

SUMTER COUNTY PRIMARY SCHOOL
Faculty & Staff Handbook
Pre-Kindergarten, Kindergarten & First Grade
2020-2021



HOME OF THE SUPER PANTHERS

TEAMWORK MAKES THE DREAM WORKS!

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Sumter County Primary School

Dr. Renee Mays, Principal

Mrs. Rosemary Jones, Assistant Principal

Mrs. Brandi Roland, Counselor

August 3, 2020

Dear SCPS Faculty and Staff,

Welcome to the 2020-2021 school year!!! It is with great pride and pleasure that I write this letter of introduction. My name is Dr. Renee' Thomas Mays. I am honored to serve as Principal of Sumter County Primary School. I have been dedicated to the field of education for more than thirty-one years in the Sumter County School System. Mrs. Rosemary Jones will serve as assistant principal. She has over thirty-three years of educational experience.

As your Principal, it is important to me that everyone who steps through our doors-teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment.

In these unprecedented times, we have prioritized health, safety, and learning opportunities for all SCPS students and teachers. Our goal is to ensure that our SCPS Family is healthy, happy and safe, and ready to teach and learn on a daily basis. We are facing many challenges, however, we have some of the best opportunities to engage learners, the community, and each other. This partnership will ensure a quality education for all of our students.

During the course of the year, it is my hope that we work together in a harmonious spirit. I have an open door policy, and I welcome your input. Please feel free to stop in or call to discuss your concerns, suggestions, or ideas so that we can make this year the best it can be for our students, teachers, parents, and community. I look forward to working with you!

Let's have an amazing year at SCPS,

Renee' Mays

RMays

ACCIDENT REPORTING

All student or staff accidents involving injury or possible injury must be reported in writing. When reporting an accident, be specific and report facts only. Accident report forms can be obtained in the school office. Be sure to complete the form as soon as possible following any accident and place in Ms. Moore's mailbox. Be sure to follow all Workman Compensation procedures as outlined in the handbook. If you have questions, see Ms. Moore. It is the teacher's responsibility to ensure that parents are notified immediately. The nurse may be able to make the call, but teachers are ultimately responsible.

ASTEP

The Sumter County School System provides a child care program for students whose parents need this service after school. This program is called "ASTEP" which are acronyms for After School Time Enrichment Program. The program strives to provide the children with good learning experiences, social exchange, recreation activities, rest, and refreshment. The staff also helps children with their homework each day, which is a primary request from parents. SCPS offers the ASTEP Program. Applications to enroll are available in the school's office. Please call **the Program Director at 931-8576** if you have any questions.

BOARD POLICY

Staff members are expected to be knowledgeable of the policies of the Sumter County Board of Education. If any staff member has a question about a certain policy, see a member of the leadership team. A copy of the Board Policy manual is located in the media center and online on the district's webpage.

BREAKFAST AND LUNCH ROUTINE

Breakfast will be delivered to classrooms each morning. Students will eat in their classrooms. The cost for breakfast is \$2.25 for adults. Lunches for adults are \$3.75.

Teachers are responsible for taking students to lunch and for picking them up. Our lunchroom serves nearly 2,000 meals a day. **In order for our lunch schedule to work, it is imperative that all classes enter and exit the lunchroom on time.** Please set your clock or watch with Verizon time. The clock in the lunchroom is not always accurate!! **It is the responsibility of the teacher to be sure the table and floor is completely clean before leaving the lunchroom.** Custodians will wipe tables.

**Commercial food and soft drinks must be in unmarked containers (no McDonald's bags or coke cans, etc.). Children will not be allowed to have candy or soft drinks in the cafeteria.*

Only food service employees are permitted behind the serving lines or in the kitchen. Please ask one of the workers to help you if you need an item from the kitchen.

CARE OF CLASSROOMS

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

The final few minutes of each day should be devoted to cleaning out desks, straightening work areas of the room, cleaning the board, and cleaning desktops. **Pencil sharpeners should be emptied each afternoon.** This will help prevent spills that stain the floor. Keep a trash can under the pencil sharpeners at **all times**. **Place trash cans outside the classroom door each afternoon.** If your classroom is not cleaned adequately by the custodians, please notify Mrs. Jones in writing. Computers, carts, and all A.V. equipment must be cleaned thoroughly during pre-planning and then on a monthly basis. Custodians are not responsible for cleaning these teaching tools.

*******Do not cover the glass in the door or the fire escape window.**

Small appliances are not permitted in the classroom. They should be placed in the teacher's lounge.

Be sure to lock the classroom door each time you leave the room. Do not leave money or other valuables in your classroom. The school is not responsible for valuables that are lost or stolen.

CELL PHONES

Cell phones may not be used for personal business during the instructional day (including planning time) or during staff meetings UNLESS you are addressing ABE and Clasdojo business. A telephone is located in the workroom on each hallway for staff members to use during planning time if needed.

CHARACTER EDUCATION

Sumter County Primary School believes that Character Education is a continuous process of positive development throughout a child's learning. Developing good character traits helps in all aspects of one's life. Character Education teaches the students the values of caring about other people, honesty, responsibility, and other **important** traits that make for an upstanding citizen.

Sumter County Primary School will focus on a character word each month. The word and definition will be shared on the morning announcements along with a video.

August: Respect	January: Perseverance
September: Responsibility	February: Honesty
October: Self-Control	March: Cooperation

Nov/Dec: Caring

April:

Trustworthiness

May: Review all words

CHILDREN OF STAFF MEMBERS

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

In the mornings, staff members' children must wait with them until 7:10 a.m. At this time, they need to go directly to their classroom. They are not allowed to remain with their parents after 7:10 a.m. Children are not allowed to attend faculty meetings, leadership meetings, pre/post planning days, team meetings, seminars, or workshops. **Children are NOT allowed in the workroom or snack machine area at any time or for any reason.** If children do not go home at dismissal time, they are to **stay** with their parent in the afternoon until time to go home. (This would be a good time to get started on homework!!) They **should not** disturb adults who are making plans for the next day or having meetings. Children are not permitted in the faculty workrooms. **If a snack or soda is desired, an adult must get it for them. Staff members should make child care plans for early release days, meeting days, and staff development/workdays.**

CLASSROOM MANAGEMENT PLAN

Each teacher will need to submit a plan to Mrs. Jones by Monday, August 10th. Please list your classroom rules and the procedures you will follow for consequences.

CODE OF ETHICS

It is each staff member's duty and responsibility to report to the building principal any action observed that is unethical or unprofessional. Failure to report any incident is a violation of the Code of Ethics for Georgia Educators. The Code of Ethics will be reviewed with all faculty/staff members at the beginning of the year. A copy of the Code of Ethics is included in the Faculty/Staff Handbook, and a booklet is available in the Media Center.

COLLABORATIVE PLANNING

Kindergarten and first grade teachers will have collaborative planning meetings during a special planning time set aside specifically for this embedded professional learning community. **Additional collaborative planning may take place after school on Mondays from 2:00 p.m. until 3:30 p.m.** Each teacher is expected to be present as a team in one location. During this time, teachers will plan for upcoming lessons/units in the content areas and analyze data as well as meet and plan with EIP, ESOL, and Intervention teachers. This would also be an opportune time to plan structured, relevant center/station activities. Minutes and a Sign-In Sheet are to be scanned and emailed to Dr. Mays by Wednesday at 3:10 PM. Teachers must also keep a hard copy in a notebook.

COLLECTING MONEY FROM STUDENTS

Money collected from students **for any reason** must be receipted and sent to the office in your money bag along with a copy of the receipt. **DO NOT STAPLE MONEY/CHECKS TO THE RECEIPT.** Do not receipt any funds received for PTO membership, fundraisers, etc. No money can be collected from students without approval from the administration. Be extremely careful when completing receipts. These receipts may be viewed by the auditor and must be neat, legible, and accurate. The top copy of

the receipt should be sent home with the student. The second copy should be sent to the bookkeeper with the money. The bottom copy of the receipt must stay in the receipt book. **DO NOT LEAVE YOUR RECEIPT BOOK IN YOUR BANK BAG.** All fundraising packets **MUST** be opened and counted before you receipt them. **If not, they will be returned to you! Use black ink!** It is helpful to keep a list of items receipted for your own records.

A receipt must include:

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

Pick-up your bank bag from your box each day as soon as the buses leave. Your receipt book serves as your documentation of appropriate collection of monies from your students. Keeping accurate records through this receipt process is essential. When your receipt book is full, put your name on the outside of the book and keep it in your file. All receipt books are considered part of the school's bookkeeping documentation and **will be collected at the end of the year**. Request new receipt books from the office as needed. Send all funds to Mrs. Sanford in your money bag **by 8:00 AM**. Do not receipt any funds received for PTO membership etc. She will forward these funds to the PTO treasurer.

***Note: Do not receipt money for your own purchase(s). See Office Personnel for this.**

COMMITTEES

Each of our school committees serves a very important function in our school. Committee meetings are to be on designated Mondays, as needed. **Minutes and a Sign-In Sheet** from each meeting should be emailed to Dr. Mays and all members of the committee. A member of the administrative team will be available to meet with any committee if needed.

COMMITTEES/RESPONSIBILITIES

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

School Climate - Plans for and carries out motivational activities for faculty and staff as well as recognize outstanding work habits. The committee is responsible for the Back-to-School Pep Rally Cheer/Chant. This committee recognizes and celebrates students of the month and all types of student and staff recognition. They keep the student of the month board updated.

Media/Accelerated Reader - Assists media specialist in making decisions concerning media and technology programs; purchases; and planning for and conducting book fairs, special events such as Children's Book Week and Dr. Seuss' birthday; and student recognition activities for literacy goal celebrations. This committee will also develop plans to promote Accelerated Reading (AR).

Super Choices/EBIS/Multi-Tiered Systems of Support for Behavior (MTSS)- Assists in making decisions concerning the school's behavior management plan; plans for and implements recognition activities for students who consistently make good choices; and sees that student incentives are ready as needed.

