and HIPAA requires an online safety monitoring system in place.

Staff members should also be aware that a system-wide computer monitoring system is in place that visually captures all computers in our district. Echols County School reserves the right to review any stored and transmitted information/files/documents with school system technology or on school provided network resources without the employee's consent.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated technology personnel.

This agreement was approved on July 19, 2022. It is also published in the Employee Handbook each school year and on the district website.

I have read the entire agreement and agree with the terms and conditions as stated.

ISS ASSIGNMENTS

1. When a student is assigned to ISS, the ISS coordinator will e-mail a notice to the student's teachers.
2. Teachers are to use a folder system or email to notify the ISS coordinator of the student's assignment. Folders should be placed in the ISS coordinators mailbox.
3. Computers are set up in the ISS room for student use. Academic teachers may choose to use A+ for their ISS assignments. If you have a specific assignment that is going on in class such as worksheets or tests, then you need to hand deliver the assignment to the ISS room with instructions written out for the student.
4. Additional information on ISS grades and making up work can be found in the student handbook.

KEYS

1. Teachers are issued keys to their classrooms during preplanning. It is the responsibility of the teacher to keep his/her keys secured. Do not leave keys laying around for students to pick up.
2. Students should not be given free access to teacher's keys. If for some reason you have a master key, extra effort must be taken to make sure that it is always secure.
3. Keys can be turned in to the office during post planning or on the last workday of the teacher.

LEAVING CLASSROOM FOR EMERGENCIES

1. **DO NOT LEAVE STUDENTS UNSUPERVISED UNDER ANY CONDITIONS!!!!**
2. If you must leave the classroom for an emergency, ask a neighbor teacher to check on your group.
3. If you must be away from your group for several minutes, notify the office and a replacement will be secured.

LESSON PLANS

1. Lesson plans are essential for effective teaching.
2. Lesson plans may be in the form of unit plans. It is the responsibility of each teacher or grade level to turn in a weekly snapshot of that week's lessons. These need to be sent electronically to "lesson plans" email group or uploaded to ONENOTE. **Lesson plans are to be turned in by Monday morning at 8:00 am for that week.**
3. Identify students who need modifications for learning. **THESE MODIFICATIONS MUST BE INCLUDED IN LESSON PLANS.** Modifications may be necessary for students RTI, Section 504, and special education students with an IEP. Special education teachers should come to you and discuss modifications needed with special education students. The counselor's office has a list of students on SST and Section 504.
4. Codes from the Modification checklist may be used on lesson plan form. **STUDENT'S NAMES ARE CONFIDENTIAL. DO NOT WRITE STUDENT'S NAMES ON LESSON PLANS SO THAT UNAUTHORIZED PERSONNEL MAY SEE IT.**

LESSON PLAN MODIFICATION CODES

The following modification codes are to be used on lesson plans as needed. The use of modifications should be documented in 504 Plans, Student Support Team records, or the Individualized Educational Plan

DE	MODIFICATION	EXAMPLES
M1	Preferential Seating	Separated from Group Near Board or Teacher; Near Peer Tutor; Away from Door
M2	Modified Time Allotment on Assignments	Additional Time Abbreviated Time; Avoiding Time Tests; Additional Work Sessions
M3	Modified or Alternative Class Assignments	Alternative Text Lowered Reading Level; Separate Worksheets; Use of Calculators; Redo Assignments
M4	Modified or Alternative Homework Assignments	Limit Time on Homework Alternative Homework Additional Time for Homework
M5	Directions Simplified, Modified, or Repeated	Frequent Redirection Less Than Three-Step Directive Only Peer Assistance with Directions
M6	Modified or Alternative Classroom Assessments and Tests	Multiple Choice Test Only Limited Choices on Tests Tests Read Orally Provide Study Guide Shorten Length of Tests Alternative Tests
M7	Alternative Behavior Management Strategies	Concrete Encouragement or Praise Needed Behavioral Contract Extended Timeout Daily Behavior Notes Home Carry Cards and Assignment Sheets
M8	Other Modifications Required	Additional Modifications Noted in SST, IEP, or 504 Plan
M9	Pharmaceutical Therapy	Medications and Inhalers to be Dispensed by School Nurse or Designated Personnel
M10	School Based Counseling Services	Individual Counseling Group Counseling

LOCKDOWN PROCEDURES

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building. Lock-Down procedures will also be used for drug dogs and locker sweeps.

1. Principal will issue lock-down procedures by announcing warning over PA system, sending a messenger to each classroom or sounding bells. The phrase “**soft lock-down**” indicates a drill or extended period lock down. Once the room is secured, teachers may resume instruction. Students and staff must remain in place until the all clear is given.
2. The phrase “**hard lock-down**” indicates teachers and students should remain in a lockdown position (see #6 under hard lock down) until the all clear is given.

Soft Lock Down

1. Direct all students, staff and visitors into classrooms.
2. Lock classroom doors.
3. Allow no one outside of classrooms until all-clear signal is given by Principal.

Hard Lock Down

1. Direct all students, staff and visitors into classrooms.
2. Lock Classroom doors.
3. Move students away from the door and windows. **Sit students on the floor.**
4. Close window blinds or cover all windows.
5. Email all missing/’absent students’ names to Amy Rowe.
6. Brief students about the situation (if appropriate).
7. Students are to remain quiet.
8. Place color-coded card (red, yellow or green) under the door.
 - o **GREEN**—if everything is okay.
 - o **YELLOW** - if there is a problem, but it is not an emergency
 - o **RED**—if there is an emergency inside the classroom
9. Remain in the classroom until the administration gives authorization to move.
****NOTE**** If a lockdown should occur between classes, teachers are to move students into the nearest classroom, make a list of additional students in your classroom, as well as those missing/absent from your scheduled class.
****NOTE**** If a lockdown should occur while an activity is going on outside, the responsible teacher should get the students to the nearest classroom and lock the door.

LOCKERS

1. Lockers are rented to students in grades 5-12 for an annual fee of \$5.00.
2. Locks are \$5.00. (Mandatory in 5-8)
3. Lockers will be assigned to teachers for student rental. As students pay the rent, the teacher is to write a receipt for the locker rent and issue the number to the student.
4. NO SHARING OF LOCKERS is allowed. All students in grades 5-12 must rent a locker. Each student is responsible for renting his/her own locker.
5. If a locker that is assigned to the teacher does not work, then the teacher needs to fill out a maintenance form and turn in the office to get it repaired.
6. A list of locker rentals with student's names is to be kept on file in the teacher's classroom.
7. When all students have paid for their lockers, a copy of the locker rental assignment sheet and the money must be deposited with administrator.
8. Teachers should periodically have a locker clean out with their first period group. Lost books are often found in the bottom of lockers. Dirty clothes and shoes in lockers can create a foul odor. Encourage your students to take clothes home and wash them rather than letting them accumulate for long time periods. No food/drinks in lockers.
9. Lockers are school property and are subject to be searched at any time when the administration determines just cause.

LUNCH COUNT

1. Immediately after checking roll during first period, each teacher is to read the menu for the day. Students have a choice each day unless otherwise noted. Each day, students have a choice of a hot plate or a salad. On Tuesday and Thursday, students can choose a hot plate, salad, or sandwich lunch.
2. The lunchroom will make a set number of lunches each day. Once the lunchroom serves all lunches prepared, students will no longer have a choice.

No Cost Lunch Program

Students in Pre-K through 12th grade are automatically enrolled in the no cost breakfast and lunch program. Please encourage students to eat both meals each day.

LUNCHROOM RULES AND DUTY

1. STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS DURING OR PRIOR TO LUNCH PERIOD, RETURNING WITH FAST FOOD ITEMS FOR LUNCH.
2. VISITORS ARE ALLOWED TO BRING FAST FOOD LUNCHES FOR THEIR OWN CHILDREN NOT FOR ANY OTHER STUDENTS OR TEACHERS.
3. All students are required to go to the lunchroom whether he/she eats lunch or not.
4. A lunchroom duty schedule will be given to each teacher showing the dates of duty for the entire school year. ALL TEACHERS will be on duty the first and last weeks of school and the week before major holidays.
5. Teachers in high school that are not on duty may choose to eat in the lounge or their classroom.
6. If you are on duty, you MUST eat your lunch in the lunchroom so that you can supervise students while you are eating.

