



FACULTY & STAFF HANDBOOK
2016-2017

Waynesboro Primary School
352 Southside Dr.
Waynesboro, GA 30830

Sam Adkins
Principal

July 2016

Dear Colleagues,

The *Waynesboro Primary School Faculty & Staff Handbook* is designed to be a useful tool that will direct the daily operations of our school. The policies and procedures that follow will guide us as it sets the organizational framework through which we carry out our duties and responsibilities. The desire is that each item contained in this handbook is written with much clarity and that it is organized to be navigation-friendly so that you can easily find answers to the most often asked questions and commonly referenced procedures.

The professional responsibility of every member of our faculty and staff is to become familiar with the policies and procedures of our school and to adhere to the expectations that are set before us. We are obligated as professional educators to adhere to the Georgia Code of Ethics for Educators and at all times and be representative of those expectations as set forth with our profession. This handbook is not exhaustive and does not contain all policies and procedures of our district and/or school. Additional policies may be found in the BCBOE Policy Manual. Just as we hold our students accountable for their daily adherence to established policies and procedures, we must hold ourselves accountable to the standards, rules, ethics, and expectations of our school and district as we strive for excellence in all we do at WPS. We have a great school and a tradition of sustained excellence. Let's have a great year!

Sam Adkins,

Principal

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INTRODUCTION

Policies and rules are essential to the effective operation of a school.

All teachers must become familiar with the policies, rules and procedures in this handbook and use it as a guide in performing their day-to-day responsibilities at Waynesboro Primary School. All policies relating to teachers are not in the handbook, but may be found in the system policy manual (located in the media center and principal's office).

Questions concerning the interpretation or explanation of policies should be directed to the Principal. All questions for which the Principal cannot provide a satisfactory answer will be referred to the Superintendent.

STAFF CONDUCT/ETHICS

☆ Teachers will be treated as professionals and, in turn, are always expected to conduct themselves in a professional manner. Students, fellow teachers, parents, paraprofessionals, visitors, staff and administrators will be treated with courtesy and respect. Any verbal mistreatment of students will not be tolerated. Verbal mistreatment includes but is not limited to: yelling, belittling, antagonizing, provoking, or demeaning a student in any way. This behavior also includes interactions with other professionals at schools within and outside Burke County.

The professional standing of the teaching staff of Waynesboro Primary School should become and remain exemplary in the eyes of students and the community in general. Teachers should strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly, but has a degree of formality.

☆ A. Teachers should seek solutions for problems within the school. Teachers must discuss problems constructively within the school rather than destructively in the community. Professionals do not engage in public discussions of a student, parent, teacher, or administrator or other employee of any school. Humiliating, derogatory or sarcastic remarks damage the reputations and credibility of the individuals involved.

☆ B. Personnel gain respect from students, parents, and peers by dressing appropriately each day. The way you are dressed affects students', parents', and your colleagues' attitudes. Teachers are expected to dress as professionals. All personnel are to be clean and well groomed each day (BBOE Policy GAHD). Jeans may only be worn on designated occasions as deemed appropriate by the Principal. Skirts, dresses or jumpers should not be higher than the top of the knee. Any type of jeggings are considered inappropriate. The Principal or designee reserves the right to judge the appropriateness of any clothing worn by teachers and to require changes, if necessary. An excellent "rule of thumb" is to refrain from wearing any article of clothing, which may or may not be appropriate.

The behavior of WPS personnel reflects on everyone (from the individual to the school system).

A. The use of tobacco in any form is prohibited on this campus as well as the remainder of the Burke County school district. Board of Education Policy GAN reads as follows:

"It is the policy of the Burke County Board of Education to prohibit any form of tobacco use from all school district buildings and work areas during school and work hours. This policy shall apply to all forms of tobacco use, all school district property and any property, including, but not limited to, employees, students and visitors."

B. As members of a professional team, all personnel and the administration have mutually dependent responsibilities. Failure by a team member to carry out his or her responsibilities causes additional work for others and lowers the standards and reputation for all.

Mission, Vision, and Belief Statements

Mission Statement:

The mission of the Burke County School System is to ensure that all students will graduate with the necessary skills to function successfully in a global society.

Vision Statement:

Burke County Schools will exemplify a quality system that is respected for high standards, outstanding performance, and excellence in student achievement.

Belief Statements:

We believe students can develop academically, socially, physically, and emotionally.

We believe positive relationships and mutual respect enhance a students' self-esteem.

We believe high expectations increase individual student performance.

We believe a supportive and challenging learning environment promotes the development of appropriate decision making skills.

We believe the unique learning styles of students should be considered when planning and implementing learning activities.

We believe students learn best when they are actively engaged in the learning process.

We believe a nurturing school climate fosters the development of the students' potential so that he/she may become a responsible, educated citizen.

We believe that every stakeholder plays an important role in the ultimate learning of all students.

<p>Guided by the work of the AdvancEd Standard 1 Committee, these Belief Statements were approved and adopted by the faculty and staff of Waynesboro Primary.</p>

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.

(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:

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.

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

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

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

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

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

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

(j) **Standard 10: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the 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

PROCEDURES FOR THE 2016-2017 SCHOOL YEAR

1. School Work Week and Work Day

- A. State Standards require teachers to work a minimum of 40 hours per week.
- B. The teacher workday for all Burke County Public Schools is 8 hours (BBOE Policy GBR). Teachers' hours at school are from 8:15 a.m. until 4:00 p.m. For full-time certified employees the minimum work day shall be defined as eight hours. The minimum work day for which the base salary is paid shall include such duties as teaching, staff meetings, and conferences with students and parents, planning conferences and other responsibilities related to school activities.
- C. The Principal reserves the right to require any employee to remain at their work position after 4:00 p.m. for as long as necessary for the completion of specific tasks or the safe supervision of WPS students.
- D. The work week for teachers will consist of Monday, Tuesday, Wednesday, Thursday, and Friday, unless other days are designated by the Burke County Board of Education.
- E. Teachers and paraprofessionals will sign in **PERSONALLY** in the office by **8:15** a.m.
- F. Teachers and paraprofessionals are required to be in their assigned area or classroom by 8:30 a.m.
- G. Supervision begins when students arrive on campus.
- H. Teachers and paraprofessionals must sign out **PERSONALLY AFTER the 4:00 p.m. bell rings.** Teachers and paraprofessionals will remain in their classrooms until the 4:00 p.m. bell rings. ***Standing around the sign-out area before the end of the day looks unprofessional and will not be allowed.*** The buildings will be locked at 5:30 p.m. with the exception of the After School pick up area.
- I. At **NO TIME** is a teacher or paraprofessional to leave the WPS campus without clearing said absence with the Principal. In the event the Principal is unavailable, permission is to be obtained from an assistant principal.
- J. The Principal reserves the right to deny any employee permission to leave the WPS campus during the course of a workday.
- K. **Teachers or paraprofessionals who must come in after 8:15 a.m. or who must leave before 4:00 p.m. (with the Principal's knowledge) will be charged sick leave, approved personal leave or unapproved leave. (Requests for approved personal leave must be made 3 days in advance and require the Superintendent's approval.)** One who reports to work late, leaves early, or leaves and returns to school during the school day, with the principal's approval (see sect. H), will have time accumulated in increments of fifteen minutes.
- L. Personnel should realize that attendance is monitored and is part of the annual evaluation. When considering recommendations for positions, attendance will be taken into consideration.

