

COOK PRIMARY SCHOOL

Teacher's Handbook

2020-2021



Vision

All students will succeed through **enrollment** in higher education, **enlistment** in the military, or **employment** in the workforce.

Mission

To empower and inspire all learners to achieve

Beliefs

Cultivate a safe and positive environment.

Optimize creativity and learning.

Offer support through family and community partnerships.

Kindle challenging opportunities.

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2020 -2021 School Calendar

SEMESTER 1

Pre-Planning	July 27- August 7
First Day of School	August 10
Labor Day Holiday	September 7
In-Service for Teachers	September 8
Fall Break for Students	October 9, 12 & 13
In-Service for Teachers	October 13
Fall Break for Teachers	October 9 & 12
Thanksgiving Holidays	November 23, 24, 25, 26 & 27
End of Semester for Students	December 18(½ day)
In-Service for Teachers	December 18 (½ day)
Christmas Holidays for Students	December 18– January 5
Christmas Holidays for Staff	December 21 - January 1

SEMESTER 2

Teachers Return/In-Service	January 4 & 5
Students Return	January 6
Martin Luther King Holiday	January 18
Winter Break	February 12 & 15
Student Holiday	March 12 & 15
In-Service for Teachers	March 12
Spring Break	April 5, 6, 7, 8 & 9
Last Day of School/Graduation	May 21 (½ day)
In-Service for Teacher	May 21 (½ day)
Post Planning	May 24, 25, 26 & 27

This calendar is based on 173 days.

Cook County Board of Education

2020-2021

Dr. Tim Dixon
Superintendent

School Board Members

Chad Sumner
Chairperson

Frank Carter
Vice Chairperson

Fairy Gear

Corkey Taylor

Jeff Taylor

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CPS Faculty and Staff

2020-2021

Administration

Mr. Leslie Folsom - Principal
Mrs. Jeanne Dixon - Assistant Principal
Mrs. Joy Folsom - K-5 Curriculum Director

Kindergarten

Teacher

1. Baldree, Marci*
2. Betts, Brittany
3. Bostic, Rachel
4. Cowart, Cyndee
5. Curry, Stephanie
6. Eunice, Katie
7. McRae, Erin
8. Parrish, Kayla
9. Shealey, Mandi
10. Sumler, Regina
11. Williams, Amber*

Sumner, Kim - EIP/Tier 2

***Team Leaders**

Teacher

1. Bennett, Dana
2. Betts, Melissa
3. Boykin, Stephanie
4. Butler, Joy
5. Graham, Angela
6. Inman, Twuana
7. Lawrence, Melanie
8. Rowan, Brittany*
9. Wall, Cindy
10. West, Regina*
11. Williams, Angela

Jackson, Marva- EIP

***Team Leaders**

Paraprofessional

Robinson, Jessica
Raper, Jessica
Lane, Grace
Pierce, Gwen
Cleghorn, Edith
Sills, LaRae
McCall, Donna
Judice, Jesseca
Corona, Ana
Woods, Patricia
Myers, Lori

1st Grade

Paraprofessional

White, Ronard
White, Ronard
Williams, Trisha
Harris, Danette
White, Ronard
Harris, Danette
Hooks, Annie
Hooks, Annie
White, Ronard
Hooks, Annie
Williams, Trisha

2nd Grade

Teacher

1. Bryan, Joanna
2. Butler, Stephanie
3. Calhoun, Mary Ellen
4. Chambless, Patricia
5. Crosby, Amy
6. Dukes, Brandy
7. Harry, Angela
8. Lindsey, Sabrina
9. Padgett, Joanna*
10. Rutland, Taylor
11. Vossfeldt, Tina*

Jackson, Marva-EIP

*** Team Leaders**

Counselor/LEA

Owens, Almeta*

Gifted

Rosatti, Elizabeth*

Web Master - CPS

Rowan, Brittany

Paraprofessional

Hester, Robbie
Bennett, Kali
Hester, Robbie
Hester, Robbie
Hester, Robbie
Hester, Robbie
Hester, Robbie
Bennett, Kali
Hester, Robbie
Hester, Robbie
Hester, Robbie

Academic Coach

Russell, Jessica*

ESOL

Smith, Margaret

O.R

Robinson, Bobbie
Wright, Wilma

Special Education

Teacher

Chaney, LeAnne
Daly, Jessica
Daughtrey, Beth
Faulkner, Kelly
Harris, Kathy
Parten Sarah*
Pennington, Haley
Hough, Donna
Smith, Connie

Paraprofessional

Carter, Jerdinna/ Jones, Kayla
Patterson, Yvonne/Walker, Annie

Exploratory Subjects/Specials

Teacher

Franklin, Patti (Art)
Golson, Ki (Music Education)
Young, Susan* (Physical Education)
Stripling, Christy (Physical Education)
Ward, Mandy (STEM lab)
Heard, Laural (Technology Education)