7. Students are to remain in the designated area for the entire lunch period.
8. Ice cream will be sold during lunch periods on Tuesday and Friday.

LUNCH SCHEDULE

A lunch schedule for each grade level can be found in the student handbook.

MAILBOXES AND E-MAIL

1. Teachers and other school employees have mailboxes located in the teacher's work room.
2. Mailboxes should be checked in the morning and afternoon for mail as well as notes and other correspondence that may be in them.
3. Check your e-mail mornings, afternoons, and several times in between. This is the main method of communication used. Important communications from administration and others is sent via e-mail rather than using the intercom system.

MAINTAINANCE OF CLASSROOM

1. Teachers should check classroom and equipment periodically to make sure that it is maintained in safe, working conditions.
2. Custodial staff are responsible for sweeping, emptying garbage, and other routine daily cleaning.
3. Students should be required to clean up messes they make. At the end of each period, have students always pick up paper from the floor and return items to designated places to keep classroom looking neat.
4. If your classroom has tables and chairs at the end of the last period your room is used, have the students put the chairs on the tables or stack them so that custodians can spend their time sweeping and cleaning rather than moving chairs. Everything that you can have your students do to help maintain the classroom will free custodial staff to do other chores which will result in a cleaner school building and grounds.
5. Teachers are to clean their desk. You know what is important to you. Custodial staff will not be responsible for cleaning of your desk and items on your desk.
6. White boards are to be cleaned by teachers. Custodians do not know what you may want left on your board for the next day.
7. The school will furnish all cleaning supplies needed for classroom. DO NOT bring cleaning supplies from home without administrative approval due to OSHA regulations.
8. If there is maintenance or repairs needed in your classroom, send an email to "Maintenance" listing all applicable information for the issue, including room number.
9. Custodial staff is on a schedule. DO NOT go directly to a custodian and ask for assistance with something in your room. Notify the front office of any issue and front office personnel will notify the custodian.
10. If you have an emergency such as a student throwing up in class, a busted water pipe, an overflowing commode, or electrical problems, notify the front office. A custodian will be dispatched to your room immediately. Secretaries have links which they can use to communicate directly with the custodians in a shorter time than it would take you to locate one. This also lets the office know that you have an emergency in your classroom.

MAKE UP WORK

1. When a student is absent, it is the responsibility of the student to make up all work missed. When a student knows in advance, he/she will be absent, the student needs to see the teacher and find out what he/she will be missing. **THIS INFORMATION NEEDS TO BE CONVEYED TO THE STUDENT BOTH VERBALLY AND IN WRITING IN THE COURSE SYLLABUS.**
2. Students can make up work when absent. Regardless if the absence is excused, unexcused, or pre-arranged. A student suspended out of school can make up work without a reduction in grade. (see student handbook) This includes tests, class assignments, and homework.
3. A student must be given at least three days and up to five days from the time the student returns to class from an absence to make up work that was not assigned prior to the date absent. If more than five days are needed to complete makeup work, then arrangements must be made with the teacher to set up a timeline for completion. **High school students only have 3 days for make-up work.** The teacher has the discretion to allow additional time without penalty for a student to complete assigned work, to accept extra assignments, alternate assignments or to allow work to be redone. If a test was scheduled for the day a student is absent, then he/she must take the test on the date he/she returns. For example, if a test is planned for Wednesday and the student is in class on Tuesday, but stays out on Wednesday, then when the student comes back on Thursday, he/she should take the test. Hopefully this will eliminate students who stay out of school on test dates for extra study time or trying to find out what is on the test.

MEDIA CENTER USE

1. The library is open for student use between 7:40 a.m. and 2:30 p.m. daily.
2. Students must follow check out procedures as outlined in student handbook.
3. Teachers who wish to take entire classes to the media center for research, media instruction, or checking out books need to check with media specialist to schedule a date and time. **DO NOT BRING AN ENTIRE CLASS TO THE MEDIA CENTER WITHOUT HAVING TALKED TO THE MEDIA SPECIALIST FIRST.** Another class may already be scheduled for that time period, and there may be no space available for your students. If you take an entire class to the media center, you must stay with the class the entire time they are in the library.
4. If individual students need to go to the library, students must take STAR cards with them to check-out books and serve as a library pass. **THE LIBRARY IS NOT A HANG OUT FOR STUDENTS TO SOCIALIZE.** No more than 2-3 students should be sent from one classroom at a time.
5. Students **CANNOT** pick up video tapes for substitutes without approval from an administrator.

MEDICATION FOR STUDENTS

1. AT NO TIME SHOULD A TEACHER DISPERSE MEDICATION TO A STUDENT. An exception to this would be if you are on a fieldtrip and you have permission from a parent/guardian to do so.
2. A nurse is on staff at Echols County Schools. If a student is sick or needs medication brought from home, then the student fills out his/her agenda book pass (or uses nurse pass/form) to go to the school nurse for medication. If a student takes medication on a regular basis, the school nurse will issue a permanent pass for that student to use stating the time of day he/she needs to come to her office. High School students report to the office for medication.
3. NO STUDENT IS TO HAVE MEDICATION (except for inhalers or Epi Pen® for medical conditions noted in their files) on them while at school. If a student has a prescription or medicine which is routinely taken, then the medication must be brought to school in the original container by a parent/guardian and given to the school nurse with explicit instructions for administering the medication. A form will be available in the nurse's office for the parent/guardian to fill out.
4. If a student comes to school with medication, the student and medication should be sent to the nurse immediately. Depending on the student and circumstance and type of medication, the teacher may wish to hand deliver the medication to the nurse.
5. NO MEDICATION WILL BE GIVEN TO STUDENTS WITHOUT WRITTEN PERMISSSION FROM THE PARENT/GUARDIAN. Health forms sent out at the first of the school term must be given to the school nurse so that she will know who has permission to be medicated.

MOMENT OF SILENCE/PLEDGE TO FLAG

1. As required by state law, each morning will start with a moment of silence for students to reflect and/or pray privately. This time will be announced over the intercom system. Teachers are to observe this time also and set an example for students by remaining silent and refraining from doing activities that might distract the students.
2. Immediately following the moment of silence, the pledge to the flag will be read over the intercom. If you do not have a flag in your classroom, let the office know so that one can be secured for you.

MONEY COLLECTION

1. Any time that money is collected from a student, a receipt should be written by the teacher/person receiving the money. This is protection for you in case there is a question about whether a student has paid a debt.
2. Examples of things that a receipt should be written for include the following: year books, club dues, lockers, money for field trips, etc.
3. A receipt book can be obtained from the office for writing receipts. If a student is paying debts with a check, make sure that you indicate on the check what the check is for before turning in to the office. (Example, if a student is paying for club dues, then make a note on the check that the check is for BETA, FFA, FCCLA dues—indicate which club or group is receiving the money. This is especially important when a check is returned for determining

which account the money was deposited in. Often a check may be written by someone who is not affiliated with the school and it is difficult to find that person.).

4. During your planning period or at the end of each day, deposit your money with the office. **DO NOT LEAVE MONEY IN THE CLASSROOM. YOU ARE RESPONSIBLE FOR MONEY STOLEN, IF YOU ARE NEGLECTFUL IN HANDLING IT.** For items such as lockers, field trip money, etc. that you may not collect from every student on the same day, then put the money in an envelope, label the envelope with your name, grade, and what the money is for. Turn the envelope in to the office each day to store in the vault until you have collected the full amount for deposit.
5. **WHEN MAKING YOUR FINAL DEPOSIT WITH THE BOOKKEEPER, THE STATE AUDITOR FORM MUST BE FILLED OUT COMPLETELY AND TURNED IN WITH THE MONEY.**
6. The office will write a receipt to you when you deposit money. You will sign the receipt. Have all money sorted and straight before making your deposit.
7. **NO MONEY IS TO BE COLLECTED FROM FELLOW EMPLOYEES WITHOUT APPROVAL FROM AN ADMINISTRATOR.**

MOVIE/FILM SHOWING

See section on Videos

NEW TEACHER MENTOR PROGRAM

Echols County Schools welcomes all new teachers and staff to the system. Each new teacher will be provided with a mentor to guide and direct them during their first year. Mentor teachers should strive to check-in with their mentees weekly to answer any questions and provide support for them. School administrators will meet with new teachers on a regular basis to answer questions and provide support. Sena Pike, ECS Academic Coach, will check in with teachers on a bi-weekly basis to ensure needs are being met.