Special Events - Plans and assists with activities for special days/weeks such as Arts in Action, Field Day, Parent Involvement/Engagement Week, Movie Night, Mom Prom, Daddy-Daughter Dance,

Grandparents' Day, Dine with Dad, Munch with Mom, Student of the Month, etc. This committee will work closely with the fundraising committee to ensure the two do not overlap in plans.

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

Public Relations/Partnerships - Communicates activities and accomplishments of students and staff members to the community through local media (pictures with articles and/or announcements must be proofed/approved by Mrs. Youngdale and Dr. Mays before submission); assists in planning for and carrying out activities to promote SCPS; develops partnerships between school and local businesses and organizations; carries out plans for participation in community activities such as parades, etc.; invites community members and district leadership to special events; and arranges monthly readers from local businesses and organizations.

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

Student of the Month- The school counselor will create a criteria and work closely with the Chairman and Co-Chairman of the Student of the Month Committee to ensure the success of this monthly award.

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

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

COMMUNICATING WITH PARENTS/COMMUNITY

In an effort to maintain positive public relations, all correspondence needs to be of a professional nature. An administrator or your team leader must approve all correspondence concerning individuals, IEP meetings, field trips, parties, etc. **An administrator must approve any correspondence leaving the building.** Any communication you receive that is a concern to you should be shared with an administrator. All communication leaving the building to central office staff must be copied to Dr. Mays. Prior to contacting personnel at central office, Dr. Mays must be consulted.

COPY PROCEDURES AND COPYRIGHT LAWS

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

COPYING OF INSTRUCTIONAL MATERIALS

The curriculum will not call for many materials to be duplicated. Team leaders must provide documentation for copies regarding the number of copies of a particular master he/she needs. Please be accurate with this information. Teachers should put their name on each master. **Give all materials to be copied to your team leader. The team leader must initial each request to let us know they have checked all masters. Only the team leader should send materials to be copied.** Teachers must be careful about the number and type of copies requested. The administrators will

monitor all materials to be sure they are necessary, instructional in nature, and meet copyright guidelines. Careful planning by each teacher and by each grade level will ensure that materials are duplicated in ample time. Please do not expect materials immediately. **Do not ask front office personnel to stop what they are doing and duplicate materials for you.** You must plan ahead. Check materials when you receive them to be sure you have adequate copies. When possible, try to request materials as a group.

Remember: Only authorized individuals are to use the copy machines and laminators. No exceptions will be made. **Copiers, laminators, computers, and printers MAY NOT be used for personal use, including college assignments (this includes before, during, or after school hours).** Do not send students to the office to have copies duplicated. Secretaries have been instructed to send students back to their classrooms.

COUNSELOR

Sumter County Primary School has one full-time counselor. Mrs. Roland will assist students in participating effectively in school learning experiences, improving their interpersonal skills, and solving and coping with problems that affect school learning or future life. Mrs. Roland will also assist parents and staff members in better understanding students and their needs. Mrs. Roland will work with children on a referral basis only. **Under no circumstances are students to be sent to the counselor for disciplinary reasons even if the child is seeing a counselor on a regular basis.** Mrs. Roland has been instructed to advise the administrators if this is happening. Mrs. Roland will oversee the attendance, SST, RTI, and 504 plan processes and conduct all SST testing. She will have a time blocked out for testing. No guidance lessons will be scheduled during this block of time.

DISCIPLINE

The staff at SCPS will use a **behavior matrix** that reinforces positive behavior exhibited by students. There will be a **school-wide behavior matrix** shared with the students and their parents. The **school-wide behavior matrix** outlines behavior expectations for being "SUPER" Panthers in the classroom, cafeteria, restroom, playground, hallway, and bus. SCPS has five core expectations for student behavior. All students are expected to be:

S-Safe, U-Useful in expressing appropriate language, **P-positive, E-engage, and R-responsible.**

Discipline is the responsibility of the classroom teacher. Classroom management skills should be utilized to keep misbehavior at a minimum. Team-created sad notes should be utilized for minor offenses prior to including administrators in the behavior management except for major offenses. There will be two **classroom referrals** utilized by the teacher prior to writing an office referral unless there is a major infraction. Parent contacts should be made before problems begin to arise and prior to writing a referral. Classdojo should be a tool used with fidelity to communicate with parents. Teachers should not expect the leadership team to do their disciplining for them. Please plan to use a buddy teacher to help with a progressive approach to implementing consequences.

The following procedures are prohibited:

1. Students are not to be made to do repetitive writing or asked to copy from a book.
2. Students are not to be placed outside the classroom in the hall.
3. Teachers are not to physically abuse students in order to change their behavior. "Physical abuse" means that students are not be jerked around, pinched, hit with a ruler or other objects, thumped, or gouged with fingernails. Refrain from any appearance of physical intervention for behavior.

4. Yelling at students to embarrass them is totally unacceptable. On occasion, a stern voice may be helpful.
5. A teacher may not withhold privileges from activities such as Arts-A-Poppin', Field Day-Fun Day, etc. unless prior approval is obtained from the principal and the parents have been notified well in advance.

You will need to do the following:

1. Post the school rules/**school-wide behavior matrix** in your classroom. Review the rules daily, if necessary. Be sure to consistently enforce the rules. Be sure rules are stated in a positive manner.
2. Be positive and caring. *A child who feels good about him/herself rarely causes problems.*
3. Involve your parents. Let them know when you have a problem and ask for their help. The parents should be contacted **before** the problem is referred to the office. Utilize the classroom behavior referrals.
4. Set up a time-out chair/space in your room. "Time-out" is used to temporarily remove the child from the situation. Time out can be a chair in a different location in the classroom, but it should not be in a location where the teacher cannot maintain visual contact with the child (example: Behind a tall cardboard divider.) **Time out should be limited to no longer than 10 to 15 minutes.**
5. A child may be placed in another classroom as a possible means of control. The teacher should discuss this with the teacher whose classroom would be the time out place. If this procedure is used, it **must be limited to a 20-minute time period, unless an administrator gives prior approval.** This method should be used no more than 3 to 5 times with the same child. A child **may not** be placed in another teacher's room on a regular basis; however, when a child is disciplined in this manner, work must be sent with him/her.
6. Please do not send the child to the office unless the offense is outlined in the school wide discipline plan.

You **MUST** provide sufficient work for students assigned time-away when they are removed from your room. After sufficient attempts have been made, the administrators will contact parents for a conference; to check out the child; or to assign classroom visitation for the parents on the following day. Georgia law requires schools to invite parents to the school to participate in the development of a corrective action plan for students who are suspended from school. The teacher and administrators will have to develop this plan each time a child is suspended from school and will have to follow up to be sure the plan is implemented. In some cases, the student may not be allowed to attend class until the conference is held. **If a child is suspended from school, it is the responsibility of the homeroom teacher to notify the bus driver.**

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

SCPS prohibits the following behaviors:

1. Violence or threats of violence on the part of students against staff
2. Violence or threats of violence on the part of students against students
3. Threats, intimidation, or other "bullying" tactics
4. Disruption of the school day

5. Disruption in the classroom

6. The possession of a weapon in the school building or on the school grounds

PLEASE NOTE

All students must be escorted to the office for discipline referrals. Students must be monitored while in the office until an administrator can meet with the teacher and student. Students **may not be denied PE or Music** as a form of discipline. You **MUST** follow your own discipline plan. You should contact parents on a regular basis through emails, phone calls, and/or documentation in the student agenda. Keep records and log those in Infinite Campus. You must contact parents before sending students to the office for level 1 and most of level 2 offenses. Your team decides major and minor offenses.

See an administrator if you are having extreme difficulty with a child. A referral to the counselor, Response to Intervention Committee, or some other agency may be appropriate.

DRESS CODE

All staff members are required to dress professionally. Staff members should set a good example for students. You will be sent home if an administrator deems your attire as inappropriate and unprofessional. The faculty and staff will be able to wear jeans with their school spirit t-shirt "Teamwork Makes the Dream Work" on Wednesday if they pay \$50 for the semester or \$5 for each Wednesday. Additionally, **teachers will be able to wear jeans with any Sumter County spirit t-shirt on "Spirit Day" which will be on Friday of every week.** You are expected to follow the dress code as outlined below.

The following clothing items are prohibited:

Shower Shoes

Flip Flops (Be careful of flip flops disguised as sandals)



Thin blouses

Low cut tops

Sleeveless tops

Shorts (this includes Bermuda shorts)

Nose rings/studs

Overalls

Slogan writings or insignias (i.e. sports, religious, political statement)

Clothing that is too tight

"Skinny Jeans" or "Skinny Pants"

Leggings must be worn as hosiery - not pants. Dress or shirt should be near the knees.

SCHOOL SPIRIT SHIRTS MUST BE WORN NEATLY, PREFERABLY TUCKED, WITH A BELT FOR SPIRIT DAY.

DUTY/SUPERVISION

All SCPS staff members will provide overall supervision for the lunchroom, hallways, bus ramp, playground, front walkway, and parking lots. Duty posts will be assigned. All staff members must be on time for assigned duty each day. **All staff members are responsible for ensuring that students are on task and well behaved. Active supervision of students is a part of a teacher's responsibility in the TKES and part of a paraprofessional's responsibility noted on annual**

evaluations. Please note, employee's arrival time is 7:10 A.M. and dismissal time is 3:10 P.M. unless other assignments have been provided for you by administrators. Failure to properly supervise will result in written documentation, which will become part of the employee's file.