2. Daily Attendance for Students/Daily Absentee-Announcements

- A. Board policy requires that students be present 165 days or 92% of the time they are on roll to earn promotion. Excused absences as well as unexcused absences count toward the total number of days a student may miss school. Encourage students to be present and prompt. Notify the principal when any student is excessively absent or tardy so that the proper referral form can be completed. Students are considered tardy after 8:45 a.m. and if he/she leaves before the end of the school day. The principal will assemble a committee of at least four staff members to hear the appeal. The committee will determine if promotion should be awarded.

After two consecutive absences coupled with no parental contact or additional information concerning the absences, refer attendance cases to Mrs. Williford before submitting attendance cases to the school social workers. If absences and tardies continue beyond the referral to Mrs. Williford (three days absent---eleven days tardy), it will then be appropriate to make a referral to the school social workers via the school counselor(s).
- B. Each homeroom teacher must report attendance daily. No exceptions. Attendance will be kept daily on POWER SCHOOL and must be completed by 9:30 a.m. each and every morning. When a student returns to school after an absence, he/she must present a written excuse from the parent to the teacher indicating why he/she was absent. Failure to provide a valid reason will deem the absence(s) UNEXCUSED. If the absence is for personal illness, illness in the family, death in the family, a religious holiday observed by their faith, or a mandate by order of governmental agencies, the absence will be excused provided verification of the reason is received with (3) school days. The Principal reserves the right to determine the validity of students' absences as excused or unexcused (See BBOE Policy JB).

- C. Homeroom teachers must turn in all excuses to the attendance clerk.
- D. Any student who is denied promotion because of excessive absences may appeal in writing to the principal within ten days of the end of the school year. No appeal will be heard if less than 75 percent of the absences are excused.
- E. Whenever e-mails are sent teachers are required to read all announcements for their own information and to read to their students any announcements pertaining to them. Teachers are required to share ALL announcements with their paraprofessionals. Be sure to check your e-mails at least three times a day.
- F. Students who are absent for five or more days, whose parents have made proper notification to the school regarding their child's illness or injury (excluding certain communicable disease), may receive hospital-homebound instruction. In such cases the student will be marked present beginning on the day the school was properly notified.
- G. Students leaving school before 12:00 p.m. or entering school after 12:00 p.m. are counted absent. The only exceptions will be those students who enter school, leave during the day, and then return to school. Students must be in attendance 1/2 of the school day to be counted present.

3. Faculty Meeting/PTA Meetings

- ★ A. Faculty meetings will be held at 3:45 p.m. each **first and third Monday**, in the W.P.S. cafetorium or media center, unless you are informed differently. Attendance is mandatory. On duty personnel will leave their duty posts when the last bus leaves so they can be present for faculty meetings. The lunchroom clock is considered the official timepiece for beginning faculty meetings. Any employee arriving after 3:45 p.m., except on-duty personnel, will be considered late for that meeting.
- B. Other meetings will be announced when it is deemed appropriate. Teachers and paraprofessionals are responsible for perusing pertinent memos to determine the meetings they are required/not required to attend. Questions or conflicts pertaining to scheduled meetings must be directed to the Principal. If a faculty meeting is announced, all personnel is expected to be in attendance. If a teacher's meeting is announced, only teachers will be required to attend.
- C. Grade level meetings will be held at least once monthly to coordinate instruction, plan for specific activities, and discuss problems. Additional meetings may be called as needed with the Principal's approval.
- D. The Principal reserves the right to require all teachers and paraprofessionals to attend ALL faculty/staff meetings. The Principal reserves the right to deny all requests to be excused from faculty/staff meetings. All such requests will be considered on an individual basis. In the event a request to be excused from a faculty/staff meeting is granted by the principal, the teacher or paraprofessional being excused is fully responsible for obtaining all information discussed in said meeting and for complying with any and all deadlines and directives pertaining to same.
- ★ E. **WPS teachers and paraprofessionals are required to attend the four PTA meetings that are scheduled each year.** Only the Principal may grant an exception.
- F. WPS teachers and paraprofessionals are required to attend all in-service/staff development meetings for their area of service (EIP, etc.), unless individually excused by the Principal.
- G. All teachers and paraprofessionals are expected to be prompt in reporting to all meetings. Exceptions are to be discussed with the principal prior to the meetings.

4. Morning/Afternoon Duty

- A. Teachers and paraprofessionals assigned to morning duty must be signed in by 7:55 a.m. and at their duty posts by 8:00 a.m. and remain on duty until 8:30 a.m. or until the halls are cleared. All teachers and paraprofessionals will supervise students during afternoon dismissal. **Personnel on duty are not allowed to consume food or drinks.**
- B. It is the responsibility of every teacher and paraprofessional to be certain that his or her duty post is manned at all required times. **If the rare occasion exists that you must be late or absent, you are responsible for "covering" your duty station.**
- C. As duty assignments are not concluded until 8:30 a.m. and students arrive in the classes at 8:30 a.m., teachers and paraprofessionals must be sure their assigned partner is in the classroom by 8:20 a.m. **One partner should stand at the classroom door to greet the students when the 8:30a.m. bell rings.**
- D. The designated administrator must be notified of any changes or exchanges of duty assignments, in writing, in advance.