2022 Mentor List

Administration

New Teacher, Position	Mentor Teacher, Position
Rick Rogers, Technology Director	Kelly Wicks, Technology Director
Joey Temperly, Assistant Principal	Bobbie Staten, Principal

Elementary/Middle School

New Teacher, Position	Mentor Teacher, Position
Faith Johnson, 7 th grade Math	Ann Joy Collier, 8 th grade Math
Alexis Wisenbaker, 4 th Grade ELA	Jennifer Dees, 3 rd Grade ELA

High School

New Teacher, Position	Mentor Teacher, Position
Rob Grimes, Culinary Arts	Burt Copeland, Business Education
Pamela Kimbrell, Science	Jessie Pruitt, Science
Chad Schneider, Ag	Hank Majeski, Ag

Support Staff

New Staff, Position	Mentor, Position
Cathy Swilley, RN	Kathy Carter, Administrative Assistant
Dorothea Kinsey, Migrant Paraprofessional	Brenda Sanchez, Migrant OSY

PARENT CONTACTS

1. Keep a record of all parent contacts. Use the contact log in Infinite Campus to document contact. If a parent contact is about a situation that an administrator needs to be aware of, then make a copy of that contact daily and give to the secretaries to pass on to an administrator before filing. You should keep the original copy of your contacts in a safe, secure file in your classroom so that students cannot have access to them.
2. Letters and contacts that parents make with you should also be filed. If the information needs to be shared with an administrator, then make a copy of the communication and turn in to the secretaries to pass on to the administrators.
3. Parent/teacher conference days are set up at the end of the first semester. Dates can be found on the school calendar. **DO NOT SCHEDULE OTHER ACTIVITIES FOR THIS TIME PERIOD.** High school conferences are scheduled as requested by either teachers or parents.
4. **ALL EMPLOYEES WHO ARE PARENTS OF STUDENTS ARE TO HANDLE PROBLEMS WITH SCHOOL PERSONNEL OUTSIDE OF NORMAL SCHOOL HOURS AND ARE TO SET UP A MEETING TIME WITH THEIR CHILD’S TEACHERS FOLLOWING THE SAME PROCEDURE OTHER PARENTS USE.**

PARENT CONTACT FORM

Name of Student _____ Teacher _____

Date _____ Grade level of student _____

Contact Method: _____ Phone _____ Letter/note _____ Conference

Person conference was with _____

Number called _____

Reason for Contact:

Summary of contact:

PARENT CONTACT FORM

STUDENT'S NAME	DATE	# CALLED	REASON FOR CALL	COMMENTS

PARKING

1. Faculty parking is free and does not require a decal. Please do not park in Reserved Spaces unless you have been instructed to do so.
2. Students are not to park in faculty parking. If you see a student parking illegally, notify an administrator immediately. Students are required to purchase parking decals.
3. Employees' children/relatives are not allowed to drive to school and use faculty/staff parking unless they are chauffeuring the employee to school. This means one vehicle per employee regardless of who is driving.

PARTIES

1. Teachers in Pk-5th grade can have school parties on special occasions such as Christmas, Valentine's Day, and Easter. Teachers should let an administrator and front office know the date, time, and event they are having a party for. Please be aware that some students do not celebrate certain holidays for religious reasons. Arrangements should be made to accommodate students in these situations.
2. No parties are allowed in grades 6-12 without the prior approval of an administrator at least one week in advance of the party.
3. If food is to be consumed as part of a class activity, the administration needs to know about this one week in advance and approve the activity.

PEP RALLY

1. Pep rallies will be held as approved by administrators. Request for pep rallies must be made by the cheerleader sponsor at least two weeks in advance.
2. An announcement will be placed on the morning memo at least one week in advance giving the date and time of the pep rally.
3. Teachers are to escort their 4th Block classes to the pep rally and remain with them during the pep rally.
4. Sections will be assigned in the gym for each grade level for pep rallies.
5. Students are not to carry streamers, toilet paper, canned stringy materials, any type of food or liquid products, or any other product which can mess up the gym.
6. Misbehavior of students may result in cancellation of pep rallies.

PLANNING PERIODS

1. Planning periods are to be used in a constructive manner to prepare for the next day's lessons. This time can be used for unit plan writing, making out tests, creating classroom assignments, copying materials needed for class, etc.
2. Occasionally, substitutes cannot be secured for a teacher who has an emergency and must leave. You may be asked to cover someone's class. Please try to cooperate with the secretaries when this event occurs.
3. Do not ask other teachers to give up their planning periods and cover your class so that you may do personal business. Use your own planning period or fill out a leave form and turn in to the office so that a substitute can be secured for your class. If for some reason you must have someone cover your class, then offer to take that teacher's class during your planning period the next day so that the teacher who covered your class will have their planning work time.

POSTPLANNING

A checklist of items that need to be completed during post planning is in the front office. A copy of this form will be given to each teacher during post planning.

PREPLANNING

PREPLANNING/FIRST DAY OF SCHOOL

1. Attend all meetings scheduled.
2. Read the student handbook and highlight main points that you need to go over with students.
3. Read the teacher handbook. There are forms in the teacher handbook that you will need throughout the year.
4. Become familiar with the board policy. A detailed board policy manual is located on the school website.
5. Review the technology section of the handbook.
6. Check class rolls and determine the largest number of students you have. Make sure that each student has a seat in your classroom before the first day.
7. Check you class rolls and textbooks you have available for that class. Make sure that you have textbooks for everyone that will be coming into your class. If you need additional

textbooks, see your administrator immediately to order additional books. Have textbooks ready to issue to students. A form is in handbook for doing this.

8. Prepare classroom for first day of class. Make sure that your room is ready for students to come into and start learning.
9. Complete a property inventory form for all items in your room. One copy of this should be turned in to the secretaries in the office. You need to keep a copy so that you can add to, delete from and total out at the end of the school year. This form may be kept on your computer and information added. A hard copy can be printed to turn into the office.
10. Make out lesson plans for teaching your classes. A copy of these needs to be emailed to “lesson plans” or uploaded to OneNote by the first day of school.
11. If supplies are needed for your classroom, notify administration of need and obtain approval for any purchase request.
- ~~12.~~ Review lunchroom procedures and have a copy of menus accessible to students.
13. Remain at work for the entire time you are scheduled.
14. Set up your class rolls so that you will be ready to start teaching the first day of school.
15. Fix any bulletin boards in the hallways that you are responsible for.
16. Assemble all information that students will receive on the first day of school and have it ready to give to each student. A list of these forms and what to do with them is listed. **DO NOT TURN FORMS INTO THE OFFICE UNTIL YOU HAVE ONE FOR EVERY STUDENT THAT IT RELATES TO.**

NAME OF FORM	WHAT TO DO WITH FORM
Insurance applications	Send flyer home with students.
Student profile sheets	Turn in original to the front office
Home language survey forms	Turn in original to the front office
Internet Usage Forms	Pre-8 Teachers will turn completed forms in to Technology Support Personnel. 9-12 Teachers will turn completed forms in to the front office.
Locker rental forms and money	Turn in list of students with money to the office. Do not turn it in until everyone has paid. Store locker money in envelope with form in vault until everyone pays and you make final deposit.
Release for military contacts	Turn in to front office
Student/parent handbook forms	Turn in to front office
Authorization to administer medicine	Place in Nurse’s mailbox
No Shows	Email Student Support personnel any no shows on Roster
Property inventory form	Make and keep a copy for your files. Turn in to the front office.
Form signed by students that they received a handbook, and had it explained to them	Make a copy for your files. Turn in a copy to the front office.
Your discipline plan	Turn in a copy to administrator. Keep a copy on file in your classroom.

FIRST DAY OF SCHOOL

DURING FIRST PERIOD

1. Check roll to see who is present. **NO STUDENT IS COUNTED ABSENT UNTIL THEY FIRST SHOW UP IN CLASS THE FIRST TIME.** Keep this information in your roll book and enter the information on Infinite Campus.
2. Read menu and do lunch count. Procedure for this is found in handbook.
3. Pass out student schedules. Check to make sure students know where to go. Also, try to check and make sure students are not taking classes for which they have already received credit.
4. Provide students with a link to online handbook access. Read and go over main points. Have each student sign form stating that the handbook has been given and explained to them.
5. Pass out all forms and paperwork from the office. Go over this with students and explain as necessary. **STRESS THE IMPORTANCE OF IMMEDIATELY GETTING THESE FORMS BACK IN.** (NO medication without form, etc.)
6. Go over classroom rules and expectations with students.