EMERGENCY PREPAREDNESS PLAN

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

SUMTER COUNTY PRIMARY SCHOOL'S EMERGENCY PREPAREDNESS PLAN

1. Designated school site emergency coordinator: Dr. Renee' Mays
2. Designated alternate school site emergency coordinator: Rosemary Jones
3. Designated school emergency team members: Dr. Renee' Mays, Rosemary Jones, Brandi Roland, Jill Youngdale, Terri Lee, Yolynda Sanford, Stacy Scott, & Shawnda Moore
4. The emergency team members will perform the following tasks:

Dr. Renee' Mays

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

Rosemary Jones

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

Terri Lee

- A) Assist in handling flow of traffic
- B) Assist in communication (2-Way Radio)
- C) Identify injured and fatalities

Yolynda Sanford

- A) Handle telephones
- B) Compile roster of students absent from school at time of crisis

Stacy Scott & Shawnda Moore

- A) Handle telephones

Brandi Roland

- A) Assist in monitoring school visitors
- B) Assist in managing school traffic flow

Jill Youngdale

- A) Print identification badges for school/emergency personnel
- B) Assist in managing school traffic flow

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

FIRE/TORNADO DRILLS

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

FIRE DRILL

- A. Alarm System/Signal: The school is equipped with a fire alarm system. The alarm signal is in the form of short horn blast.
 - B. Alternate Signal: The alternate signal for fire is an announcement to evacuate the building.
 - C. Clear Signal: The clear signal is a verbal announcement to re-enter the building.
 - D. Fire Extinguishers: Fire extinguishers are located in visible places. Fire pulls are also strategically located in visible places.
 - E. Evacuation Plans: Evacuation plans are posted in each classroom. Each teacher has a copy of the plan/instructions. Additionally, this information is available in the substitute handbook, which is kept on the teacher's desk.
- NOTE:** All teachers should designate students responsible for:
- 1. Leading the lines
 - 2. Assisting handicapped students
 - 3. Closing the classroom door
- F. Fire Drills/Evaluation: Fire drills are conducted on a regular basis and are evaluated according to specified guidelines.

It is the teacher's responsibility to see that students exit the building in an orderly fashion each time the fire alarm sounds. Do not wait to see if this is a drill or if a child has pulled the alarm. **The building will be evacuated each time the alarm sounds. STUDENTS SHOULD BE ESCORTED TO DESIGNATED AREAS OUTSIDE THE BUILDING WITHOUT TALKING.**

TORNADOES

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

A) Tornado Alert

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

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

B) Signals

- 1) Warning Signal: No signal included on our bell system
- 2) Alternate Signal: An announcement over the intercom to prepare for a drill

C) General Procedures:

- 1) All personnel and students should know the signs of severe thunderstorms and tornadoes.
- 2) The principal, secretary, and custodian shall be trained as "Severe Weather watchers" and shall be trained in the use of the warning system.
- 3) School buses generally continue to operate during tornado watches but not during warnings.
- 4) DURING A WATCH: Open doors into hallways. Store portable equipment inside the building away from the shelter areas.
- 5) DURING A WARNING: Open and secure exterior glass doors - leave solid doors closed. Secure or store articles, which might act as missiles.
- 6) As soon as the warning is sounded, seek shelter within the building, crouching on knees, head down with hands locked at the back of the neck.
- 7) If there is insufficient time to take shelter in designated areas, go to the inside wall away from the windows. Students should squat on the floor next to the wall or get under desks or other furniture by squatting or lying prone on the floor, face down. If a book can be picked up easily it can be held over the head.

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

Disaster Drills

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

ENERGY CONSERVATION

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

EVALUATION

Each staff member's performance will be evaluated during the school year. **The TEACHER KEYS EFFECTIVENESS SYSTEM (TKES)** will be the instrument used to evaluate teachers for the 2020-2021 academic year. This instrument will be covered in depth during an orientation provided by Dr. Renee' Mays, Principal, or other designated personnel. Other certified employees will be evaluated on instruments commensurate with their positions, such as Counselor Keys Effective System (CKES), School Librarian Evaluation Instrument (SLEI), Academic Coach Performance Based Evaluation Instrument, etc. All paraprofessionals and other non-certified staff members will be evaluated on a system-wide form. Each teacher who supervises a paraprofessional will be responsible for assisting in the evaluation of that individual in **December and May**. Informal observations will be conducted routinely on all staff members throughout the year. Teachers and staff members are all accountable for student achievement as reflected on the test scores. High expectations for student behavior will

be part of the evaluation. You will receive a summary report of the number of discipline referrals to the office and the number of days absent and tardy every nine weeks. If you have excessive referrals and absences someone from the administrative team will work with you to help with these concerns.

FACULTY, COMMITTEE, & TEAM MEETINGS

Faculty meetings, committee meetings, and team meetings will be held on Mondays and collaborative planning meetings will be held on days determined by teams. On weeks when Mondays are holidays, Tuesdays will be the designated days for faculty, committee, or team meetings. Please try to schedule all appointments on other days. Faculty/staff development meetings will be held on a scheduled basis and will be announced in advance. Each staff member will be expected to attend these meetings. Every effort will be made to keep each meeting brief and to the point. Staff members are expected to attend all meetings and remain until the end of the meeting. Do not ask to leave early on these days. Be organized. No exceptions will be allowed. **Children are not allowed to attend faculty meetings, leadership meetings, or team meetings.** Please schedule all appointments **after 4:00 p.m.** so you will be able to attend scheduled meetings. Staff members will receive a calendar in advance so they may plan accordingly.

FACULTY/STAFF FUND

The Faculty/Staff Fund provides us with the means to furnish a card or flowers to members of our faculty and staff who may be sick or have other special needs. We request **\$15.00** from each staff member for our fund. This should be given to your team leader as soon as possible. We want to be sure to meet all the needs of our group. It is extremely important that each of us notify one of the hospitality committee members in writing when we know of a need. Thank you in advance for your participation. In case of a family emergency such as a fire, etc., we may ask the staff to give \$1.00 each to help the family involved. Accounting records are available through the principal. For deaths of faculty and staff members' immediate family members, special books in memory of the loved one will be placed in the media center to memorialize a loved one.

FIELD TRIPS

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

Remember!! All adult lunches **must be paid for in advance (\$3.75 each)** when the order is made. Check with Mrs. Jones **at least a week before** the trip to be sure all arrangements have been made. Be accurate with your count and be sure you send a list of your students' computer lunch numbers the morning of the trip. The Food Services Office orders food a month in advance. Do not ask for

additional lunches at the last minute. **Teachers** are responsible for telling chaperones the cost of the lunches and also for telling them that **NO young children may go!** **Forms will be provided for you to use for permission slips.** You may attach any additional information needed to these after an administrator has approved it. **It is the teacher's responsibility to secure all field trip permission slips - prior to the trip!!**

Contacts MUST be made before the DAY OF THE TRIP! A form must be sent even if no money is to be collected. After each field trip, team leaders are responsible for sending Mrs. Jones a field trip request. The board of education will receive these at each monthly meeting. Include a brief synopsis of the educational benefits of the trip. You may attach letters of thanks from the children and teachers. Send these through Mrs. Jones.

FIRE/TORNADO DRILLS

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

FOOD

There will be no eating or drinking by adults in the classrooms during instructional time except water (brain-based learning)! A soft drink can be consumed during planning time in the classroom. Make sure all cans, etc. are disposed of before the students return. Make sure any food kept in the classroom for cooking, treats, etc. is stored in an airtight container to prevent problems with pests.

Please do not give children hard candy or balloons as treats. Many children get choked on them. Candy particularly causes problems on buses, so have students eat treats prior to leaving class.

FORMS

The office will be responsible for providing each teacher with the appropriate number of forms (such as ice-cream) needed per month. Enough forms for the month will be placed in each teacher's mailbox on the last working day of each month. Each teacher will receive a receipt book when school starts and should ask the office for another one as needed. Request for leave forms, staff development forms, request for purchase forms, accident report forms, work order forms, and medical/dental forms are available upon request.

FRONT OFFICE PHONES

The front office phones **cannot** be used to receive or make phone calls throughout the work day. The office is the first place that visitors enter. Visitors should not be privy to phone conversations other than that of office personnel answering calls. **Should you receive a call, either a message will be taken or the call will be transferred to another phone away from the front office area.**

GIFTED EDUCATION (add changes)

In seeking to provide services for students who have the potential for exceptional academic achievement, the Sumter County School System offers a gifted education program. Students may be referred for gifted education services by teachers, parents or guardians, peers, counselors, administrators, self, or other individuals with knowledge of the student's abilities. Students are automatically referred for services when reviews of achievement test results indicate they have obtained required system scores. Students are referred if they have been transferred from an out-of state school system in which they are enrolled in a gifted education program. Transfer students receiving gifted education services in other Georgia public school systems are eligible for services in Sumter County Schools upon receipt of documentation of eligibility for services.

Students can be referred but only become eligible for services by meeting criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability scores and achievement test scores, although evaluation data must be collected on the student in all four areas.

GRADE REPORTING

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

DATES TO REMEMBER

Grading Period	Progress Reports	Report Cards	Early Release Days
1 st 9 Weeks	September 16, 2020	October 21, 2020	*September 24, 2020
2 nd 9 Weeks	November 18, 2020	January 13, 2021	October 15, 2020
3 rd 9 Weeks	February 10, 2021	March 17, 2021	November 24, 2020
4 th 9 Weeks	April 14, 2021	May 26, 2021	*February 12, 2021
			May 26, 2021
		*Parent-Teacher Conferences	

GRADING SCALE

Numerical Academic Achievement

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

Report cards and progress reports will be checked for accuracy by an administrator. Be sure to proofread your comments! Please make positive, constructive comments on these reports. **When talking with parents, teachers need to stress if a child is working below grade level.**

LETTERS OF CONCERN:

Teachers must notify parents **in writing** when a student is at risk for promotion. Letters will be sent home with each report card and progress report starting at the end of the first semester.

HARASSMENT - TITLE IX

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

HEARING AND VISION SCREENING

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

HOSPITAL/HOMEBOUND PROGRAM

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

INTERNET ACCEPTABLE USE POLICY

You will locate this policy at the end of this handbook. You will need to sign the agreement and return it to the office.