- E. The Principal reserves the right to alter duty assignments or to make additional duty assignments at his discretion.

5. **Lesson Planning/Attendance Reporting/FTE**

- A. Teachers will be required to submit written lesson plans each week.
- B. Lesson plans must be available in the classroom every day. If a teacher must be absent from work and he or she has taken his or her lesson plans home to work on same, those plans must be returned to the school so that a substitute teacher can use them.
- ★ C. Teachers must email a copy of their lesson plans for the week to the designated administrator each Monday morning by 8:30 a.m. A copy of the plans each week should be placed in the designated folder by 8:30 a.m. each Monday. Teachers will be informed of the adequacy/inadequacy of their lesson plans.
- D. Teachers must be certain that their class rolls are in the classroom every day, even if the teacher is not present.
- E. Attendance should be done each morning by 9:30 a.m. on POWER SCHOOL.
- F. In addition, an absentee sheet will be completed and sent to the office by the paraprofessional each day the teacher is absent. On days that the teacher is absent, attendance will be completed in the office through the use of the absentee sheet.
- G. Questions relating to attendance record keeping and FTE reporting should be referred to the principal's designee, Mrs. Diane Williford.

6. **Teacher/Paraprofessional Absences and Leaves**

- A. Teachers earn 1 and ¼ sick days per month or 12.5 days per year. Paraprofessionals have 10 sick days per year.
- B. Maximum accumulated sick leave is 45 days for teachers and 15 days for paraprofessionals.
- C. Three days per year may be used as personal days. Requests for personal leave (using doc-e-fil) must be submitted to the principal at least three working days in advance of the date(s) of requested leave. Approved personal leave is subtracted from earned/accumulated sick leave. Persons using more than their allotted number of personal leave days will have their pay “docked” for the number of extra days used. (See BOE Policy GBRI.) The Principal may deny personal leave requests when she deems the presence of teachers or paraprofessionals to be in the overall best interest of the school.
- ★ D. **No personal leave will be granted during the first or last 2 weeks of school, unless such request is deemed an emergency and is approved by the principal and superintendent.**
All personnel MUST call Mr. Adkins (706.466.0007) by 6:30 a.m. on the date of the absence. When possible, it is preferable to notify the Principal by 9:00 p.m. the evening before the absence. Any teacher or paraprofessional who has not called in by 6:30 a.m. is required to be at his or her workplace on time.
- E. The Principal reserves the right to determine the legitimacy of any absences and to respond thereto. If absences are excessive, the Principal can require teachers and paraprofessionals to provide a doctor's excuse for each absence. The Principal reserves the right to determine what constitutes excessive absences.
- F. Professional leave requests must be submitted to the Principal at least 15 working days in advance. A copy of the conference registration form must be attached to the professional leave form as appropriate.
- G. Approval of professional leave does not commit the system to pay for expenses. Requests for reimbursement for travel expenses are approved on an exceptions basis and should be discussed with the principal prior to being submitted.
- H. Eligible employees (who have been employed at least a full year) who have taken two or fewer days of sick leave will be paid an attendance incentive bonus as provided in Board of Educational Policy GBRIBA.

7. **Fire Drills and Disaster Drills**

- A. Fire drills will be held monthly. A schedule is provided. Use the exit chart provided for you (to be posted in your classroom).

- B. When a fire drill is in effect, the teacher should direct students under his/her supervision quickly and safely from the building to the designated place on campus. Be sure all lights are turned off, doors are closed, and all students are standing in a single file line and head counted after reaching the designated areas of safety. Teachers are expected to leave their rooms only after all students are out. Students should refrain from talking during a fire drill.
- C. In addition to the regular fire alarm bell signal, a fire drill may also be indicated by a continuous uninterrupted sounding of an air horn. This latter method will be employed in the event there is some failure in the regular system of alarm.
- D. **DO NOT** return to the building until you have been instructed to do so. An **“ALL CLEAR”** signal will be given when it is time to re-enter the building.
- E. Students will be taken into the hallways for disaster drills. Have them face the wall and cover their heads until the **“All CLEAR”** signal has been given.

8. Lunchroom and Morning Reports

- A. All students will receive breakfast and lunch each day without cost. The procedure for counting will be overseen by the lunchroom clerk.
- B. Lunches must be pre-paid and may not be charged. See the Principal if there are any questions concerning this policy.
- C. Remind your students that they must speak softly or they will not be allowed to speak at all during lunch. The Principal reserves the right to limit or prohibit talking when he deems it necessary.
- D. When students enter the lunchroom, they will pick up their cartons of milk and lunch tray and the teacher/paraprofessional will direct students to their seating area.
- E. It is essential that teachers get their classes into and out of the lunchroom in an orderly manner and according to the lunch schedule.
- F. Food may not be taken from the lunchroom by students or adults without permission from the Principal. The only exceptions to this are: a) food brought from home which is not totally consumed, and b) similar treats (healthy) you may want to serve in the afternoon as a snack. If this is the case, arrangements must be made with the Principal.

9. Grade Chairpersons

- A. Two grade level chairpersons will be selected to represent their grade.
- B. Grade level chairpersons will disseminate information to teachers and paraprofessionals within their grade.
- C. Grade chairpersons will collect data for the school administration.
- D. Grade chairpersons must provide the Principal, or his designee, with a monthly schedule by which display cases will be changed and a playground schedule for activity times.
- E. Grade chairpersons will provide the Principal with a report of each grade level meeting. Grade chairs should keep meetings positive and productive and focused on the set agenda.
- F. Grade chairpersons will perform other duties stipulated by the Principal or his designee.
- G. The Principal reserves the right to make changes to the grade chairpersons.