DURING EACH CLASS PERIOD

1. Check roll for each class. Make sure that students are in the right place. Also check to make sure that students are not taking your class if they have already received credit for it. **NO STUDENT IS COUNTED ABSENT UNTIL THEY FIRST SHOW UP IN CLASS.** Keep this information in your roll book and enter the information on Infinite Campus.
2. Assign students to seats in your classroom.
3. Go over classroom rules and expectations with students. Give each student a copy of your discipline plan with instructions to sign it, take it home and get parent/guardian signatures and return.
4. Pass out your course syllabus and go over with students.
5. Depending on time and whether you anticipate students changing your class, you may want to issue textbooks. (Use form provided)
6. Answer any questions students may have about your course and give an overview of your class.
7. Begin with lesson plans, if time.

TEXTBOOK FORM

TEXTBOOK: _____

COPYRIGHT: _____

SUBJECT: _____

ISBN #: _____

PUBLISHER: _____

Book #	Person Book was issued to	Issue Condition	Return Condition	Returned-End of Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

PRIDE AND PROFESSIONALISM

1. Do all that you can to elevate the image of your profession and your school. Prioritize responsibilities and tasks—the classroom with students' welfare being the most important.
2. Guard conversation in the lounge and elsewhere.
3. Keep parent-student-teacher conferences confidential or informing the appropriate sources only.
4. Remember student rules and regulations and abide by any additional rules which should apply to teachers.
5. At all times the correction of students should be done in an atmosphere of love and understanding. Be fair, firm, and consistent. Refrain from using a loud, angry voice (profanity will not be tolerated). Respect the personal space of a student and maintain at least one and one-half arm lengths between yourself and the student.
6. Be punctual.
7. Smoking is not allowed in school buildings. Do not smoke in the presence of students at school.
8. Teachers have the right to disagree with policies or express displeasure with any decision if it is done by using the proper channels. The administrator's office is the proper place to begin; not the lounge or outside of school.
9. Professionalism involves such things as: attendance at school functions and community leadership, self-improvement, and ethical and moral character.
10. Teaching school is a full-time vocation requiring faculty presence and participation in school functions. Administrators and teachers are expected to attend school functions.

PROGRESS REPORTS

1. Progress reports are to go to parents at the end of 4 ½ weeks of each grading period. (By this time students should have a minimum of two test grades.) Specific dates for this are listed in the student handbook.
2. Progress reports are to be printed by the teacher in grades 6-8, from the grade book listing student's grades. *Information on how to do this can be found in the technology section of the notebook.*
3. The progress reports are to be given to the students to take home for parents to sign.
4. If a student has not returned the progress report within three days, then the teacher needs to contact the parent. **MAKE SURE YOU LIST PARENT CONTACT FOR THIS ON PARENT CONTACT FORM.**
5. If the parent cannot be contacted, then print a duplicate form, label it second notice and turn in to one of the secretaries in the office to be mailed to the parents. **MAKE SURE YOU KEEP A COPY OF THIS AS DOCUMENTATION THAT PARENT CONTACT WAS ATTEMPTED.**

PROMOTION/RETENTION OF STUDENTS

See section in student handbook for PROMOTION AND RETENTION OF STUDENTS

PROPERTY INVENTORY

1. Each teacher is to complete a property inventory form at the beginning of each school year.
2. As property is added or removed through the year, update the inventory.

3. Each teacher will complete the property inventory form at the end of the school year and turn in one copy to the office. A copy of the property inventory form is included. If you have an extensive inventory such as shop and lab equipment, you may use excel and keep your inventory on the computer. A hard copy should be printed, and one copy turned in.

ECHOLS COUNTY SCHOOL PROPERTY INVENTORY
SCHOOL YEAR _____

Room # _____ Teacher _____
Date _____

Please count each piece of equipment for your classroom carefully. Document additional items not listed in the spaces below. Do not include Media, Title I, Technology or personal items.

- _____ **Bench**
- _____ **Bookcase**
- _____ **Bookshelf**
- _____ **Bulletin Board**
- _____ **Chair (folding metal)**
- _____ **Chair (teacher)**
- _____ **Chair (student)**
- _____ **Chalk Board**
- _____ **Chart Stand**
- _____ **Cubby**
- _____ **Desk (handicap)**
- _____ **Desk (student)**
- _____ **Desk (teacher)**
- _____ **Fan**
- _____ **Filing cabinet**
- _____ **Fire extinguisher**
- _____ **Flag**
- _____ **Pencil sharpener (wall)**
- _____ **Pencil sharpener (electric)**
- _____ **Shelf**
- _____ **Stool**
- _____ **Table**
- _____ **Table (kidney shaped)**
- _____ **Trash Can**
- _____ **White Board**

- _____
- _____
- _____
- _____
- _____

The information given in this report is correct to the best of my knowledge.

Signature _____ Date _____

REMOVING A STUDENT FROM THE CLASSROOM WITH A CHRONIC DISCIPLINE PROBLEM

House Bill 605 Code Section 20-2-737 states that local board policies shall require the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the ability of such student's classmates to learn. The report must be filed within one school day of the most recent occurrence, shall not exceed one page, and shall describe the behavior. The principal or principal's designee is required to send a copy of the report to the parent within one school day of receiving it. If action is taken by the principal or principal's designee in response to the report, written notification shall be sent to the teacher and the parent within one school day of the action. A reasonable attempt shall be made to confirm that the notification has been received. The notification shall include information regarding how the student's parent may contact the principal.

House Bill 605 code Section 20-2-738

- a) States that the teacher shall have authority to manage the classroom, discipline the students, and send students to the principal's office to maintain order. The principal or principal's designee shall respond when a student is sent to the office by employing appropriate discipline management techniques.
- b) Provides that, on or after July 1, 2000, a teacher shall have the authority to remove from class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in class or with the ability of the student's classmates to learn provided the student has previously been reported or the teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. In the case of immediate removal, the teacher shall submit a report of the end of the school day on which such removal occurs. The principal or principal's designee shall, within one school day after the student's removal from class, send to the student's parents/guardian a written notification that the student was removed from class, a copy of the teacher's report and information regarding how the parents/guardians may contact the principal.
- c) States that if a teacher removes a student from class, the principal or principal's designee shall discuss the matter with the teacher by the end of the school day on which such removal occurs. The principal or principal's designee shall give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, shall explain the evidence. If, after such discussion, the teacher agrees for the student to return to class, the principal or principal's designee may administer appropriate discipline. If the teacher withholds his or her consent to the student's return, the principal shall make a temporary placement for the student by the end of the first school day following the removal, which shall not be the class from which the student was removed, and shall take steps to convene a meeting of the placement review committee. The committee shall be convened by the end of the second day following removal from class and shall render a decision by the end of the third day.