JURY DUTY

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

SUMTER COUNTY PRIMARY SCHOOL

LEADERSHIP TEAM

2020-2021

1. Dr. Renee' Mays - Principal
2. Mrs. Rosemary Jones - Assistant Principal
3. Ms. Gayla Braziel-Director of Federal Programs
4. Dr. Adrienne Davis-District Social Worker
5. Dr. Pam Douglas - ELA Academic Coach
6. Dr. Jadedra Gilmore-Math Academic Coach
7. Mrs. Brandi Roland - Counselor
8. Ms. Jill Youngdale- Media Specialist
9. Mrs. Emily Smith-Connection Teacher
10. Mrs. Laura Williams - Pre-K Teacher
11. Mrs. Hope Bateman-Pre-K Teacher
12. Ms. Casey Pitts - Pre-K Resource Coordinator
13. Dr. Mary Butts- Kindergarten Teacher
14. Mrs. Holli Farr - Kindergarten Teacher
15. Mrs. Archina McRAe - 1st Grade Teacher
16. Mrs. Mary Hammack-1st Grade Teacher
17. Mr. Deepak Das - Special Education Teacher
18. Dr. Sherralyn Stone - EIP
19. Mrs. Jacqueline Polk - Connections
20. Mrs. Nell R. Harris - Nutritionist
21. Mr. Eddie Lawson - Custodian
22. Mrs. Shawnda Moore - Front Office
23. Pastor Benny Clark & Minister Minnie Clark
24. Pastor Melvin McCLuster
25. Pastor George Edge

Alternates: Mrs. Deidra Stephenson, Mrs. Yvonne Wms-Iverson, and Mrs. Felisa Parrott

The Leadership Team works with administrators to assist in analyzing data and to make decisions on school-wide issues. The team will meet at least once a month. Information from leadership team meetings is shared with stakeholders. Team leaders represent the interest and concerns of their team members. The team consists of stakeholders from all areas of the school.

LESSON PLANS

Planning is an essential ingredient for good instruction. Plans for each day's activities should include the standard/element, learning target, essential question, lesson framework (opening, work session,

and closing), and formative assessment. Lesson plans must be thorough and available at all times. The plans will be checked randomly by the administrators. The Substitute Teacher's Plans must be thorough and on the teacher's desk. If a teacher must be absent, it is his/her responsibility to prepare and supply detailed lesson plans. Administrators may choose to check plans in the classroom or may call for them at any time. It is the teacher's responsibility to plan accordingly. Failure to have these documents accessible at all times will result in written documentation the first time they are not available. (See examples from Mrs. Hammack-1st, Mrs. Laura Williams -Pre-K, and Mrs. Corbett-K)

Please ensure you have 3 days of emergency substitute plans ready within the first 3 weeks of school. Email those to your team leader and both Academic Coaches. Your regular weekly lesson plans must be emailed to your team leader and both Coaches each week.

LOAD MANAGEMENT

Sumter County School District is involved in an energy management program. Mr. Billy Thompkins is the director of the program. The energy management program requires the electrical power to be cut off between 4:00 p.m. and 9:00 p.m. This is in effect from June 1st until September 30th. In order for this program to work, teachers must be sure to turn off their lights and computers each day.

LOST OR DAMAGED BOOKS AND FINES

It is imperative that we instill in our students a responsibility for textbooks and library books. Mrs. J. Youngdale will discuss with each class the procedure for fines and lost library books.

MAILBOXES

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

MORNING ANNOUNCEMENTS

Mrs. Jill Youngdale is in charge of the morning announcements show, which will air live over the internet feed promptly at 7:35 A.M. She will provide directions, expectations, and assignments for all grade levels for participation in the show.

Any announcements needing to be included in the show must be approved prior to airing. Send all announcements to Dr. Mays and Mrs. Youngdale at least one day in advance of the air date.

PARAPROFESSIONALS

Paraprofessionals are to report directly to the teacher to whom they are assigned. However, Mrs. Rosemary Jones is their immediate supervisor. The classroom teacher along with the principal and other members of the leadership team will be responsible for evaluating the performance of all paraprofessionals. Each paraprofessional will be evaluated by at least one classroom teacher and at least one connection teacher. All questions concerning training and licensing should be directed to Mrs. Rosemary Jones. Paraprofessionals are encouraged to attend workshops to keep abreast of the latest techniques for working with children.

Paraprofessionals must remain in the classroom making preparations and working with the teacher unless directed by the teacher or an administrator to work elsewhere. All paraprofessionals must be working in their designated rooms between 7:10 a.m.-3:10 (other than assignments by administrators).

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

- Helps prepare the room for the day's work
- Assembles, for teacher use, materials and audio-visual equipment for class presentations
- Assists the teacher in grading papers (assigning grades is the teacher's responsibility)
- Reads stories to groups of children
- Follows up, in small groups, instruction presented by the teacher
- Collects and arranges displays for teaching purposes
- Assists students with make-up work
- Listens to individuals and small groups as they read orally
- Helps students find reference materials
- Files materials in cumulative folders
- Keeps records of books read by students
- Keeps inventory of materials in the classroom
- Helps with classroom housekeeping
- Assists with bulletin boards
- Assists students in the media center
- Assists the teacher on the playground, in the lunchroom, media center, hallways, on trips, etc.
- Works with small groups of students
- Performs such tasks and assumes such responsibilities as the administrators and teachers may occasionally assign
- Morning and afternoon duties will be assigned to ALL paraprofessionals
- All paraprofessionals are expected to be in their duty post throughout the year supervising children -- FAILURE to do so will result in written documentation from the administrators

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

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

***The Ten Bees form will guide the teachers and paraprofessionals through conferences at the beginning of the school year.

****PARAPROFESSIONALS MUST ATTEND CONNECTIONS AND P.E. CLASSES WITH THE STUDENTS. PARAPROFESSIONALS ARE EXPECTED TO BE UP MONITORING STUDENTS AND PARTICIPATING IN PROVIDING INSTRUCTION IN CONNECTIONS AND P.E. UNLESS THE CONNECTIONS/P.E. TEACHER STATES OTHERWISE.

PARENT CONFERENCES

The goal at SCPS is to conference with all parents.

1. Open House will be held. All staff members are required to be present.
2. The system calendar will include conference days. Teachers should plan conferences during their planning time or after school when no other meeting is scheduled.
3. Parent support and contact is a vital part of a child's education. Parents are urged to visit the school often. These conferences should be designed to strengthen the bond between the home and the school. A minimum of two parent conferences must be held during the school term. Teachers should contact each parent the first week of school. Making a positive initial contact is crucial. The teacher must document all communication with parents. Teachers must keep a record of all parent contacts including phone calls, conferences, etc. in Infinite Campus.
4. "Sign and Return" day will be Wednesday.

PARENT INVOLVEMENT COORDINATOR

Ms. Adrienne Davis serves as Parent Involvement Coordinator for the school district. Her role is to help teachers communicate more effectively with parents. She is available on a referral basis. Forms are available in the office. An administrator must initial all forms. Her office is located at Central Office. She may help with the following types of problems: A) Clothing; B) Lack of motivation; C) Not completing assignments; D) Other special needs.

PARENT/TEACHER ORGANIZATION (PTO)

SCPS appreciates our PTO. We look forward to having parents support our school in all aspects. All teachers are required to attend each PTO meeting and are expected to attend all PTO sponsored functions. Paraprofessionals are expected to attend PTO when their grade level performs. Dr. Mays will have sign-in sheets available for everyone to sign-in on. FYI: **The PTO officers and meeting dates are to be determined.**

PARKING

Faculty and staff members are required to park in the parking lot behind the gym and adjacent to the bus ramp. The circular lot in the front of the building is reserved for office personnel and visitors. Be sure you do not park on the bus ramp area at any time.

PARTIES

Each grade level will cooperatively decide what parties are most appropriate for their grade level. Suggested parties include Holidays (last day of school before Christmas break), Valentine's Day, and End of the Year. An entire class cannot be denied the right to have a party because of the misbehavior of others!! Teachers must take the initiative to learn their students' families and be

sensitive to cultural wishes of parents concerning parties. Do not send students to the media center without speaking with Ms. J. Youngdale. **A child may not be denied the privilege of attending a party without approval of an administrator.**

PERMANENT RECORD CARDS

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

PHYSICAL EDUCATION

All students in K-12 must attend and participate in a physical education program. All classes will attend PE in the Connections rotation. Remember, children need to move and get fresh air. **DO NOT** keep students inside for discipline problems.

PLANNING TIME

Planning time must be used to make preparations for instruction or to target improvement in student performance by means such as, but not limited to, making parent contacts or collaborating with other educators. Planning time is not personal time. Pod meetings, RTI meetings, data team meetings, and other meetings may be held during this time. Advance notice will be given, if possible, for meetings held during planning times.

Paraprofessionals are expected to escort classes to Connections and remain fully engaged with their students during teachers' planning times.

PROGRAMS FOR EXCEPTIONAL CHILDREN

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

PUBLIC RELATIONS

All media, whether for the newspaper, newsletter, or radio must be given to the school's public relations contact. Ms. J. Youngdale is the school's community public relations liaison. She is responsible for making all contacts with the central office. Do not call any media on your own. The PR contact or a system representative will make all calls for you. This helps with coordination within the system. All grade levels are responsible for providing Ms. J. Youngdale with articles for the newspaper and newsletter on a weekly basis.

All staff members should work to develop positive relations with the parents and with the community.

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

your classroom.

- ** REMEMBER**** Be sure you do not discuss students with anyone. All information about students is confidential and covered under the privacy law!
2. Staff members in cooperation with the administration should develop on-going activities to improve school-community relations.
 3. When problems or difficulties arise with parents, community, or citizens, these situations are to be viewed as excellent opportunities to clarify and develop an understanding of the role, function, and services of the school.

RECESS

According to Board Policy IEDA, students in grades K through 5 in all schools shall have one 15-minute break each day. This can be unstructured time; however, proper teacher supervision is a **MUST**. **Teachers and paraprofessionals are expected to supervise students at all times.** Students **CANNOT** "stand on the fence," be placed "on the wall," sit in time away (unless assigned), nor sit in another teacher's class during recess. Instead, engage them in several physical activities (running a lap or two, jumping jacks, or toe-touches) before they can go play.

Each class should have 2 periods of recess and one brain break included in the daily schedule.