2016-17 Grade Chairpersons:

Pre-K: Ashley Flakes, Renia Davis
Kindergarten: Melissa Bodiford, Casey Randolph
First Grade: Karla Johnson, Connie McClellan
Second Grade: Nessia Carr, Wanda Shyrock

10. Sickness/Injury/Oral Medication in Schools

- A. A sick or injured student, if able to travel, should be taken by the teacher in charge to the office for assistance. In the event the student is unable to travel, the office should be notified immediately. The

- teacher/nurse should call the parent as soon as possible. An accident report is to be completed **immediately**.
- B. Minor accidents, scrapes, scratches, etc., which require minor first aid will be handled by the teacher/nurse. The teacher/nurse should call the parent as soon as possible. Fill out an accident report.
 - C. Other accidents or injuries must be reported immediately to the principal by the teacher in charge who must also submit a written report describing what happened, who was involved, and what emergency action was taken, etc. Efforts will be made to contact parents and a copy of the report will be given to or mailed to them on the day of the incident.
 - D. All medication must be presented in a labeled prescription bottle.
 - E. Written instructions signed by the parent shall always be required and shall include: student's name, name of medication, time medication is to be administered, required dosage, list of possible side effects, termination date for administering the medication, and doctor's name.
 - F. The principal's designee shall: 1. Inform appropriate school personnel of the use of medication and inform the school nurse (in writing) of students on long-term medication. 2. Keep a written record of the administration of medication, in ink, and signed by the person who administered the medication. 3. Keep the medication in a locked cabinet or drawer at all times. Return any unused medication directly to the parent/guardian.
 - G. No medication shall be administered at school unless a current Medical Authorization and Release Form has been completed and signed by the student's parent or guardian.
 - H. The Principal's designee will follow the instructions provided on the Medical Authorization and Release Form, a copy of which is (JGCD-E) incorporated by reference to this policy.
 - I. Non-prescription medicines: These should be given only for a short-term duration (no more than one week) and only when in the original container and accompanied by the Medical Authorization Release Form.

11. Reports/Data – Timeliness/Accuracy

- A. All reports and data will have established deadlines. It is required that requested information is on time and accurate. It is also expected that a "professional" attitude will be exhibited when completing necessary forms or supplying important information. Reports should be legible and should reflect a "high standard" of work.
- B. REMEMBER, teachers and paraprofessionals are required to sign a monthly timesheet on a date designated by Central Office. Additionally, teachers must also sign the substitute timesheet if a substitute teacher has served in their classes during the payroll period. You will be notified the morning of the day designated for signing and you will be responsible for coming by the office to sign. If you are absent on the date designated for timesheets, you will have to go to Central Office the day of your return to sign the timesheet.
- C. Additionally, teachers must also sign the substitute time sheet if a substitute teacher has served in their class during the previous month. Signatures indicate agreement/approval.

12. Discipline/Corporal Punishment

- A. The administration at WPS endorses the use of the Dr. Terry Alderman Discipline Model. All teachers will be trained on the use of the model and will be expected to implement it in the school setting. Our school also uses Positive Behavior Intervention and Support (PBIS) procedures for office referrals and classroom discipline. These procedures will also be implemented.
- ★ B. Development of acceptable conduct and behavior is part of the teaching task. All teachers are expected to exercise their professionalism, careful deliberation, determination of fact, and good judgment in maintaining appropriate behavior of students throughout the school. One of the most effective methods of teaching appropriate conduct of students is modeling. Self-discipline is the starting point for effective discipline. **The manner and tone used to address students is vital.** Personnel should constantly be aware of the way in which such interaction takes place. (pg.4 Staff Conduct/Ethics)
- C. Consistency is the key to good discipline. Being well-planned and expecting cooperation from your students, to the end that you will not allow a child to stop you from teaching, is crucial in maintaining a positive, controlled teaching environment. It is generally recognized that until proper order of students in the classroom (and elsewhere) is gained, the teacher cannot teach.

- D. Teachers should see that the emotional climate of the classroom is always such that a good learning situation can be attained. This requires careful planning by the teacher. Achievement and discipline go hand in hand. When a student is bored, when work is too easy or too difficult, when there is too little work or too much work, when a child is able to achieve and doesn't or can't and is expected to do so, discipline problems will arise. The sound way to solve discipline cases is to find the cause of the trouble and actively seek reasonable solutions and resources for help.
- E. All teachers must complete and submit to the principal for approval, in writing, a classroom discipline plan and a copy of the correspondence to parents indicating the intended use of the plan. The approved plan for discipline must address classroom rules, as well as consequences, for both appropriate and inappropriate behavior. The plan and the correspondence must be approved by the principal prior to implementation. If you are not familiar with the Terry Alderman Model or the PBIS protocol, please notify the Principal.
- F. Teachers should handle most discipline problems within their classrooms. Never allow a discipline situation to get out-of-hand. After you have contacted and involved parents through notes, telephone calls, and/or conferences, you have exhausted your own resources, call on administrative personnel for help.
- G. If a serious discipline problem arises, complete a discipline referral form and send it to the office. Do not send the student to the office at this time unless the student poses a threat to the safety of others. Students to be disciplined will be called to the office. This will eliminate unnecessary waiting for the student and unsightly congregating in the office. For serious discipline problems or situations, the teacher or paraprofessional may escort the student to the office or may ask an administrator to come to the classroom.
- H. You have been provided with a copy of Burke County Board of Education Policy JDA which addresses the subject of corporal punishment. You are directed to read this policy carefully.
- I. Corporal punishment will be administered by principal or assistant principals with a certified BBOE employee witness. Corporal punishment must never be the first means of discipline for a student. When a school administrator has administered corporal punishment, the teacher must complete a discipline referral form the same day corporal punishment was administered, so that the form can be signed and sent home.
- J. Corporal punishment CANNOT be used when a student does not complete his or her work or fails to bring in homework. The only exception to this is when a child's refusal to perform leads to subsequent disrespectful behavior.
- K. Corporal punishment will never be administered in front of peers.
- L. The Attorney General for the State of Georgia has ruled that teachers can be investigated for child abuse. You need to be aware of this when making decisions about using corporal punishment and/or seeking alternate disciplinary measures.
- M. Corporal punishment shall not be administered to a child whose parents or legal guardians have, upon the day of enrollment of the student, filed with the principal of the school a written statement that they do not wish their child to receive corporal punishment. Corporal punishment may NEVER BE ADMINISTERED TO A FOSTER CHILD.

13. Supervision of Students

- A. All homeroom teachers must stand at their doors to greet students as they enter their homerooms each morning.
- B. Teachers **MUST NOT** leave their classes unsupervised except in cases of extreme emergency.
- C. You have been provided a copy of Board of Education Policy JD which pertains to discipline/supervision. The policy states that "Students should never be placed out in the hallway as a means of punishment." It also says "Students must be under some type of supervision at all times." Strict adherence to this policy is mandatory.
- ☆ D. Students should never leave the classroom without adult supervision. Second grade students will be permitted to go to the restroom with a HALL PASS from the teacher in charge.
- E. Teachers and/or paraprofessionals are required to supervise their students to and from P.E., music and art classes as scheduled. The Principal reserves the right to restrict planned activities of any class when he deems the behavior of that class to be inappropriate.
- F. Teachers MUST supervise their students closely when they are in the restrooms. Teachers must be sure restrooms are checked for cleanliness before and after their class.
- G. Supervision must extend to the halls. Do not allow your class to disturb other children in the school. Be sure that all students move quickly and orderly without running or making inappropriate noise.