Code Section 20-2-738

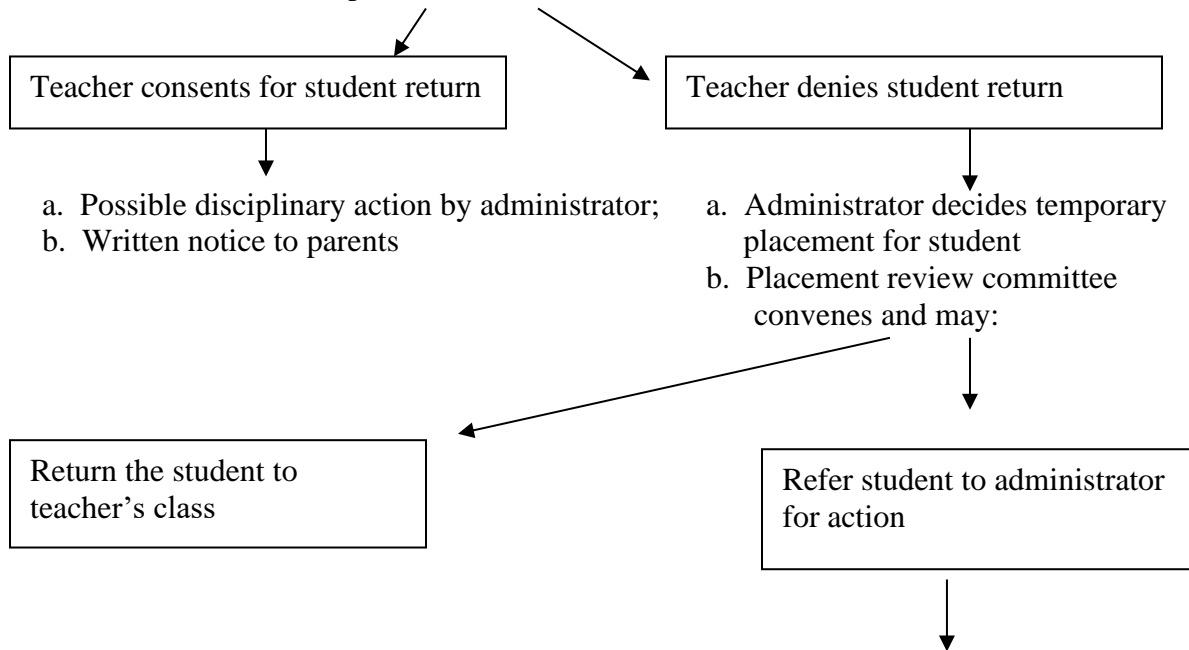
States that the principal shall implement the decision of the placement review committee to return the student to a class from which he or she was removed. In addition, the principal or

principal’s designee may place the student in in-school suspension; impose out of school suspension for not more than ten days; make another disciplinary decision consistent with local policy. (2) if the placement review committee decides not to return the student to the class from which he or she was removed, the principal may place the student into another appropriate classroom, in-school suspension, alternative education program, out of school suspension for not more than ten days, make another disciplinary decision consistent with local policy, or implement an appropriate combination of the above.

NOTE: Any teacher who removes more than two students from his or her total enrollment in any school year who are subsequently returned to the class by the placement review committee because such class is the best available alternative may be required to complete professional development to improve classroom management or other skills.

TEACHER REMOVAL OF DISRUPTIVE STUDENT FROM THE CLASSROOM
 Effective July1, 2000

- Teacher submits an initial written report (could be disciplinary form)
- Teacher removes a student from the class
- Teacher submits a written report to the administrator by the end of the day
- Administrator has conference with the teacher and student by the end of the removal day or the beginning of the next school day and notifies parent in writing within one day after removal
- Administrator attempts to return student to class



- Administrator **MUST** notify parents and *may*:
- Assign student to another class
- Place in in-school suspension

- Place in alternative school
- Impose out of school suspension (no more than 10 days which may include days of temporary placement)
- Impose other action outlined in the Code of Conduct
- Consider using support services
- Use a combination of the above
- Return the student to class after completion of discipline consequences
- Refer for expulsion

REPORT CARDS

1. Report cards will usually go out the week following the end of the grading period. A schedule for report cards going out can be found in the student handbook.
2. The report cards are to be signed by the parent and returned the next day to the student's first period teacher.
3. Teachers are to keep report cards filed. In grade 6-12, if a note is sent back to one of the teachers other than the teacher collecting the report card, he/she needs to communicate this to the appropriate teacher.
4. If a student has not returned his/her report card within a three to five -day period, the administrators should be notified. If the parent has not seen the report card, then the administrator will request another report card be printed and mail the report card to the parent.

REQUISITIONS

1. All financial transactions with the school begin with a requisition form filled out by the teacher. This form must be filled out with all needed information. A copy of this form is included.
2. If you are ordering from a magazine, catalog, or booklet, attach the requisition to the publication and turn in together indicating page number, item number, and other information. **MAKE SURE YOU INCLUDE FUNDING SOURCE. IF YOU DO NOT HAVE A FUNDING SOURCE, THEN YOU DO NOT HAVE FUNDS AVAILABLE FOR THE PURCHASE.**
3. Give the requisition to administration if funds are coming out of a school account. This would include items such as writing one check from a club account to mail in national and state affiliation dues, checks to be made to an organization for a field trip that you have deposited money for, etc. A purchase order will be written and either give it to you or order the material you have requested, depending on your instructions. **DO NOT TURN IN A REQUISITION WITHOUT SOME DOCUMENTATION OF THE ITEM(S) YOU ARE REQUESTING A CHECK FOR.**
4. If the funds are coming from an account at the county office, such as Title I, CTAE, Carl Perkins, etc. give the requisition to one of the secretaries who will give it to the appropriate administrator. The requisition will be sent to the program manager for approval and funding information then the form will be sent to county office and a purchase order will be written by personnel in that office.
5. **DO NOT SPEND ANY MONEY WITHOUT PRIOR AUTHORIZATION. YOU MAY NOT BE REIMBURSED FOR YOUR EXPENSES IF YOU DID NOT HAVE APPROVAL FOR THE PURCHASE.**
6. Requisition forms may be found on the school server under School Docs, Select Forms, Select Requisition

RESPONSE TO INTERVENTION/MULTI-TIERED SYSTEM OF SUPPORTS

1. RTI/MTSS is the process that documents efforts made for struggling students.
2. Students cannot be referred to Special Education without RTI documentation forms.
3. RTI training will be updated and refreshed at the start of each school year.

SCHOOL EVENTS SCHEDULING

1. All school events must be approved through the school administration.
2. The teacher in charge of an event needs to check with the school calendar coordinator to make sure the date is clear.
3. After determining that the date is clear, the teacher is to submit the date and name of the event directly to their administrator.

SCHEDULE CHANGES-High School

1. All schedule changes by students are to be made within the first five days of the semester ONLY by the counselor.
2. Students needing schedule changes must obtain a drop/add form from the counselor's office.

SCHOOL CLOSURE-Extracurricular Activities Protocol

Extracurricular Activities Protocol in the Event School is Cancelled **And** You Feel It is **Imperative** that your Activity Continue to be Held as Planned

**Normal protocol will be that all events are cancelled.

**This should only be used under extreme circumstances.

1. Contact your Director (Athletic Director, CTAE Director, Etc.)
2. The Director, along with the principal, will decide if conditions are safe for all participants to participate in the event. Consider the travel to the destination as well as any opponents traveling to our campus. Consider conditions of the facilities and if there is electricity.
3. Principal will call superintendent and make recommendation to continue or cancel event.
TOGETHER THEY WILL MAKE A FINAL DECISION ABOUT THE EVENT.
4. The Principal should then contact the director of the activity (Athletic Director, CTAE director, etc.) to notify them of the decision on continuing with event/activity.
5. The Director of the activity (Athletic Director, CTAE director, etc.) should contact the bus transportation supervisor (Tori Register) to notify her of the need for bus and driver.
6. The bus transportation supervisor should contact the scheduled bus driver to confirm the need of driver.
7. Devise a system of communication with all participants ahead of time so that you can communicate the cancelation/postponement with them.
 - a. Student participants
 - b. Opponents if applicable
 - c. Referees/umpires if applicable
8. In the event school is canceled for multiple days, continue this process each day that you have activities planned.
9. In the event, the activity must take place prior to a certain date (i.e. playoffs), then the head coach/activity sponsor must be in constant communication with the opposing coach/sponsor and the school principal to determine a date and time that is safe for all involved.
10. No practices will be held when school is closed without approval from the superintendent.

SEXUAL HARASSMENT

1. Sexual harassment is defined by the courts as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may be physical such as unwelcome touching or interference with movement, verbal, such as epithets, derogatory comments or slurs, or visual, such as the display of derogatory cartoons, drawings, or posters.
2. Examples of conduct, which may constitute sexual harassment are:
 - Unwelcome leering, staring, sexual flirtations or propositions
 - Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
 - Unwelcome graphic verbal comments about an individual’s body or overly personal conversation
 - Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
 - Unwelcome spreading of sexual rumors
 - Unwelcome touching of an individual’s body or clothes in a sexual way.
 - Cornering or blocking of a sexual nature of normal movements
 - Displaying sexually suggestive objects
3. PLEASE BE AWARE OF THE INFORMATION ABOVE. IF YOU HEAR OR SEE A STUDENT SEXUALLY HARASSING ANOTHER STUDENT, REPORT IT TO AN ADMINISTRATOR IMMEDIATELY.
4. Please be careful about what you may say or imply in front of students. Often, they misinterpret the information and make a mountain out of a mole hill that can create a situation difficult to deal with.