RECORDS/RECORD KEEPING

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

REPORTING CHILD ABUSE

All suspected cases of child abuse and/or neglect must be reported immediately to the building principal. The building principal will contact the appropriate authorities. This information is confidential and is not to be discussed with anyone. For more information, refer to the SCS Board Policy.

REPORTING STUDENT ABSENCES

Daily attendance must be recorded in Infinite Campus daily. All attendance should be recorded by 8:00 AM. Teachers will be reminded to complete attendance in a timely manner no more than 3 times. Documentation in TKES will note failure to perform this duty when appropriate. Students who are tardy must come by the office to get a tardy slip. The attendance record will be changed by the front office staff for all students receiving tardy passes; however, it is your responsibility to ensure the change in your attendance records! Students who are suspended from school or who are in time away must be indicated on the attendance sheet. Accuracy is a must. Twenty-day verification

reports will be completed to ensure accuracy. The following is Sumter County School's Policy of student attendance:

It is the teacher's responsibility to report student absences to the office in a timely manner. On the morning of a student's third (3) total absences from school, the attendance officer will contact the parents or guardians of the child. If the teacher has specific knowledge of circumstances about the child's absence the teacher should complete the absentee referral form and place in the attendance officer's box before noon. If no legal excuses have been received, the Superintendent, Sumter County Sheriff's Department and/or the school's attorney will contact the home. (The SCPS Attendance Officer is Brandi Roland.)

All legal excuses (doctor's notes, dentist's notes, Health Department note, etc.) must be turned in to the basket in the front office. Notes written by parents are also to be placed in that basket. Do not send these to the attendance officer. Students whose absences are due to truancy (students between the ages of 7 and 15 years old with no reasonable excuses available) will also be contacted by one or more of the following means: Sumter County Sheriff's Department, Juvenile Court System, and School System's Attorney.

REQUEST FOR MAINTENANCE/REPAIR

Any requests for maintenance or repair must be made online by Mrs. Jones. Notify the office immediately if you have a problem with the air conditioning or heating unit in your classroom, anything that could be a danger to children or staff members (e.g., exposed wires, broken glass, etc.), or anything that is unsafe (e.g., broken locks, etc.). Members of the maintenance team should not be asked to perform tasks during visits to our building.

RESEARCH STUDIES IN SUMTER COUNTY SCHOOLS

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

Guidelines:

1. Names of students, employees, the school, or Sumter County Schools **cannot** be written in the results of the study.
2. All surveys must be approved by the post-secondary institution and Sumter County Schools prior to the study. This includes written and focus group questions used by the researcher.
3. All participation in a study must be voluntary and this must be in writing to all participants.
4. Students may not participate in a study without prior parent permission or during school hours.
5. Staff members may not participate in studies during work hours.
6. Researchers may not see any data that has a student's name on it or see any part of a student's record.
7. Quantitative or qualitative studies may not be a disruption to the normal operation of a school day.

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

during its implementation.

ROOM PARENTS

Each teacher should select a parent to serve as the designated room parents and submit the name to your team leader. The team leader will compile a list on an 8 1/2 X 11 sheet of paper and turn in to the office. This individual should help you throughout the year. The parent will help coordinate class parties, organize field trip chaperones, and many other activities in which the teacher needs assistance. The room parent will also be asked to work with and coordinate PTO activities.

SCHOOL COUNCIL

The Sumter County Board of Education, recognizing the need to improve communication and to improve parent involvement in the schools, thus establishes local school councils as advisory bodies. It shall be the responsibility of local councils to provide advice and recommendations to the school principal and, where appropriate, to the board.

The school principal shall be one member of the council. Others serving on the council shall be two certified teachers elected by the school's teachers, two parents of students enrolled in the school elected by the school's parents, and two parents that are business persons. Council members shall be elected for two-year terms.

SCHOOL NURSE

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

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

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

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

SECRETARIES' RESPONSIBILITIES 2020-2021

Shawnda Moore - Bookkeeper

1. Maintain financial records at school level and for Central Office allotments.
2. Type all purchase orders.
3. Fax or phone in all purchase orders.
4. Check in all shipments and send them to the appropriate designations. (verify inventory)
5. Assist Principal in School Council activities/Faculty & Staff Special Breakfasts & Luncheons
6. Oversee the process of the ice cream orders daily.
7. Serve as the insurance contact person with payroll.
8. Complete substitute reports (collaborate with Mrs. Sanford).
9. Pull timesheets for staff.
10. Assist staff members with long distance phone calls.
11. Provide Principal with daily financial reports (e.g., copies of receipts & POs).
12. Assist the Fundraiser Committee & Hospitality Committee by keeping up with financial reports.
13. Assist/Process accidental reports from faculty and staff.
14. **Perform other duties as assigned by the Principal.**

Yolynda Sanford - Data Clerk

1. Maintain all FTE records (attendance, reporting, etc.).
2. Register all new students. (request records, make perm. folders, etc.)
3. Organize master schedule in *Infinite Campus*.
4. Print rosters for classes, FTE, etc.
5. Serve as principal's secretary - correspondence for principal, etc.
6. Type information for administrators as needed.
7. Maintain records for staff attendance and substitutes. (monitor capital impact data)
8. Maintain student records (immunization up to date, all documents in order, etc.)
9. Arrange for substitutes when teachers will be out and log information on Google tracking sheet.
10. Collect, count, and receipt all monies received.
11. Assist the Attendance Committee by making necessary contacts.
12. **Perform other duties as assigned by the Principal.**

Stacy Scott - Secretary

1. Answer telephone and assist visitors in office.
2. Assist students in office (get them to nurse, fulfill teacher requests, etc.).
3. Enter discipline in computer; file discipline referrals; maintain discipline records - must be entered and filed by the next school day.
4. Assist with dispensing students' medicine in nurse's station.
5. Assist teachers and nurses with phone calls to parents.

6. Transportation changes - making and delivering passes and notifying teachers.
7. Enter student tardy days, attendance, make necessary changes, and complete the Attendance Day Sheet - Check to make sure attendance is entered daily by designated time from central office. (collaborate with Mrs. Sanford & teachers)
8. Assist counselor with attendance protocol (e.g., letters, phone calls, attendance, tracking sheet.)
9. Assist with parent with new Checkmate System when the log in their children.
10. **Perform other duties as assigned by the Principal.**

Notes:

1. Each secretary must dress and act professionally in the school environment.
2. Each secretary is allowed 30 minutes for lunch.
3. Stacy Scott is the first person in line to answer the phone and assist visitors, then Yolynda Sanford, then Shawnda Moore, if needed.
4. No staff member will be called to the phone except in case of an emergency—**call will be transferred to the nearest available office;** messages will be taken and placed in boxes. Messages will not be given over the intercom except in case of emergency.
5. **NO** bus changes will be taken over the phone. Emergencies will be handled by an administrator. Only Stacy Scott handles bus changes.
6. Early checkouts of students (after 1:45 p.m.) must be approved by an administrator.
7. Staff members are to use designated phones only--in conference room, teacher workroom on each hall, or an administrator's office.
8. Protect the instructional time by encouraging parents to meet with teachers during their planning periods unless it is an emergency. Contact administrators for emergencies.

SMOKING

Federal law prohibits smoking in schools or anywhere on school campuses -- this includes any type of tobacco products. Sumter County Primary School will observe a smoke-free, drug-free campus. No smoking will be allowed anywhere on the SCPS campus. There will be no exceptions. We must strive to be good role models for children at all times.

STAFF ATTENDANCE

Staff members are expected to be at work and on time. The guideline for attendance states that the effect of teachers on student learning must be considered. For that purpose, **more than five absences will be considered excessive.** Teacher absences have a direct impact on student learning, whether the absence is justifiable or not can be considered the issue. Doctors' appointments should be made after 3:00 pm when possible. When requesting a full day doctor's appointment absence, please provide rationale for why it will take a whole day. Specific details about the nature of the illness do not have to be included.

Staff tardies must be considered as a part of the TKES. Any staff member who may be tardy must call the school as soon as possible to have his/her duty post or classroom covered. **DO NOT** call a

colleague to open your door in your absence.

STAFF DEVELOPMENT/PROFESSIONAL LEARNING

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

- A) Staff development and activities
- B) College courses
- C) Professional organization affiliations
- D) Professional meeting attendance

Requests for staff development may be obtained from Mrs. Sanford and are required to be filled out and approved prior to being submitted to the staff development office. (Be sure to use **black ink** when completing these and all other forms.) Please place completed forms in Dr. May's mailbox. After each trip, all staff members are required to complete an expense form to be sent to the central office. Travel expense forms when completed **must** be sent to Dr. Mays! She will sign them and will send them to the central office. **Remember: It is the teacher's responsibility to take appropriate courses to update and renew his/her certificate.**

STUDENT COMPLAINTS

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

SUPER PANTHER OF THE MONTH (aka STUDENT OF THE MONTH)

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

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

Superhero of the Month breakfast dates and notification dates are provided on the school calendar. Superhero of the Month notes are due 1 week before breakfast.

STUDENT SUPPORT TEAM REFERRALS & RESPONSE TO INTERVENTION

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

- Tier 1 - Standards-Based Classroom Learning
- Tier 2 - Needs-Based Learning
- Tier 3 - Student Support Team (SST)-Driven Learning
- Tier 4 - Specially-Designed Learning

The RTI/Student Support Team may be made up of teachers, administrators, parents, special education teachers, counselors, school psychologists, specialists, school social workers, central office personnel, outside agencies, or other appropriate personnel who can assist in the development of alternative classroom strategies and modifications to meet the individual needs of a student experiencing difficulty in school. RTI meetings will be scheduled monthly; however, an RTI committee can convene at any time to address specific concerns. Anytime a student is not performing as expected in the standards-based classroom, an RTI meeting should be convened. Do NOT delay.