- H. Children must never be left unattended on the playground or while in route to the bus, programs/assemblies, the Media Center, P.E., Music, or Art, etc. Teachers are responsible for making sure that all students are properly supervised as their classes move to and from a given point/area. Certified personnel are responsible for the safety and supervision of all students under their direction at all times (playground, computer lab, etc.).
- I. Teachers and paraprofessionals are required to accompany students to the outside of the buildings during the time students are leaving for their homes at the end of the day.
- J. The Principal reserves the right to require teachers and paraprofessionals to remain with their classes AT ALL TIMES, including staying in restrooms with students, when, in the principal's professional opinion, the teacher and paraprofessional have been negligent in their supervisory duties.
- K. Teachers and paraprofessionals are required to accompany students to the outside of the building and supervise them appropriately while they board buses or wait for their rides. Students are not to be sent out alone.
- L. If a child's dismissal is any other than routine, the teacher is responsible for seeing that the child is dismissed according to the parent's/guardian's directions. Notes stating bus changes must be cleared through the school office and signed by an administrator. If you question the validity of a note or need clarification regarding a note, discuss the situation with an administrator.
- M. Accidents occurring during school time should be reported to the office. A form for this is located in the handbook. At the time of the accident, the child's welfare is the primary concern. Once this has been addressed, the child's parent/guardian is to be informed of the accident; the accident form is to be filled out and filed in the office on the same day the accident occurs. The Principal and office personnel are to be made aware of the accident in the event that questions arise and require a response.

14. Workman's Compensation

- A. If any employee of the Burke County Board of Education is hurt (and may require a doctor's care or visit) while on the premises of Waynesboro Primary School, the accident should be reported to the office immediately so that the appropriate reporting form can be filled out and filed.
- B. Accidents not reported in a timely manner are not the responsibility of school personnel. It is the responsibility of the injured party to report the accident and provide the information necessary for accurate filing of the forms necessary.

15. Visitors on Campus

- A. All visitors to the school must check in at the front office and obtain a VISITORS PASS. Teachers may not meet with any visitor that has not obtained a pass. The principal reserves the right to refuse a visitor's pass to anyone.
- B. Encourage visitors to come before 8:30 a.m. and after 3:35 p.m. Visits for personal business reasons are discouraged.
- C. If you are "visited" by an irate parent who: a) disturbs your class, or b) has failed to obtain a visitor pass, **DO NOT** engage in conversation with him or her. Refer this person to the office immediately or send for the principal.
- D. Do not allow parents to pick up children from your room unless they have been to the office and have signed out the child in the office. This particularly applies to the end of the school day.

16. Lost and Damaged Instructional Materials

- A. Textbooks are furnished by the state. They are the property of the state. The teacher is the state's agent to see that books are properly cared and accounted for. Teachers must keep a record of texts issued to students and their condition.
- B. Student agendas are furnished by the school. They are the property of the school. The teacher is the school's agent to see that books are properly cared and accounted for. There is a \$5.00 fee to replace a student agenda.
- C. Monitor your textbook inventory carefully by inspecting texts at the end of each grading period to insure that student have the texts issued to them and are caring for them adequately.

17. Supply Requests/Copies

- A. At the end of each school term, teachers are given an allotment and are asked to submit requisitions for materials they will need in their classrooms for the next school term. The order placed should cover all needs for the entire school term. In the event that special needs arise or an emergency situation takes place, please talk with the principal or an instructional administrator.
- B. If you have difficulty with using a copier, notify the support technician or the secretaries immediately. Please do not attempt to repair the copier yourself.

18. Letters to Parents/Parent-Teacher Conferences

- A. Progress reports must be sent home as scheduled on the System Calendar. Other form letters should be supplied in your handbook.
- B. Teachers must send attendance letters to parents on the day a child has missed his or her 5th day. The 5th day letter will be provided by the attendance clerk and be given to the student to take home. The 10th and 15th day letters will be signed by the teacher and returned to the attendance clerk for mailing. These letters will be provided by the school's attendance clerk. Please check with her if you have question about the information on a child's attendance.
- C. Teachers must send form letters to parents detailing academic weaknesses and the possibility that a child may fail to meet promotion criteria. One letter should be sent with the report card at the end of each grading period in which a child's promotion is in danger. Any student not making satisfactory progress according to his/her report card must receive a promotion in danger letter in the report card or the progress report.
- D. Teachers must conference with parents (or document the fact that a parent is unwilling to attend a conference) at least twice a year. When possible, conferences should be scheduled before or after school so as not to interfere with the instructional day.
- E. If the teacher wishes to send home non-form letters or notes, they MUST first submit them to the principal for approval. The Principal reserves the right to edit or correct such letters to his satisfaction.

19. Conferences/Evaluations

- A. The Principal, Assistant Principals and Instructional Coordinator will conduct observations and conferences as prescribed by the Burke County Board of Education. The Burke County School system will utilize the Teacher Keys evaluation instrument for teacher observation/evaluation. Refer to your Teacher Keys handbook for specific information regarding the evaluation process.
- B. The Principal reserves the right to request Central Office personnel, RESA consultants, and other personnel for the purpose of conducting classroom observations when he deems this necessary.
- C. Conferences with individual teachers and paraprofessionals will be held at the discretion of the principal.
- D. Formal, year-end evaluations (Annual Summary Evaluations) will be completed before recommendations for contract renewal/non-renewal are presented to the Board of Education. Teachers will review their final evaluations and/or conference with the principal regarding their evaluations before signing them. Teachers are requested to sign their form evaluation/recommendation forms, even if they do not agree with the ratings contained in same, as long as the evaluation/recommendation has been reviewed with them by the Principal. The signature simply indicates that the teacher has examined the evaluation.
- E. Paraprofessionals are evaluated by their supervising teachers. The Principal reviews and signs all paraprofessional evaluations.