SHOWERS FOR SCHOOL EMPLOYEES

1. Most of the school employees voted that each area on campus may, if they choose to, host a shower for someone who works in their area (elementary school, middle school, high school, central office, maintenance, lunchroom, or transportation).
2. Remember: do not collect money without prior approval of an administrator.
3. All showers are to be conducted after 3:30 students have left for the school day and should not conflict with scheduled meetings. The exception to this is in the event a drop-off shower is held. Due to not formal gathering, gifts may be dropped off in the workroom or shower area (not to be an area where students will be assigned) and refreshments may be picked up during each teacher’s planning for lunch time.

SIGN IN-OUT

1. Employees are to sign in and out on the designated forms in the designated areas. This should be done on a daily in the mornings and afternoons and any time during the day you are leaving campus for any reason.
2. Non-classified personnel are to sign in each morning with their supervisor prior to starting the workday and at the end.

STAFF	SUPERVISOR
Maintenance Staff	Superintendent of Schools
Bus Drivers	ECEM Principal
Lunchroom Personnel	Cafeteria Manager
Paraprofessionals	ECEM Assistant Principal
Front Office Secretarial Staff	School Principals

Student Services Secretarial Staff	SPED and CTAE Director and HS Principal
Central Office Secretarial Staff	Superintendent of Schools

STAR STUDENT

1. Echols County Schools follows the state guidelines set up for the STAR student program.
2. The STAR student must be enrolled as a full-time student at Echols County High School for each semester of their junior and senior year.
3. The STAR student must take the College Board Scholastic Assessment Test (SAT) on or before November of their senior year.
4. The STAR student will be the student who scores the highest on one test date (scores may not be combined from two test dates). The SAT scores of the STAR student must be equal to or higher than the latest available national high school average on both the critical reading and writing sections.
5. The STAR student must be in the top 10 percent or be among the top 10 students numerically. If the student with the highest SAT scores does not meet the top 10 criteria, the student with the next highest SAT score who does meet the criterion becomes the nominee.
6. The STAR student will choose the teacher that he/she feels contributed most to their success in school as their STAR teacher. This teacher will be recognized locally and attend the STAR banquet with the student, if applicable.

STUDENT ATTENDANCE PROCEDURES

Student attendance is essential for improved student achievement and every teacher and administrator should encourage regular attendance from all students. When students are chronically out of school, parents should be contacted to determine the reason and parents need to be encouraged to send students to school regularly.

The following “In-House” procedures will be followed to monitor student attendance:

1. Students should turn in excuses or notes for absences the following day to the designated person. Students in PK-5 should turn in their notes to their teacher. Attendance is taken in the morning for PK-5th grades.
2. Parents are subject to being contacted by the computerized attendance program to verify a student’s absence on the day of the absence. Parents may also be contacted to verify a written excuse for absence.
3. 6th-12th teachers will check student absences, period by period and report a student absent from their class. Period by period absences will be reported using Infinite Campus within the first five minutes of class. Any student who is not in first block when the tardy bell rings should report to the attendance office or main office for a pass to class. At the end of the day, teachers will e-mail a list of all students who were tardy to 2nd -4th block with the block they were tardy to ECEM office designee for 6-8 and Student Support designee for 9-12. Designated personnel will keep records of tardies for the purpose of assigning after school detention.
4. The Echols County School Board of Education will follow the state guidelines for approving students’ absences.
5. When an attendance appeal is requested, the parents will be notified of the time and place of the appeal hearing.
6. The attendance officer will generate a “No Credit” list at the end of each semester for any students who have exceeded the allowable days and have not been cleared to receive credit by the attendance appeals committee. Additional information on attendance can be found in the student handbook.

STUDENT DEBT POLICY

Students debts must be cleared in a timely fashion. Students who carry debts over a period of one semester will be ineligible to participate in athletics, extra-curricular activities, clubs, field trips, after-school program; and report cards will be held. The debt list is continually updated throughout the year; however, it will only be published at the end of each semester. Students must bring payment or items (books, calculators, uniforms, etc.) to designated personnel. A receipt will be issued, and they will be allowed to resume participation in school events.

STUDENTS LEAVING CAMPUS

Students will not be sent off campus except with approval by the administration.

SUBSTITUTE PLANS

1. Lesson plans must be left for substitutes when you are absent from school. Every teacher must have five days of emergency lesson plans filed in the office. These should be lesson plans which can be used by the substitute for unexpected absences. When you know you are going to be absent, then you can make out and leave lesson plans which will continue with the lesson(s) you are currently teaching.
2. Forms are included for you to make copies of and put in your folder with information the substitute may need. You may want to make copies of these and put in a separate folder to keep in your classroom to be used by a substitute when you know you are going to be absent and emergency plans are not to be used.
3. Ensure you include your discipline plan as well as instructions/information regarding students with special needs or who receive supplemental support in the classroom.

Information to Attach in Folder (Suggested Folder Ideas)

IN FRONT POCKET OF FOLDER, PLACE THE FOLLOWING ITEMS:

1. Attendance form to report absent students
2. Discipline referral forms
3. Red, yellow, and green sheets for fire drills and other emergencies
4. Other information you think your substitute may need

SECURED IN THE CLASPS IN YOUR FOLDER SHOULD BE THE FOLLOWING:

1. Copies of seating charts for all classes
2. Copies of class rolls for all classes
3. Copy of classroom rules/discipline plan
4. Information on special needs/supplemental support students.
5. Any additional information you want the substitute to know.

IN BACK POCKET OF FOLDER, PLACE THE FOLLOWING ITEMS:

5 days of emergency lesson plans.

TO MY SUBSTITUTE

FROM: _____

Thank you for substituting for me today. Included in this folder should be everything you need in order to have a successful day. If there is something missing or something you believe would help you, please leave me a note and I will make sure it is included in this folder.

You will find the following items in the pockets of this folder:

1. In front pocket are forms you may need which include attendance forms, lunch count forms, and discipline referral forms.
2. In back pocket are copies of my emergency lesson plans. **DO NOT USE THESE PLANS UNLESS NO OTHER PLANS ARE AVAILABLE IN FOLDER.** These are for emergency use only when I am unexpectedly absent and cannot send others in.

Attached in the folder you will find the following:

1. Procedures to follow. Please read. There are some changes from previous years.
2. Fire drill instructions
3. A copy of duty assignments for teachers. PLEASE check for my name and if I have duty, please remember to be at the specified place.
4. A copy of the bell schedule and my class schedule
5. Helpful information
6. Copies of seating charts for each class
7. Copies of class rolls for each class
8. A copy of my classroom rules
9. A page for additional information or instructions that I want you to know about

CLASS/TIME SCHEDULE FOR _____

(name of the teacher)

PROCEDURES

Copies of forms you need can be found in front pocket of folder.

1. Check roll for each class period. Write the names of students absent for each period, including advisory group. Give the list of students absent to the front office at the end of the day. (Regular teachers take attendance on the computer; substitutes do not have access to passwords to do this.)
2. During first period there will be a one- minute moment of silence, followed by the pledge to the flag.

CLASSROOM PROCEDURES FOR ALL CLASSES

1. Stand in the hallway by your classroom door between class changes and monitor all students.
2. Immediately, after the tardy bell has rung, close your classroom door. If a student comes in tardy for first period, he/she must go to the attendance office or main office and get a pass to class. If a student comes in late for 2nd -4th periods, have the student sign the tardy sheet. At the end of the day, list all tardy students and the period they were tardy. Turn this information to office at the end of the day.
3. **DO NOT LEAVE STUDENTS UNSUPERVISED AT ANY TIME!!!!!!**
4. If a student needs to leave the classroom to go to bathroom, nurse, office, etc. follow these procedures:
 - a. Every 6th-8th grade student has a STAR card. The student will fill out the pass located on their STAR card with date, destination, and time. You will initial this. **PLEASE CHECK TO MAKE SURE THAT THE STUDENT'S NAME IS ON THE STAR CARD AND THAT HE/SHE IS NOT USING SOMEONE ELSE'S CARD. SIGN THE CARD IN INK SO THAT IT CANNOT BE ERASED!!!!**

- b. High School teachers allow students to use a classroom pass.
 - c. If you need to send a student somewhere, using a note write where you are sending the student, put the time on it, and sign it.
 - d. Students should always keep STAR cards with them. **DO NOT LET A STUDENT LEAVE THE CLASSROOM WITHOUT HIS/HER STAR CARD OR A CLASSROOM PASS.**
5. **DO NOT** allow students to use computers unless the teacher has included this as a part of his/her lesson plan.
 6. **DO NOT** allow students to plunder through teacher's desks and other cabinets in classroom.
 7. Students should be in their assigned seats.
 8. **DO NOT RELEASE STUDENTS EARLY FROM CLASS!!!!**
 9. If you have lunch duty, you are to be in the lunchroom while students are eating and supervise them. High school teachers will also be responsible for supervision after they leave the lunchroom and go outside. Remain on duty for the entire lunch period.