SUBSTITUTE REQUEST

It is imperative that all teachers and staff members strive to be present each day. Schedule appointments after school when possible. If you are sick and cannot be present, please attempt to look at your substitute teacher directory and make contact with a substitute teacher. When you have finalized a substitute teacher, please have Mrs. Sanford to check his or her number of days at work for the week. **Do not call the school at the last minute.** If you are experiencing difficulties finding a substitute teacher, call Mrs. Jones **BEFORE** 9 p.m. or **text** Mrs. Jones (229-938-7295) and Mrs. Sanford (229-815-1808) between 6:00 a.m. and 6:30 a.m. Calls **WILL NOT** be accepted at the school after 6:45 a.m. You are expected to come to work if you have not called before 6:30 a.m. **DO NOT** call the school unless you have been hospitalized, involved in an accident, or stopped by law enforcement. It is very difficult to find a substitute, check on lesson plans, materials, etc. in the middle of a "normal" morning. **Personal leave may not be taken during the first two weeks of school or during the last 20 days of school.** No personal leave will be granted during the month of February and March just prior to testing, nor will personal leave be granted on special days such as Arts-a-Poppin', Field Day-Fun Day, field trips, etc. Leave may not be taken preceding or following a holiday. See The Sumter County Board Policy Book---Section GBRI/GBRIF/GCRG/GDRH for details on all leave and absences. Forms to request leave are available in the office.

It is imperative for students to be constantly supervised throughout the school day. This includes the playground, halls, restrooms, etc. Use the first few weeks of school to establish your expectations for behavior in the halls and restrooms. Proper supervision at recess requires teachers to move among the students, actively monitoring all areas, not sitting. Homeroom teachers **must** be in their rooms at 7:20 a.m. prepared to supervise students. All other staff members must be in their assigned duty location no later than 7:30 a.m. However, **no teacher** should **ever** leave the building to go home until the front lobby and cafeteria have been checked to make sure all students have left the campus. **It is the teacher's responsibility** to call the parents or guardian if a child has not been picked up by the time the car rider traffic has ended. All parents of car riders are responsible for picking up their child/children **on time**.

SUPPLY AND MATERIAL REQUEST

Any supplies or materials you need must be requested in writing. Check with your team leader before ordering any materials. Your team leader will supply you with the appropriate forms. **Please do not request items from the office.** This will require more careful planning and better use of existing supplies. Central store items are delivered each Tuesday; consequently, ample time is needed to process the order. It is important that teachers be frugal with supplies. All materials requested must enhance and facilitate student learning.

TELEPHONE/CELL PHONE USE

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

center conference room.

TEXTBOOKS/CURRICULUM

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

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

VENDING MACHINES

Be sure you have proper change for vending machines. While we may have change in the office, we prefer that Mrs. Moore **not** be interrupted to give change. Vending machines cannot be opened during the day if problems occur. See Mrs. Moore after school for problems. Please leave a note if you have lost money. **Children should not be at the vending machine without an adult present.**

VIDEO USE

Only educationally oriented programs will be viewed during the school day. These programs must be included in lesson plans and have a **direct bearing** on current content being mastered. Any videos used must directly correlate to the subject area being taught. All videos must be directly related to the school improvement goal of improving student achievement **and must be indicated in your lesson plans**. Use of videos will be monitored closely. **NO videos should be shown the last two weeks of school, or within one week of a holiday.** An administrator must approve all video requests. Videos should not be used as a form of reward. Remember that research shows that children spend far too much time watching television. The goal of SCPS is to improve student achievement.

Only videos from the media center are acceptable for use at school. **NO personal videos may be shown! This includes Netflix.**

VISITORS

In our continued efforts to provide the safest environment for the students of Sumter County Schools, the district has installed a RAPTOR Information System. The system has the ability to provide alerts on visitors who may jeopardize the safety of our students. Anyone checking a student must be listed on the student's contact sheet and must present a valid state issued ID, which may be entered into the Raptor system. This policy ensures that only authorized individuals are checking out students. This is not meant to inconvenience parents, but as a way to make sure that children are safe at all times.

All visitors must report to the front office immediately upon arrival on school campus. All visitors will

receive a visitor's pass to wear while in the building. If you see a visitor without a pass, please ask if this rule has been followed. This is for your own protection and the protection of your children. (See emergency preparedness plan). Parents wishing to observe in a classroom will receive a classroom visitation pass with the arrival and leave time noted. The pass is for approximately 20 minutes. The visit should not be an interruption of instruction or the learning environment. If you have a problem with a parent who visits often and tends to interrupt instruction, notify Dr. Mays immediately. Please remember that parents are an important component of the school program. Be courteous. **Please limit personal visits by family members.** Please model your wishes in your own behavior.

WORK ROOM

The markers and Ellison machine will be kept on the green hall, and the colored bulletin board paper will be kept on the yellow hall. The book binder is stored in the Media Center. **Please keep these areas clean.** Teachers need to make sure their students stay out of these areas for safety reasons. This includes children of staff members.

APPENDIX A
ACCEPTABLE USE POLICY OF SUMTER COUNTY SCHOOLS'
COMPUTERS AND NETWORK RESOURCES

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

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

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

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

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Sumter County Board of Education will, through its administrative staff, provide an Internet screening system which blocks

access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

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

SUMTER COUNTY SCHOOLS' COMPUTERS AND NETWORK RESOURCES EMPLOYEE ACCEPTABLE USE GUIDELINES

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

Additional items that employees need to be aware of:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUMTER COUNTY SCHOOLS' COMPUTERS AND NETWORK RESOURCES STUDENT ACCEPTABLE USE GUIDELINES

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

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

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

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

Safety Issues:

1. Any online communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.

3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met online.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

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

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

1. Damaging to another person's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening or demeaning to another person,
6. Contrary to the school's policy on harassment,
7. Harassing, or
8. Illegal

B. Using the network for financial gain or advertising.

C. Posting or plagiarizing work created by another person without their consent.

D. Posting anonymous or forging electronic mail messages.

E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.

F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.

G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.

I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.

J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.

K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.

L. Using the school's computers or network while access privileges have been suspended.

M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.

O. Attempting to vandalize, disconnect or disassemble any network or computer component.

P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

Q. Providing another student with user account information or passwords.

R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.

T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.

U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.

V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.

W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.

X. Students should follow the guidelines below when performing Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision.

Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to

develop more reliable, useful, and relevant search results.

Sumter County Schools Computers and Network Resources Website Posting Guidelines

I. Student Information, Work, and Pictures:

1. Web pages hosted from Sumter County School District's web server may contain a reference to a student. This includes references to students in photographs or in text.

2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page*.

3. A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

II. On Copyright

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

III. Prohibited Content/Items

1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released. Example: PTSO/PTA/Booster Organization officer/contact requests to have their personal email address listed in the appropriate area on the school's page(s) and principal approves the request.

2. Student personal contact information of any kind

3. Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Sumter County School's equipment)

4. Links to "non-official" Sumter County Schools related sites that are hosted on remote, non-district web servers - Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.

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

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

No information/materials may be posted that is:

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

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

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

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

* Parent permission is granted in the Student Handbook.

Sumter County Schools Email Disclaimer

Sumter County Schools has implemented a series of technology systems that "filter" all incoming email to detect SPAM (junk mail) and those that contain viruses, certain keywords, html scripts, or have other attributes that could potentially be unacceptable for student viewing or compromise

network security. Our system also uses a Bayesian filter that uses algorithms to identify messages that are probable SPAM. We have set the system to automatically redirect any email identified as SPAM to the junk mail folder.

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

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

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

1. Are you sure you have the correct address and that you did not mis-key?
2. Does your computer have current virus and spyware protection software installed and working properly?
3. Does your email contain embedded images (some signatures) or have a custom stationary look that utilizes images, sounds, and or other multimedia content?
4. Does your email address contain a correct return email address?
5. Are you trying to send the email as a blind copy?
6. Does your mail provider (or AOL, Hotmail, etc.) append anything to the message that might contain a phrase which could identify it as Spam?
7. Does your email have advertising in the body, header, or footer? e.g. "Find out more"
8. Does your email contain third party content in the form of html links or links in the header or footers of your email?
9. Does your email contain attached files?
10. Is the problem intermittent with sometimes email being delivered and other times it is not? If so, do you see any pattern such as messages go through if you reply to one they sent you, or they get blocked when you use an account which has a signature?
11. Did you get any notification indicating the message was undeliverable or didn't go through?

- Virus Filter - Messages identified or suspect for Viruses, Trojans, and e-mail exploits will be deleted.
- DNS Blacklist - There are several servers on the internet that maintain a DNS Blacklist for servers know to distribute Spam or to have open relays which allow Spam. Our Filter uses those lists so if someone has an email account on one of the Blacklisted servers then their mail will be blocked. It is their mail server owner who is responsible for being removed from those lists.
- Keyword Checking - There is a long list of keywords and phrases that if found in the subject or body of the message will be identified as Spam. Examples would include but not limited to phrases such as "don't miss out", "find out more", "100% guaranteed", "please answer quickly", "call now", "adult only", and a host of obscene phrases. Words included would be Viagra, nympho, erotic, and all those words not fit to print. Yes, we know that not every message with one of those is Spam but these are the most common and if they are removed from the filter will let hundreds or thousands of Spam messages through each day.
- Header Checking - Messages will be blocked if the "From" field is empty, contains more than 4 numbers, or uses part of the recipient's address/name. They will also be deleted if they have html scripts, contain remotely hosted images in the message body or if the message is mostly a graphic

file with very little text. Both of those are methods Spammers use to get past the Keyword checking and often result in the obscene pics being displayed in the message. Messages that have false email headers and faulty return addresses will also be blocked.

- Macro Filter - Any files with Macros will be rejected and deleted, both incoming and outgoing. These are a potential security risk due to what could happen when a Word or Excel file is opened with a destructive Macro. Those are extremely easy for an end-user to create and then send to anyone with destructive results as soon as they open it.
- Bayesian - This is the "Smart" filter that uses algorithms to identify potential Spam. It results in a lot of false positives but the decision was made to delete all Bayesian identified messages instead of tagging them and sending them on through. This means that many thousands of messages are deleted each day and are not logged due to the size, so many legitimate messages are deleted as Spam and we have no way to trace what happened.
- Directory Harvesting - If someone sends a message that has several incorrect addresses in the "To:" field then the entire message will be rejected. This helps prevent Spammers from just sending a huge distribution list of potential names and getting lucky with some.
- Custom Blacklist - Individual mail addresses and entire mail domains can be added to a custom list to be blocked.
- File Attachments - Many types of files are blocked for security reasons and include those such as VBS, EXE, COM, BAT, and ZIP. Files such as XLS, PPT, DOC are NOT blocked unless they contain Macros. File attachments are quarantined so if they don't have a Macro then they can be forwarded on to the recipient if they are work related and the recipient lets us know when they get an automated notification that it was blocked.