20. Use of Telephone

- A. School telephones are for the purpose of conducting school business.
- B. Personal calls are discouraged and will be held to a minimum.
- C. All long distance school-related calls must be logged in the school office. A log will be provided for the phone near the lead teacher's office.
- D. Teachers will not be called from their classrooms to the telephone except in cases of extreme emergency.
- E. Teachers and paraprofessionals ARE NOT to go behind the secretary's desk without permission or use the telephone without permission. The telephones in the media center, lunchroom, and Ms. Wade's office are not to be used by school employees other than those assigned to those work places.

- F. The Principal reserves the right to restrict or prohibit the use of school telephones for any school employee at any time.

21. Media Services/Media Center

- A. The WPS Media Center is open from the opening day of the school year through the closing day of the year.
- B. All media services are available through the WPS Media Center. For details, see the Media Specialist in the library/media center.
- C. All information pertaining to accessibility of media, in effect policies and procedures, is available in the Media Center. This can be found in Burke County Board of Education Policy IFAB. The Board of Education policy manuals are located in the two aforementioned areas.
- D. The Media Center is open for use during the hours of 8:30 a.m. to 4:00 p.m. Teachers and students may use the Media Center at any time, even when another class is present.
- E. The Media Center and the Media Specialist are essential support components for the instructional program. Cooperative planning helps maximize efficient use of media resources; therefore the teacher and the media specialist must plan cooperatively on a timely basis. Teachers are to use the sign-up sheet (weekly schedule) posted in the Media Center to schedule visits.
- F. Laminating will be done in the Media Center from 8:30 a.m.- 9:15 a.m. and 2:50 p.m. - 3:45 p.m. Be sure to label your materials to be laminated and pick them up in a timely manner.
- G. The Media Specialist is the person at Waynesboro Primary School designated to be responsible for COPYRIGHT COMPLIANCE. Any questions related to COPYRIGHT COMPLIANCE should be referred to the W.P.S. Media Specialist.

22. Confidentiality

- A. Teachers and paraprofessionals must be aware that what is discussed in meetings and conferences held at this school is confidential and may not be discussed in the public.
-  B. Any and all information pertaining to children at this school is of a confidential nature. You should not discuss a child with another family member (e.g., uncle, brother, or sister) unless the parent is present and agrees to this discussion.
- C. Be particularly aware that civil and criminal penalties can be levied for careless utterances regarding matters of a privileged and confidential nature. Federal and state laws govern the confidentiality issue.
- D. Records of the school concerning individual students will be handled as outlined in BBOE policies JR and JR-R.

23. Monetary Receipts

- A. Any and all monies collected by teachers from students must be submitted to the secretary for proper deposit and receipting daily.

24. Class Cleanliness/Bulletin Boards

- A. Be sure you instruct your students in the proper care of their classroom. A neat, attractive classroom lends itself to a positive work and learning environment. Students should take pride in making their room the neatest one in our school.
- B. Every room has some bulletin board space. You have been provided with materials for creating instructionally appropriate boards for the benefit of your students.

25. Suspected Cases of Child Abuse and Neglect

- A. ALL school personnel who have reasonable cause to believe that any student under 18 years of age has been abused or neglected shall report the suspected abuse or neglect to the school counselors (Mrs. Mays and Ms. Cochran), Mr. Adkins (WPS Principal) or Mrs. Kim Green, School Attendance officer, at the Burke County Board of Education office.
- B. REMEMBER: You cannot be held liable for civil or criminal prosecution when you report suspected cases of child abuse or neglect in good faith

- C. Each faculty/staff member has been given copies of the Burke County Schools Procedure for Reporting Suspected Child Abuse and/or Neglect

26. Sale of Foods of Minimal Nutritional Value

- A. Food of minimal nutritional value will not be sold to students during the school day. All vending machines are located in areas restricted from students. **Students are not allowed to use vending machines.** Parents or other adults must obtain vended items for children. All foods served in the WPS lunchroom program exceed established minimal nutritional requirements.

27. Mail/Messages

- A. Teachers and/or paraprofessionals must check their mailboxes a minimum of 3 times per day. School messages, telephone messages, mail and memorandums will be placed in your mailbox.
- B. E-Mail must be checked at least 3 times daily as messages are now conveyed electronically.

28. Use of School Materials

- A. All school materials are purchased for use by teachers, paraprofessionals, staff employees, administrators, and students assigned to Waynesboro Primary School for the purpose of improving the instructional programs of the school.
- B. School materials are purchased with either public tax funds or general public funds. These materials cannot be used by individuals or groups that are not employed by the Burke County Board of Education without special permission.
- C. Teachers and paraprofessionals are directed to refer to the principal any requests by individuals or groups not employed by the Burke County Board of Education to use consumable or nonconsumable school materials or equipment.
- D. WPS employees that have questions regarding the use of any school materials/equipment shall refer those questions to the Principal.
- E. School materials and equipment, consumable and nonconsumable, may not be used by WPS employees for personal reason.
- F. The Principal reserves the right to deny use of school materials and equipment, consumable and nonconsumable, to any WPS employee/Burke County Board of Education employee, or any individual or group not employed by the Burke County Board of Education.
- G. The Principal reserves the right to grant permission for the use of school materials and equipment, consumable and nonconsumable, to WPS employees/Burke County Board of Education employees, or to individuals or groups not employed by the Burke County Board of Education when, in the Principal's professional opinion, said use is in the best interest of school programs and/or school and community relations.

29. Field Trip Policies and Procedures

- A. All policies and procedures must be followed when taking a field trip. When requesting permission for field trips involving the use of school buses, the requesting teacher will contact the grade level requestor. The grade level requestor will submit electronically on Trip Direct the field trip application form for approval by the Principal and Superintendent. All field trip forms will be completed electronically by a requester on Trip Direct. If sack lunches are needed, the teacher must inform Ms. Wade and Ms. Hilton that lunches and beverages are needed and also that their class will be off campus during their normal lunch period. Classes that can arrive back on campus before 1:00 p.m. are to eat in the cafetorium. Provisions will be made to feed classes when they return to the school.
- B. No child will be allowed to leave the WPS campus and participate in a field trip activity unless written parental permission is on file specifically granting permission for the child to take that trip. Separate field trip permission forms are required for each field trip.
- C. Teachers will provide the principal with accurate lists of all students participating in a field trip activity. If buses are used, the lists (five copies) will designate which students will ride which bus, the names of each bus driver and their bus number, and the name of the teacher designated to be in charge of each bus. For walking field trips, the teacher(s) will provide an accurate list of the students

participating in the field trip activity as well as a listing of those students not participating and the interim class to which they have been assigned.