FIREDRILL PROCEDURES

Fire Drill Procedures:

1. Instruct students to remain calm and quiet and follow your instructions.
2. Take your class roll, keys, and emergency response cards (Red, Yellow, and Green laminated cards)
3. Follow posted drill route and line up in designated area. If no route is posted, proceed to the nearest exit and line up at least 300 feet away from the building.
4. The teacher will call the roll and will hold up either a yellow, red, or green Emergency Card to relay information to administrators.
 - GREEN**—everything is okay.
 - YELLOW**— there is a problem, but it is not an emergency, student missing
 - RED**—emergency issue.
5. When administrator gives you an all clear, you may return to your classroom.

HELPFUL INFORMATION

If you have questions, the following students are reliable and can be helpful to you.

Reliable Students:

1st block _____

2nd block _____

3rd block _____

4th block _____

Teachers located near me that will help you are:

_____ Room# _____

_____ Room# _____

CLASSROOM RULES ARE POSTED IN THE CLASSROOM. THERE IS ALSO A COPY ATTACHED IN THIS FOLDER.

SUPPLIES

1. Each year the school will budget funds for each teacher to purchase supplies for the school year in his/her classroom. This money is designated for consumable supplies, including but not limited to, board markers, tape, pens, paper, folders, staplers, staples, tape dispensers, glue, construction paper, poster paper, bulletin board materials, etc.
2. **PLEASE NOTE** *If you are leaving the school system because of retirement, moving to another system, or any other reason, you **ARE NOT** to carry left over supplies with you. Items you purchase with school supply money such as staplers, tape dispensers, hole punchers, pens, paper belong to the Echols County School System. This is not private property of yours. If you know who your replacement will be, then you can pass the remaining inventory of supplies to that person. If you do not know, then turn in left over supply inventory to the office so your replacement will have materials they need to work with.*

TARDIES

1. In grades 6-12 if a student is tardy to first block, the student is to go to the attendance office or main office and get a tardy excuse for entering class. The student should have been marked absent on Infinite Campus when you checked roll. The office personnel will change the absence to a tardy.
2. Beginning with 2nd block classes, tardy students are to be marked absent in Infinite Campus. Email a list of students that were tardy for the day to Kathy for 6-8 and Lynette Anderson for 9-12. They will change the absent code to show that the student was tardy for that class period.
3. If a student is more than (30 minutes in 6-8/ 40 minutes in 9-12) late to class, then he/she is considered absent for the block.
4. It is suggested that you keep a sign in sheet in your classroom for tardy students to sign. This will provide a record for you of tardy students as well as save you from having to stop class to deal with the tardy. (A form is provided for your use)
5. A teacher should not keep a student in his/her classroom and cause that student to be late for the next class without permission from the office. Should this occur, a pass should be written for any student who is late, and the student should be sent to the office.
6. Additional information on attendance and tardies can be found in the student handbook.

TARDY SIGN IN SHEET FOR STUDENTS

STUDENT NAME	PERIOD	DATE	TIME CAME IN	REASON FOR TARDY

TEACHER RETIREMENT GIFTS

1. Echols County Schools provides personnel who retire a gift each year at the end of the year faculty luncheon.
2. Gifts will be given to personnel who qualify with the state of Georgia for retirement and will be based upon years of service to the Echols County School System:
 - a. Retiring teachers with 1-5 years of service: \$50 gift card
 - b. 6-25 years of service – choice of Cracker Barrel style rocking chair or \$10 per year gift card
 - c. 26-30 years of service – choice rocking chair or \$300 gift card

TEXTBOOK ASSIGNMENTS

1. Check to make sure that you have textbooks for students in your classroom. Some classes may not issue individual books. If you use a classroom set, check periodically to make sure that students are not removing them from classroom without your permission.
2. If textbooks are issued, the student is responsible for the book. Textbooks are school property and are loaned to students. If the book is lost or damaged, then the student must pay for the book or damages incurred while in their use.
3. A textbook form is included for you to use for issuing textbooks. This needs to be kept in a file in a safe place until the end of the year when students check books back in. Make a note of any damages present at the time the book is issued. Periodically, teachers should check books for damage and make sure students have the book number they were issued.
4. Damage to books will be charged to students. This excludes normal wear and tear. There will be a charge for writing on or in books.
5. In the event a textbook or library book is lost, the student must ask the teacher or media specialist for the price of the book. After the price is determined, the student will take the money and a note from the teacher to the school bookkeeper. The student will receive a receipt. The price of the book will be determined as follows: (a) a new book issued for the first time-total purchase price; (b) a book issued up to two years old-75% of the purchase price; (c) a book issued more than two years old -50% of the purchase price. If the book is found and is in good condition, the bookkeeper will refund the money.

TEXTBOOK FORM

TEXTBOOK: _____

COPYRIGHT: _____

SUBJECT: _____

ISBN #: _____

PUBLISHER: _____

Book #	Person Book was issued to	Issue Condition	Return Condition	Returned-End of Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

TELEPHONE USE

- 1. Students are not allowed to use telephones unless they have a note from a teacher and permission from one of the secretaries.**
- Teachers have access to a telephone in the office and in the teacher's lounge. If you are making a call about a student problem, make sure that you are in a private area and cannot be overheard, especially by other students. Phones are in several areas where phone calls can be made in private. These areas include administrative offices (with their permission), the gym office, family and consumer science room, technology office, ag shop, computer lab office –old music room.
- Staff should limit personal cell phone usage to after school and planning times only.
- 4. PERSONAL CELL PHONES SHOULD BE KEPT ON SILENT AND NEVER USED DURING CLASS TIME!**

VIDEOS

- Videos in the media center are to be checked out only by teachers.
- Do not send substitutes or students to check out videos.
- Just because a video is in the media center does not mean that it has been previewed. It is the responsibility of the teacher showing the video to preview it for appropriateness.
- If you plan to show a video, other than those checked out through the media center, you must fill out a video approval form prior to showing of the video.
- Videos should be an enhancement to the curriculum in your classroom, not a substitute for curriculum.

VIDEO REQUEST FORM FOR VIDEO NOT FOUND IN THE LIBRARY

Name of Teacher _____ Date _____

Title of Video _____

Rating _____ Class Video is to be shown to _____

Class grade level _____

Reason for Showing Video _____

Standards this video will meet _____

My signature below indicates that I have previewed the video requested above and did not find offensive language, actions, or scenes which might cause controversy with board policy.

Teacher Signature _____ Date _____

Based solely on information provided by the teacher the administration:

_____ approves video request _____ denies video request

Administrator Signature _____ Date _____

VISITORS ON CAMPUS

1. Anyone who is not a student or school system employee must go the office and secure a visitor's pass before going anywhere on campus.
2. If a visitor is on campus and does not have a visible visitor's pass, employees of the school system are to inform the visitor that a pass is necessary and direct them to the office to obtain a visitor's pass. If the person does not want to comply, then notify the office and administrators immediately.
3. The policy for visitor's passes must be used for everyone in order to be fair. This includes employee's spouses and children that are not enrolled in school at Echols County Schools.
4. If you are expecting visitors for personal reasons, have them come and visit you during your planning time, not during classroom instruction time.

VOLUNTEERS

The Echols County Board of Education recognizes that volunteers can make many valuable contributions to our school. The Board endorses a volunteer program in the school, subject to suitable regulations and safeguards. All volunteers are subject to the same rules, regulations, and policies, including dress code, as all employees of the Echols County School System.

Parents and community members who wish to volunteer in a classroom, on a regular basis, should inquire first with the classroom teacher to determine if there is a need. The classroom teacher will then seek final approval from the administration. Volunteers may be required to complete a criminal background check.