APPENDIX B CODE OF ETHICS

Effective June 15, 2015

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

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

(2) Definitions

(a) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Georgia Professional Standards Commission.

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

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

(d) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17 under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(e) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

(f) "Revocation" is the invalidation of any certificate held by the educator.

(g) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

(h) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Georgia Professional Standards Commission.

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

(j) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

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

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

(3) Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) Reporting

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

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

(5) Disciplinary Action

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

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

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

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

APPENDIX C MORAL TURPITUDE

It has been stated that the term "moral turpitude" is so clear that there is no duty on the trial judge to define it in the absence of a request. The term has been defined in *Georgia* as follows:

"Turpitude in its ordinary sense involves the idea of inherent baseness or vileness, shameful wickedness, depravity.... In its legal sense it includes everything contrary to justice, honesty, modesty or good morals.... The word 'moral,' which so often precedes the word turpitude, does not seem to add anything to the meaning of the term, other than that emphasis which often results from a tautological expression. All crimes embraced within the Roman's conception of the *crimen falsi* involve turpitude; but it is not safe to declare that such crimes are the only ones involving turpitude."

In *Ramsey v. State*, the court said that a crime involving moral turpitude is one which is *malum in se* rather than *malum prohibitum*. In *Georgia*, the test for whether a felony is one involving moral turpitude is "does the [crime], disregarding its felony punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man's duty to man?"

It has been held that the following offenses are crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

The following have been held to be offenses which are not crimes involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Fighting
- Simple Battery
- Simple Assault
- Misdemeanor criminal trespass
- Child abandonment
- Misdemeanor offense of escape
- Misdemeanor offense of obstructing a law enforcement officer
- The federal misdemeanor offense of Conspiracy in Restraint of Interstate Trade and Commerce
- Possession of less than one ounce of marijuana

[This is taken from *Handbook of Criminal Evidence* by Davis, 2000 edition.]

APPENDIX D
DRUG-FREE WORKPLACE (POLICY: GAMA)

The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its workforce must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five-year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the Board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three-month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five-year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

APPENDIX E EMPLOYEE LEAVES AND ABSENCES (POLICY GARH)

This policy shall apply to all employees of the Sumter County Board of Education.

Accrual of Sick Leave and Absence for Medical and Related Reasons

Employees will be entitled to annual sick leave with pay to be accrued at the rate of one and one-quarter days for each completed working month. All unused sick leave shall be accumulated from one school year to the next up to a maximum of forty-five (45) days. Certified employees and bus drivers are entitled to transfer up to forty-five (45) days of accumulated leave from one school system in the state of Georgia to another. If an employee needs to utilize unearned sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the school year. If an employee fails for any reason to complete a school year, sick leave used but not yet earned will be deducted from the employee's final check.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties.

For the purposes of this policy, members of the immediate family is defined as spouse, children, father, mother, brother, sister, grandparent, or in-law equivalents of the above or other relatives living in the household.

Personal and Professional Leave

Three (3) days of any accumulated sick leave may be utilized during each school year for personal or professional reasons provided prior approval of the absence is given by the Superintendent or authorized representative and provided the presence of the employee requesting absence is not essential for effective school operation. **Personal and professional leave will not be granted during in-service days or on the day before or day after holidays.** Emergency requests for personal and professional leave may be granted at the discretion of the Superintendent or his or her authorized representative.

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.

Observance of Religious Holidays

Employees may use personal and professional leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal or professional leave, the employee may take unpaid leave for

such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

Jury and Witness Leave

Each person employed by the Sumter County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as an employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute teacher to serve during his or her absence for jury or witness leave. Employees who serve on juries or who are subpoenaed to testify in cases arising out of their duties as employees must remit to the Board of Education any jury/witness pay they receive.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

APPENDIX F FEDERAL STATUTES AND REGULATIONS

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES

It is the intent of the Sumter County School District to comply with the above referenced federal statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage

The final regulations cover all operations of the Sumter County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

Treatment

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services.
- Use of facilities.

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts; Girl Scouts; YWCA; YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

Physical Education

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity—comparable

facilities, equipment, etc.—but equal aggregate expenditures are not required.

Organizations

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

Counseling Materials

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion or disability.

Employment

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically, the regulations cover: employment criteria; recruitment; compensation; job classification and structure; fringe benefits; marital or parental status; effect of state or local law or other requirements; advertising; pre-employment inquiries. Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

Student Records

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

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Sumter County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district 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 whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or 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 his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave, SW.
Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as "Directory Information": student's name, address and telephone listing; date and place of birth; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; diploma awarded.

Directory information may be released by the school district without the consent of a parent or student. A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to Sumter County School District, Attention: Director of Personnel, 100 Learning Lane, Americus, Georgia 31719 no later than September 2.

Research

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation conducted by or for the school district, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis or evaluation.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the following information without prior consent of the student (if an adult or an emancipated minor) or of the student's parent or guardian:

- Information concerning political affiliations, mental and psychological problems potentially embarrassing to students or their families, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom students have close family relationships, legally recognized privileges and analogous relationships such as those with lawyers, physicians and ministers, or income (other than that required by law) to receive eligibility for participation in a program or for receiving financial assistance under such program.

Compliance

The Director of Personnel has been named to coordinate the school district's activities in complying with all regulations and purposes cited above.

Grievances

If employees or students think that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, they should contact:

Director of Personnel

Federal Regulations Compliance Officer

Sumter County School District

100 Learning Lane

Americus, Georgia 31719

(229) 931-2613

OR

The Office of Civil Rights

U.S. Department of Education

101 Marietta Towers

Atlanta, GA 30323

(404) 221-2352

Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

Note: This Appendix is a review of federal regulations cited above. Only those areas related to the Sumter County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Sumter County School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

Public Notice

Prior to the beginning of each school year, each school system must provide public notice to advise students, parents, employees, and the general public that all technical and vocational programs will be offered without regard to race, color, national origin, sex, or handicap. The notice must include the name, office address and telephone number of the person designated to coordinate Title VI, Title IX, and Section 504/ADA.

DISCRIMINATORY DISCLOSURE

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 Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students, parents, employees and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

Title VI	Title IX	Section 504
Gayla Braziel	Helen Ricketts	Jacqueline King
Sumter County BOE	Sumter County BOE	Sumter County BOE
100 Learning Lane	100 Learning Lane	100 Learning Lane
Americus, GA 31719	Americus, GA 31719	Americus, GA 31719
229-931-8525	229-931-8526	229-931-8500

APPENDIX G
SUMTER COUNTY FEDERAL PROGRAMS COMPLAINT PROCEDURES
Complaint Procedures under the Elementary and Secondary Act of 1965

Section 9304 – General Applicability of State Educational Agency Assurances

Section 9503 – Complaint Process for Participation of Private School Children

A. Grounds for a Complaint

Any individual, organization or agency ("complainant") may file a complaint with the Sumter County Board of Education ("Department") if that individual, organization or agency believes and alleges that a local educational agency ("LEA"), the state educational agency ("SEA"), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Act of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title I, School Improvement Grant 1003(a)
7. Title II, Part A: Teacher and Principal Training and Recruiting Fund
8. Title II, Part D: Enhancing Education through Technology
9. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
10. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
11. Title IV, Part A, Subpart 2: Community Service Grants
12. Title IV, Part B: 21st Century Community Learning Centers
13. Title V, Part A: Innovative Programs
14. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
15. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
16. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
17. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
18. Race To The Top, RT3
19. SIG 1003(g)
20. Title VI, Part B; the McKinney-Vento Act
21. Title X Part C - McKinney-Vento Homeless Education

C. Complaints Originating at the Local Level

As part of its Assurances within NCLB program grant applications and pursuant to Section 9306 of the No Child Left Behind Act, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the

administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue at the local level.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and;
7. The address of the complainant.

The complaint must be addressed to: Sumter County Schools, Director of Federal Programs, 100 Learning Lane, Americus, GA 31719.

Once the complaint is received by the Director of Federal Programs, it will be copied and forwarded to the district Superintendent's office as documentation of complaint being received and investigated.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the district received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the district may investigate or address the complaint; and
4. Any other pertinent information.

The Department will have thirty (30) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

Appropriate Department staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Department will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines

outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal.

APPENDIX H WASTE, FRAUD, AND ABUSE

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

DEFINITIONS

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

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

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

STATEMENT OF ADMINISTRATIVE REGULATIONS

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

CONFIDENTIALITY

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

PROCEDURES AND RESPONSIBILITIES

1. Anyone suspecting fraud, waste or abuse concerning federal, state or local programs should report their concerns to the Superintendent or the Superintendent's designee of the Sumter County Board of Education at 100 Learning Lane, Americus, GA 31719, or call (229) 931-8500.