- D. Teachers wishing to conduct a walking field trip must still obtain permission from the principal and parents. In addition, the Waynesboro Police Department/Campus Security must be contacted for the purpose of providing assistance in crossing major intersections going and coming.
- E. Only those students enrolled at WPS are eligible to go on school-sponsored field trips.
- F. The principal reserves the right to approve or deny any student, school system employee, parent, or individual access to any school-sponsored field trip.
- G. Two weeks will be the minimum period of time for planning a field trip, getting same approved, and making all necessary arrangements.

30. Reporting Maintenance Problems/Requesting Repairs

- A. Items in teacher classrooms, or in the school in general, needing repairs must be reported to Mrs. Dye via email using the forms provided.
- B. Items needing emergency repairs (water leaks, spills, falling ceiling tiles, or other unsafe situations) must be reported to the office immediately upon being recognized.

31. Teachers'/Paraprofessionals' Children at School

- A. The children of teachers and paraprofessionals are not permitted access to the Teachers' Lounge on any WPS hall without adult supervision.
- B. In the a.m., the children of teachers and paraprofessionals may accompany their parents into school building and said children report to the gym by 8:00 a.m. for supervised transition over to BES. After dismissal, the children of teachers and paraprofessionals should remain in their parent's classroom. Teachers and paraprofessionals will be held responsible for the behavior of their children, or other children they choose to supervise, at all times.
- C. Children of teachers and paraprofessionals must stay with their parents. They are not to play on the Pre-K/K equipment without direct adult supervision. They may not "roam" the halls of the school. Teachers and paraprofessionals are directed to provide specific instruction for their children as to exactly what those children must do before and after school to comply with this directive.
- D. The Principal reserves the right to direct the children of teachers and paraprofessionals when he deems this necessary, whether those children are WPS students or not.
- E. The Principal reserves the right to require school employees to make alternate care arrangements for their children, before and after school, if he deems the presence of those children has an adverse effect upon the work productivity of the parent or other personnel..
- F. The children of teachers and paraprofessionals may not be kept in classrooms or at school during pre-and post-planning or teacher work-days.
- G. Every teacher and paraprofessional is officially on-duty by 8:30 a.m. If a teacher or paraprofessional feels compelled to walk his or her child to class, it must be accomplished before the 8:30 a.m. bell admits students to their classrooms.

32. Advertising/Selling/Soliciting at School

- A. Teachers and paraprofessionals may not sell or advertise for sale at school any product or program without obtaining permission from the Principal.
- B. Children of school employees may not sell or advertise for sale at school any product or program without obtaining permission from the Principal
- C. The Sunshine Club is the official school organization designated for recognizing employees. Employees choose to join or not to join the Sunshine Club.

33. Planning with Paraprofessional/Supervision of Paraprofessional

- A. While in the classroom, paraprofessionals should be involved in meaningful work with students. Teachers and paraprofessionals should plan jointly for the instructional delivery model(s) used in their classroom. Paraprofessionals should be an integral part of enhancing all phases of classroom instruction.
- B. Teachers are responsible for supervision of the paraprofessional assigned to their classroom. This includes assigning duties and responsibilities as well as requiring paraprofessionals to be in the

classroom when instruction is being delivered. Exceptions will be when the paraprofessional is assigned a task outside the classroom by the teacher or school administration.

34. Responsibility for Providing Instruction/Supervision

- A. Teachers have the primary responsibility for planning and implementing instruction in their classrooms. To do this properly, the teacher must be present. There are times when it is necessary to see the school administration, speak to a peer, use the restroom, or attend designated meetings. At all other times, however, the teacher must be present to provide direction for students and paraprofessionals. **The classroom teacher is ultimately responsible for everything that occurs in her/his classroom.**
- B. Teachers are expected to refrain from leaving their classrooms unnecessarily. Each time the teacher leaves the room, valuable instructional time is lost, as the paraprofessional must then attend to all students' needs. If deemed necessary, the supervising administrator will address noncompliance of this expectation.

35. Office Decorum

- A. Teachers and paraprofessionals are not to go behind the secretarial desks for the purpose of using telephones.
- B. At times the office staff must use the intercom for office-to-class communications. Sometimes it is necessary to speak very loudly into the intercom so as to be overheard in a classroom. When this is necessary, teachers and paraprofessionals will respond to the office staff in a courteous manner. Any teacher or paraprofessional who thinks he or she has a conflict with any office staff member will address it to the personal attention of the principal.

36. Purchases Charged to School Accounts/Reimbursement

- A. The Principal may, based upon specific requests and needs, approve purchases for teachers and paraprofessionals, which can be charged to school accounts. In all cases specific, prior approval must be granted personally by the principal. **No charges of any sort are to be made without said approval.**
- B. Teachers and paraprofessionals may make requests to purchase supplies or materials from vendors with whom the school does not have an account. If specific, prior approval has been obtained from the Principal, the school will reimburse the purchasing party for the approved purchase.
- C. A receipt must be provided in order for reimbursement to take place.

37. Planning with Colleagues/ Peers

- A. Planning, discussing units of study, and examining student work with colleagues and peers is essential. Professional Learning Communities (PLCs) will meet twice a week for thirty minutes in order to work and plan collaboratively.
- B. Each grade level will devise a specific schedule for joint planning sessions. As a minimum, grade levels must meet one time per month for collegial planning sessions.
- C. All resource personnel are to attend collegial planning sessions for the grades that they serve.

38. Treatment of Head Lice Infestation

- A. When a student is found with live lice or live nits, he or she must be sent home for immediate treatment.
 - a) The school nurse, when available, is used for confirmation and treatment instructions for lice.
 - b) In the absence of the school nurse, a designated school employee will confirm lice and dispense the standard treatment instructions.
- B. A letter, signed by the principal, should be sent to the parents giving them instructions for treating the lice.
- C. The student should be checked by the nurse/designated school employee immediately upon returning to school to inspect the child for live lice.
- D. The student should be checked again in seven (7) days by the designated school employee.

- E. When head lice infestation had been discovered, the teacher of the student involved should send a work order to the office requesting that his/her classroom be sprayed.