1. Background checks may be required according to the following criteria:
 - Parents who are volunteering in their child's classrooms do not require a background check.
 - Volunteers who will be under generally constant supervision of a school district employee may require a background check.
 - Volunteers who will be alone with children for any extended period of time may be required to have a background check.
 - Volunteers participating in any overnight field trips or event must meet requirements for overnight chaperone as specified in the field trip policy.
2. Volunteers must be aware of and comply with all school policies and regulations of any applicable state or local governing body, including, but not limited to, required reporting of child abuse and confidentiality of student or school information. Volunteers are expected to be supportive and cooperative with administrators, coaches, teachers and staff, act within their limited authority as assigned by their supervisor, treat all students with respect, bring to their supervisor's attention any matters requiring disciplinary action or other attention beyond their authority; act as a role model for students with whom they have contact; and always have another board employee present when meeting or working with students.
3. Volunteers shall maintain strict confidentiality regarding all student or school information to which they gain access in the course of volunteer activities. No volunteer shall be assigned duties that would give access to student records, including permanent records, report cards, or achievement test scores.
4. Volunteers will not have the authority to discipline students.
5. Volunteers must be at least 18 years of age.
6. All employees responsible for the supervision and/or assignment of volunteers must immediately inform the school principal and/or other responsible administrators of any concerns with regard to the performance of the individual, or student safety and welfare, and should immediately act to remove any volunteer posing a threat to student welfare.
7. In addition to local policy, all Community Coaches must have certification from GHSA.

WORK-BASED LEARNING STUDENTS

1. Students on work study programs or in the Work-Based Learning Program may leave the school campus to go to their job sites. These students must have parent permission forms signed and on file in the teacher's classroom.
2. Students must go sign out before leaving the school campus. A list of students with permission to leave campus will be provided to the office.
3. Students leaving campus are to go immediately to the student parking lot and leave for their job sites. Students completing Work-Based Learning assignments on campus but remain in designated areas with their supervisors at all times. Loitering on campus can be grounds for removal from the program.

ECHOLS COUNTY SCHOOL FACULTY AND STAFF

High School Principal.....	Zane Craven		
Elementary/Middle School Principal.....	Bobbie Staten		
Elementary/Middle School Assistant Principal	Joey Temperly		
Finance and Operations.....	Dave Rosser		
Special Education Director	Angie Sowell		
Federal Programs and Testing Director.....	Rebecca Hill		
Secretaries	Kathy Carter	Denis Garcia Gongora	Nancy Ramirez
	Lynette Anderson	Loraine Johnson	
Pre-Kindergarten Teachers	Lisa Carter	Sarah Reynolds	
Pre-Kindergarten Teacher Assistants.....	Katie Odom	Melanie Williams	
Kindergarten Teachers.....	Penny Register	Kim Tutt	
	Jennifer Carter	Kelsie Highsmith	
First Grade Teachers.....	Courtney Meeks	Angie Roberts	
	Terri Beaudrie	Liza Vargason	
Second Grade Teachers	Lindsay Jarvis	Meagan Sills	Debbie Holt
Third Grade Teachers	Jennifer Dees	Jenna Newham	
	Brandi Harvey	Deneen Lambert	
Fourth Grade Teachers	Amy Witherspoon	Alexis Wisenbaker	Abbie McLeod
Fifth Grade Teachers	Erin Deloach	Elizabeth Larmour	Elizabeth Register
Middle School Teachers.....	Faith Johnson	Anna Joy Collier	Kristy James
		Rachel Whitmer	Glen McDonald
	Amy Nolan		
	Beverly Highsmith	Jennifer Culpepper	Crista Rosser
High School Teachers.....	Shane Collier	Jay Hamlett	Jeff Guilliams
	Chad Schneider	Candace Smith	Jessie Pruitt
	Tyler Gilbert	Hank Majeski	Abby Hamm
		Burt Copeland	
	Sarah Freund		
Art.....	Elizabeth Rowe		
Athletic Director.....	Rebecca Hill & Brack Deloach		
Migrant Education			
Physical Education	Laine Craven	Madison Tew	Joe James
Guidance Counselors.....	Tara Williams (9-12)	Brack Deloach (K-8)	
Special Education	Becky Parramore	Kelsey Sublett	Dolly Roberts
	Elizabeth Hammock	Cassie Sandlin	Kristi Goss
ESOL Education.....	Kathleen Pafford	Andrea Peavy	Melissa Crosby
Speech	Ashley Futch		
Media Specialist	Analiese Hamm		
Bookkeeper.....	Kathy Carter		
SIS Coordinator.....	Amy Rowe		
Alternative Education & In-School Suspension	Cindy Young		

School Nurse	Cathy Swilley		
Instructional Technology Specialist.....	Carol Isgro		
Instructional Technology/Academic Coach.....	Sena Pike		
Technology Support Specialist	Candice Crosby	Jared Reyes	
Student Support Staff.....	Michelle Church	Sarah Powers	Sarah Lambert
	Wendy Mullis	Tammy Tudor	Taylor Lane
	Amanda Deloach	Robbie Reynolds	Brooke Herring
	Kilia McLeod	Brenda Sanchez	Lily Velez
	Brittany Fitzgerald	Melody McEady	Kristin Corbett
	Mechelle Carter	Dorothea Kinsey	
Maintenance	Jaime Register	Tori Register	
Transportation Director	Dr. Vince Hamm		
Bus Mechanic	Jeff Bennett		
Bus Drivers.....	Crystal Martinez	Lee Walker	Carol Fulwood
	Sarah Powers	Shayna Lusk	Burt Copeland
	Robbie Reynolds	Bobby Walker	Donnie Sanders
	Aline Crosby		
Lunchroom Manager.....	Crystal Martinez		
Lunchroom Staff.....	Judy Corbett	Aline Crosby	
	Martina Young	Linda Hughes	

Echols County Board of Education

Mr. Rocky Crosby, Chairman
 Mr. Bo Corbett, Vice-Chairman
 Mrs. Patricia Gray
 Mr. Chad Pafford
 Mr. Mitchell Church

Echols County School System Staff

Dr. Vince Hamm, Superintendent
 Mrs. Angie Sowell, Special Ed. Director
 Mrs. Kelly Wicks, Technology Director
 Mr. Dave Rosser, Finance & Operations
 Mrs. Missy Pittman, Accounts Payable
 Mrs. Mande Davis, Personnel & Payroll
 Mrs. Rebecca Hill, Federal Programs & Testing
 Mr. Rick Rogers, Technology Director

Alma Mater

“Neath the tall pines of ol’ Statenville
 There our school grounds lie.
 Green and white are proudly flying-
 May she never die.

Alma Mater, dear ol’ Statenville
 We love and honor thee.
 Ever shall our memories linger
 Love and loyalty

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 Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions:

- (a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (b) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (c) “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 and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- (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 Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
- (e) “Revocation” is the invalidation of any certificate held by the educator.
- (f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- (g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (h) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (i) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- (j) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.
- (k) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action. 505-6-.02 Page 2

(3) Standards:

- (a) Standard 1: **Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.
- (b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:
 - 1. committing any act of child abuse, including physical and verbal abuse;
 - 2. committing any act of cruelty to children or any act of child endangerment;
 - 3. committing any sexual act with a student or soliciting such from a student;

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

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

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

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

505-6-.02 Page 3

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 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 to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association. 505-6-.02 Page 4

- (g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:
1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
 2. sharing of confidential information restricted by state or federal law;
 3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
 4. violation of other confidentiality agreements required by state or local policy.
- (h) **Standard 8: Abandonment of Contract** - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:
1. abandoning the contract for professional services without prior release from the contract by the employer, and
 2. willfully refusing to perform the services required by a contract.
- (i) **Standard 9: Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:
1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
 2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
 3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.
- (j) **Standard 10: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

- (k) Standard 11: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:
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 Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).
- (b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

- (a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:
1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
 3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
 5. suspension or revocation of any professional license or certificate;
 6. violation of any other laws and rules applicable to the profession; and
 7. any other good and sufficient cause that renders an educator unfit for employment as an educator.
- (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification 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. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Board Policy

The most accurate and up-to-date copies of Board Policy can be found online at:

<https://eboard.eboardsolutions.com/Index.aspx?S=4061>