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

**APPENDIX I
SUMTER COUNTY PRIMARY SCHOOL
EMERGENCY MANAGEMENT PLAN
2020-2021**

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

1. Designated school site emergency coordinator: Dr. Renee' Mays
2. Designated alternate school site emergency coordinator: Rosemary Jones
3. Designated school emergency team members: Renee' Mays, Rosemary Jones, Brandi Roland, Jill Youngdale, Terri Lee, Yolynda Sanford, Stacy Scott, Shawnda Moore
4. The emergency team members will perform the following tasks:
 - Renee' Mays
 - A) Keep central office informed
 - B) Establish site for media communications
 - C) Identify reception area for parents
 - D) News media spokesperson
 - Rosemary Jones
 - A) Will be at the hospital to collect information about injured and to report information to school and central office
 - B) Will notify parents and spouses of the injured
 - Coach Batts/Coach McFather
 - A) Responsible for releasing students to parents and non-parent adults
 - B) Assist in communicating (2-Way Radio)
 - C) Monitor school visitors
 - Terri Lee
 - A) Assist in handling flow of traffic
 - B) Assist in communication (2-Way Radio)
 - C) Identify injured and fatalities
 - Yolynda Sanford
 - A) Handle telephones
 - B) Compile roster of students absent from school at time of crisis
 - Stacy Scott & Shawnda Moore
 - A) Handle telephones
 - Brandi Roland
 - A) Assist in monitoring school visitors
 - B) Assist in managing school traffic flow
 - Jill Youngdale
 - A) Print identification badges for school/emergency personnel
 - B) Assist in managing school traffic flow

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

Public Assistance/Utilities (Phone Numbers):

Georgia Power	924 - 3683	Sumter EMC	924 - 8041
American Red Cross	924 - 2026	Environment Emergency	1 - 800 - 424 - 8802
Police Department	911 or 924 - 3677	Phoebe Sumter Hospital	924 - 7850
Sheriff's Department	924 - 4094	Poison Control Center	1 - 800 - 222 - 1222
Fire Department	911	Georgia Natural Resources	1 - 800 - 241 - 4113
City of Americus	924 - 4411		

**Sumter County School System
Crisis Lock-Down Plan**

The objective of this plan is to devise a system that will help all Sumter County Schools uniformly respond to emergencies and crisis situations. The plan will enable administrators to account for all students and staff during a period of emergency or crisis.

This Crisis Lock-Down utilizes a color code system. The color code system employs five colors to identify emergency/crisis situations:

CODE RED is used when there is immediate danger for students, and/or staff. Only the principal or official designee has the authority to issue a **CODE RED ALERT**.

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

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

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

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

Possible CODE RED Situations

A person in the hallway or on the campus with a weapon.

A serious fight that involves multiple aggressors or multiple victims.

A situation on campus that requires the assistance of an outside agency such as an ambulance, fire truck, or police officers.

Procedures to Follow During CODE RED

In the Classroom:

Lock the door.

Account for all students (call roll or make a list).

DO NOT allow anyone to leave or enter your room.

Wait for further instructions to be announced.

In the Lunchroom:

Shut all doors and do not allow ANYONE to leave.
Wait for further instructions to be announced.

In the Gym:

Shut all doors and do not allow ANYONE to leave.
Account for all students (call roll or make a list).
Wait for further instructions to be announced.

Outside Activities or Classes:

Teachers direct students to a pre-designated area and remain there until further notice from an administrator.

Teachers Eating Lunch or in Planning Period:

Report **IMMEDIATELY** to assigned area to receive instructions.

Before School or After School:

ALL teachers use professional judgment in managing students under these circumstances.
Move students away from the problem area.
Work as a team to gain control of the situation.
Stay as calm as possible.
STAFF MUST ASSUME THE RESPONSIBILITY FOR SUPERVISING STUDENTS IN AND OUT OF CLASS SETTINGS.

Possible CODE YELLOW Situations

When administrators are aware of circumstances with the potential to develop into a CODE RED situation at some point during the day.

CODE YELLOW is to be used as a precautionary code to alert teachers, faculty, and staff that a serious situation may be developing. It would allow administrators to isolate and shut down specific hallways or areas of the school to conduct locker searches and/or student searches.

Procedures to Follow During CODE YELLOW

In the Classroom:

Account for all students (call roll or make a list).
Restrict the outgoing student traffic from your room (hall passes, bathroom passes, etc.).
Wait for further instructions to be announced.

In the Lunchroom:

Account for all students (call roll or make a list).
Wait for further updates or bulletins.

In the Gym:

Account for all students (call roll or make a list).
Wait for further updates or bulletins.

Possible CODE BLUE Situation

Sudden and/or severe weather conditions such as heavy rain, thunderstorms, lightning storms, etc.

CODE BLUE can allow for buses to be loaded in an orderly and timely manner with minimal exposure of students to the weather conditions.

CODE BLUE is not meant to replace or interfere with existing emergency drills and procedures (ex. Fire drill and tornado drill).

Procedures to Follow During CODE BLUE**In the Classroom:**

Account for all students (call roll or make a list).
Restrict students from leaving the room.
Wait for further weather updates or bulletins.

In the Lunchroom:

Account for all students (call roll or make a list).
Wait for further weather updates or bulletins to be announced.

In the Gym:

Account for all students (call roll or make a list).
Wait for further weather updates or bulletins to be announced.

Possible CODE BROWN Situations

To be used **ONLY** in the event of a bomb threat. A bomb threat may be received at any time. There is always a chance that a threat may be legitimate. Appropriate action should be taken in each case to provide for the safety of students and staff.

Procedures to Follow During CODE BROWN

All students and staff are to **evacuate** the building and **immediately** report to designated area.
Account for all students (call roll or make a list).
Wait for further instructions.

Possible CODE GREEN Situation

CODE GREEN is used to return to normal school operations once the situation or crisis has been resolved.

SUMTER COUNTY PRIMARY'S CODE RED PROCEDURES

In the event that the following is announced over the intercom, "Please bring your RED MARKER to the faculty meeting," the following procedures will be followed:

~Custodians and/or administrators will close and lock each set of hall doors.

In the Classroom: * REMIND STUDENTS TO REMAIN QUIET****

Lock the door.

Turn off the lights.

Account for all students.

Place a list of students present at school but not physically in the classroom under the door.

Huddle down in area near bulletin board away from the door.

DO NOT allow anyone to leave or enter your room.

Wait for further instructions to be announced.

In the Lunchroom:

A custodian will go to the stage to the microphone with a red cup from the table and announce, "CODE RED."

All doors will be closed and locked.

Students will be instructed to sit down on the floor and/or move away from the windows.

Wait for further instructions to be announced.

Outside on the Playground:

Classes with their teacher will need to quickly move inside to their classrooms. Lock doors.

P.E. - Coaches will quickly move students to the gym into the storage room and office. Lock doors.

**If you are on your planning time, quickly get to where your students are (if possible) or move to the nearest secure area.

The following people will check the restrooms for students on each hall:

Gym Restrooms - Eddie Lawson Blue - Brandi Roland Green - Dr. Sheralyn Stone

Red - Casey Pitts Yellow - Jill Youngdale Secure Assigned Hall Doors - Custodians

*If students are in the restroom, the assigned person will take them to the nearest adult restroom/workroom and lock the door.

Office Personnel

If possible, lock the office doors then go to the vault.

Lock the doors of the vault.

Wait for further instructions to be announced.

Nurse

Close and lock the door to the nurse's office.

List names of students with you and place under the door.

Wait for further instructions to be announced.

*****IN CASE OF A HOSTAGE SITUATION—ADMINISTRATOR SHOWS UP AT YOUR DOOR— ONLY OPEN WHEN "I REQUIRE YOU TO OPEN YOUR DOOR" IS STATED.

General Safety Procedures

- ~All visitors will check in at the office through the front entrance to receive a visitor's pass.
- ~All exterior doors will remain locked throughout the day except for exiting and entering between the hallways.
- ~All fences surrounding the playground area will remain locked throughout the day.
- ~Faculty and staff will have access to a key to exit and enter the back gate from 7:50 AM to 2:20 PM
- ~Students will be supervised by persons on duty, teachers, and administrators throughout the day.

SUMTER COUNTY SCHOOLS

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

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

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

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

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

TORNADO DRILL PROCEDURES

TORNADO WATCH

In a Tornado Watch, weather conditions favor the development of a tornado in your area. No tornado has been sighted yet, but the emergency plan should be reviewed. Students should be ready to take action on a moment's notice. In the case of a Tornado Watch, an announcement will be made over the P.A. system.

TORNADO WARNING

A tornado has been sighted in your area. Implement emergency plans immediately. In the case of a Tornado Warning, an announcement will be made over the P. A. system.

EMERGENCY WARNING AND DRILL PROCEDURES

Children should face the interior wall of the hallway (cement block wall) and drop quickly to their elbows and knees. They should cover the backs of their necks and heads with their hands. If they have jackets or coats with them, these should be used blanket-fashion to provide additional protection for head and body. Children should remain in this position until the "all clear" is sounded on the P.A. system.

Teachers in mobile classrooms should move their students to the designated area and assume the protective position. **SEE DIAGRAM BELOW.**

Teachers should have their attendance roster with them and must **CALL ROLL.**



APPENDIX J

Complaint Form for Federal Programs under the Elementary and Secondary Act of 1965

Please print

Name (Complainant):
Mailing Address:
Phone Number (Home): _____ Phone Number (Cell):

Phone Number (Work): _____
Email Address: _____
Agency/Agencies complaint is being filed against:
Date on which the violation occurred:
Statement that the Sumter County Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):
The facts on which the statement is based and the specific requirement allegedly violated (attached additional sheets if necessary):

 Signature of Complainant

 Date

Signature of District Receiving

Date

***In order to file a complaint regarding Fraud, Waste or Abuse involving US Department of Education funds or programs, please visit
<http://www2.ed.gov/about/offices/list/oig/hotline.html>**

**EMPLOYEE AFFIRMATION OF KNOWLEDGE
2020-2021**

I acknowledge that my administrators at Sumter County Primary School have reviewed the contents of the 2020-2021 Faculty/Staff Handbook with me at the beginning of the school year. As a part of the handbook review, I am in agreement that the following areas have been explicitly discussed and reviewed:

(INITIAL NEXT TO EACH SECTION DISCUSSED AND REVIEWED.)

- _____ 1 Child Abuse
- _____ 2 Code of Ethics
- _____ 3 Drug-Free Workplace
- _____ 4 Crisis Lock-Down Plan
- _____ 5 Harassment
- _____ 6 Internet Acceptable Use Guidelines and Policies
- _____ 7 Waste, Fraud, and Abuse

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

Employee's Signature:

Date:

Employee's Name (printed):