39. The Computer Lab

- A. Due to the implementation of the Waterford Early Reading Program, kindergarten, first, and most second grade students utilize the computer labs the entire year. This should be instituted by the third week of school.
- B. The assigned administrator will coordinate the lab schedules and supervise the lab settings. This includes, but is not limited to, establishing an equitable system for use, determining proper utilization, assisting in the establishment and maintenance of instructional guidelines for personnel and assisting in the continuous appraisal of overall program effectiveness and efficiency.
- C. This system should provide equitable lab time for all kindergarten, first, and most second grade classes. Nevertheless, the assigned administrator is to be notified of all long-term changes so that s/he and the Principal can determine if personnel are carrying out their duties as instructed and as prescribed system-wide.
- D. The computer lab periods are not intended to provide a break for teachers and/or classroom paraprofessionals. The teacher may send a small group to the lab and work with the remainder of the class in her classroom or she may take the entire class to the lab as long as the activities are treated as regular classroom activities. If the whole class is taken to the lab, and all students cannot work at computer stations, the following plan is recommended.
 - a) Teacher Writing Station
 - b) Classroom Paraprofessional Work Journal
Make Word Station
 - c) Lab Paraprofessional Waterford activities
- E. If the majority of the students are left in the classroom and only a small group is sent to the lab, generally, it is expected that the teacher will remain in the classroom. There may be occasions, nevertheless, when the teacher will need to accompany a small group in the lab for a short period of time.
- F. If you have a question concerning the use of the computer labs, you should refer them to an administrator.

40. Guidelines for Waynesboro Primary's Intervention Reading Program

- A. At the beginning of each school year, students referred by their classroom teachers will be screened and served as needed.
- B. We are focusing on K, 1st and 2nd grade students. Research suggests that students who are in need of remediation at the end of first grade have great difficulty learning to read. We want to intervene at the earliest possible stage in the child's development.
- C. Near the end of each grading period, first and second grade teachers may send referrals to the administrator or support personnel assigned to their grade level. The students will subsequently be screened by one of the tutors. Students will be prioritized based on the results of the screening, and open slots will be filled as students exit the program.
- D. The Early Intervention Reading Program is designed to help students who are developmentally ready to learn to read but are in need of one-on-one instruction. This program is NOT designed to help students who have serious learning problems.

41. Personal Items in Classrooms/Cell phones

- A. At all times, personnel should secure personal items (i.e., purses, wallets, etc.) in a manner that provides the utmost safety. Personal items should not be left "out in the open" or unsecured. This matter is the responsibility of each employee.
- B. Personal hotplates, microwaves, refrigerators, coffee pots, space heaters or toaster ovens are not allowed in individual classrooms due to safety and power difficulties. All such items must be removed from classrooms per BOE Policy. Access to refrigerators, microwaves, etc. is provided in the lounges or lunchroom.
- C. **Employees who elect to bring cell phones to school must abide by the following rules:**

- The cell phone must be concealed and **not visible** (e.g. not clipped to your belt or on your desk).
- The cell phone must be turned off or on “vibrate” or non-audible mode.
- With the permission of the Principal, the cell phone may be used in the teachers’ lounge or in your vehicle. The cell phone may not be used in the classroom or in the halls or other areas of the school except in the case of an extreme emergency.
- Exceptions to this rule may be approved by the building administration on a case-by-case basis for good cause.

42. Technology Requests

- A. When requesting the services of the Support Technician, complete the appropriate form and place it in her box. This provides a much easier and efficient route of dealing with problems and will allow her to determine the general problem encountered ahead of time so that she can more effectively provide services for/to personnel.

43. School Council

- A. The School Council at WPS will be in the eleventh year of operation during the 2016-2017 school term. The members are as follows:

Sam Adkins	Principal
Anna Herrington	Teacher
Heather Hillis	Teacher
Julie Cunningham	Parent
Jennifer Kemp	Business Representative
Vanessa Pierce	Parent
Porchal Hankerson	Parent
	Business Representative
Alexis Ports	Parent Involvement Coordinator

- B. The School Council operates in accordance with HB 1187 (A+ Education Reform Act) and HB 1190 (containing an update). Guidelines and answers about school councils can be accessed through the Georgia School Council Institute at their website (www.gaschoolcouncil.org).

44. Sexual Harassment and Equal Opportunity Complaint Procedure

- B. Sexual harassment is a violation of one’s rights. BBOE policy JGIA, included in this handbook and in the student handbook, addresses sexual harassment. Policy JCE-R/GAE-R, included in this handbook and in the student handbook, addresses the Equal Opportunity Complaint Procedure. Listed in this handbook is the Sexual Harassment Reporting Notice for the contact person at Waynesboro Primary School.

SEXUAL HARASSMENT REPORTING NOTICE

Any person alleging sexual harassment by a staff member or student at Waynesboro Primary School should report the incident directly to the Principal. The Principal at Waynesboro Primary School is: Sam Adkins, 352 Southside Drive, Waynesboro, Georgia 30830, 706-554-5125.

Moment of Quiet Reflection

In each classroom in the Burke County School System, the teacher in charge shall at the opening of school every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the students there assembled.

This moment of quiet reflection shall not be conducted as a religious service exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Drug Free Workplace

- The Board of Education is concerned with the well-being of all employees of the school system. The Board recognizes that a drug and alcohol free workplace encourages employee productivity and promotes the accomplishment of the Board's mission and goals. In accordance with Georgia's Drug-Free Public Work Force Act of 1990, the Board of Education hereby declares that the unlawful manufacture, distribution, sale and possession of controlled substances or other dangerous drugs or alcohol are prohibited in the workplace of all school system employees.
- In compliance with BBOE Policy GAM, faculty and staff members are to realize that the Burke County School System is committed to providing a quality education for all students. This includes establishing an atmosphere conducive to learning and free from disruptive influences.
- The Board policy cited specifies the system's expectations and overall philosophy prohibiting the use of drugs by system personnel. Read the complete policy in your policy manual.

Statement of Non-Discrimination

The Burke County Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age, disability, or sex in all matters concerning employees, students, parents, the general citizenry, educational programs and services, and person with whom the board does business. The Burke County Board of Education's Title IX compliance officer and a system coordinator of Tittles II and VI and Section 504/ADA offices are located at 789 Burke Veterans Parkway, Waynesboro, GA.

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