Paraprofessional

Stoddard, Kathi

Media Center

Teacher

Yody, Ray* (Media Specialist)

Migrant Education

Morales, Sarah

Parent Involvement

Eppes, Lisa

Paraprofessional

Godwin, Louise

School Nurse

Herring, Ginny

Intervention Labs

EIP/RTI TIER II

(Kindergarten)
Sumner, Kim*

RTI TIER II

(1st and 2nd)
Carroll, Donna
Griffin, Julie

RTI TIER III

(1st and 2nd)
Beard, Becky
Howze, Brandi

Office Staff

Sedam, Michelle (Receptionist)
Castleberry, Gage (SRO)
Robinson, Cindy (Bookkeeper/Secretary)
Surrency, Kathryn (Attendance/Student Records)
Tomlinson, Heather (Pre-K Secretary/Bookkeeper)

Cafeteria Staff

Tammy Davis, Manager

Reatha Roberson
Armanda Chapman
Dina Wooten
Natalie Morrison

Renasha Thomas

Custodial Staff

Willie Brachsher, Supervisor

Byron, Cathy
Holloman, Ida Mae
McMillan, Luchus

Morrison, Reggie
Waldon, Satariea
Welding, Lorraine

Committees

2020-2021

School Improvement/Leadership Team

Pre-K Felicia Allen
Pre-K Rebecca Noles
K Marci Baldree
K Amber Williams
1 Regina West
1 Brittany Rowan
2 Joanna Padgett
2 Tina Vossfeldt
RTI Kim Sumner
SPED Sarah Parten
Spec. Susan Young
Coun. Almeta Owens
PACES Elizabeth Rosatti
Media Ray Yody
Tech Stacy Beard
Acad Jessica Russell

Yearbook

K Kayla Parrish
K Brittany Betts
1 Tawuana Inman
1 Stephanie Boykin
2 Sabrina Lindsey
2 Stephanie Butler
PreK Heather Tomlinson
Chair Mandy Ward
Spec Christy Stripling
SPED Kelly Faulkner

PTO Rep

PreK Lindy Browning
K Mandi Shealey
1 Angie Graham
2 Brandy Dukes

School Advisory Council

Joy Butler
Donna Carroll

Web Page

Brittany Rowan

Literacy Team

Pre-K Hanna Sumner
K Stephanie Curry
K Katie Eunice
1 Angie Graham
1 Dana Bennett
2 Stephanie Butler
2 Patricia Chambless
RTI Donna Carroll
ESOL Margaret Smith
Media Ray Yody
SPED Haley Pennington

School Environment Team

PreK Connie Hilliard
K Marci Baldree
1 Melissa Betts
2 Angela Harry
Spec Patti Franklin
Office Kathryn Surrency
RTI Julie Weeks

STEAM Team

PreK Cindy Norman
K Cyndee Cowart
K Rachel Bostic
1 Melanie Lawrence
1 Angela Williams
2 Amy Crosby
2 Taylor Rutland
SPEC Mandy Ward

RULES, DUTIES, AND PROCEDURES

FACULTY AND STAFF

1. All teachers are expected to work an eight-hour day from 7:20 until 3:20. All faculty and staff are required to check in and out using School Check IN. Staff members who fail to check in or out each day or who leave campus during the day without properly signing out can be charged leave time at the discretion of the principal. **Reports will be pulled periodically to ensure employees are on time to complete their duties and responsibilities. It is imperative that every faculty and staff member abides by these procedures. Please keep in mind that the central office also has access to these records and will be monitoring the punctuality of the faculty and staff of each school.**
2. **All faculty and staff members are required to enter the building through a temperature check station. Faculty and staff members with a temperature reading of 100.4 or greater will not be permitted to remain in the building.**
3. All teachers are expected to be ready to receive students by 7:30. Teachers are to assist in monitoring the halls when students are walking to their homeroom.
4. Punctuality is an important personal responsibility. Habitual tardiness could result in being docked sick leave as well as receiving Level I or Level II ratings on TKES. If you are not going to be in your room by 7:20, please call the office.
5. Illnesses and family issues arise which require us to be absent. However, teacher attendance is one of the most significant factors that determine the achievement students will make during the school year. Because attendance is so important, chronic absenteeism will not be tolerated. After the 10th absence, you could be placed on a PDP and/or receive an "INEFFECTIVE" or "NEEDS IMPROVEMENT" on your year-end summative evaluation.
6. In the event that a teacher must be out of school for personal reasons, the teacher should turn in a personal leave form at least 24 hours (earlier if possible) before the leave is taken.
7. Read carefully the **Teacher Job Description** (pg. 22) in the handbook. All teachers are responsible for all parts of this document.
8. **You are responsible for securing your own substitute.** In cases of emergency, Mrs. Michelle will call a sub 3 times during the year for a teacher.
9. **Staff Dress:** Remember that you are a role model for your students. Teaching is a profession and you are expected to dress in a professional manner at all times. On Fridays, you may wear jeans. **If you have questions about suitable attire, please ask an administrator.**
Please refrain from wearing:

leggings	showing cleavage
sweat pants	low-cut tops without camisole underneath
shorts	excessively tight clothing
jeans with holes/rips/tears	tank/halter-style tops
10. Smoking is not allowed in the building.
11. Leaving campus during planning should be kept to a minimum. If you need to leave campus during the school day, you **must sign out** on the form located at the **front desk only**. This will assist the front office in case you have a phone call or parent visit. You should be in your classroom before your planning period has ended. Abuse of this privilege will be dealt with appropriately.

OVERVIEW OF COVID-19 RETURN TO SCHOOL GUIDELINES

- Throughout this document, reference is made to "fever" and/or "COVID-19 symptoms." In accordance with CDC guidelines, a person is considered to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, feels warm to the touch, or gives a history of feeling feverish. Note: Even though measured temperature is the preferred and most accurate method to determine fever, it is not always possible to take a person's temperature. In certain situations, other methods of detecting a possible fever should be considered:
 - Self-reported history of feeling feverish when a thermometer is not available or the ill person has taken medication that would lower the measured temperature.
 - The person feels warm to the touch.
 - Appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.
- "COVID-19 symptoms," other than fever, include persistent dry cough, diarrhea, vomiting, and difficulty breathing. Other symptoms may include fatigue, sore throat, body aches, upset stomach, or nausea.
- *The presence of fever suggests an infectious cause, but fever is not always present with an infection.*

Before students return to school, they should adhere to the following criteria:

1. All family members residing in Cook County should be free of fever, have no virus symptoms, and have completed a minimum period of 14 days formal quarantine (if required) in accordance with government regulations.
2. No member of the household will currently be sick or will have recently displayed symptoms that might reasonably be considered to indicate the possibility of having contracted COVID-19, as indicated by the symptoms listed below.
 - "COVID-19 symptoms," other than fever, include persistent dry cough, diarrhea, vomiting, and difficulty breathing. Other symptoms may include fatigue, sore throat, body aches, upset stomach, or nausea.
3. Parents must check their children's temperatures each school night and morning before students leave for school. If they have a fever, they must be kept home from school. In the absence of other COVID-19 symptoms, students must stay at home until they are fever-free for a minimum period of 3 days without taking fever-reducing medication. Students who are fever-free but have experienced repeated diarrhea and/or vomiting must stay home until symptom-free for 3 days.
4. A fever that presents together with one or more other COVID-19 symptoms requires that the student must seek medical attention at a health clinic. Medical clearance must be provided in order for the student to be permitted to return to school.
5. Parents must immediately inform the school if one of their children shows symptoms of COVID-19.
6. Any confirmed temperature (≥ 100.4 degrees) accompanied by other COVID-19 symptoms identified at school will result in the student being sent to a health clinic accompanied by a parent. Medical clearance will be required for the student to return to school. By CDC regulation, the school is obliged to report all such observations to the relevant authorities. When in doubt, parents are therefore strongly advised to keep unwell children at home so as to avoid this possibility.
7. Students are encouraged to wear a face mask/covering when entering/leaving campus and during transitions. Students are encouraged to use a face mask/covering at all times, but teachers have the discretion to allow students to remove the mask/covering for certain learning activities and if proper ventilation requirements are met. (Note: Mask guidelines may change based on the threat level.)
8. Teachers are encouraged to wear a face mask/covering at all times, except when alone or in open spaces with physical distancing and not in the presence of students. (Note: Mask guidelines may change based on the threat level)
9. Students must follow all general health and hygiene guidelines stipulated by the school, including physical distancing and frequent hand washing/sanitizing.

BELLS *Dismissal times subject to change. If times change, an email notification will be sent.

1. The first bell will ring at 7:55 a.m. with the tardy bell ringing at 8:00 a.m. All students who are after 8:00 a.m. entering your classroom must have a tardy slip from the office. We will not enforce this until after the first two weeks of school.

2. Dismissal Times: (Students Leave Classrooms)

Car riders	2:40	CPS
1 st Bell Bus	2:35	Pre-K
	2:40	CPS
2 nd Bell Bus	2:55	Pre-K
	3:00	CPS

K-2 students should be prepared to load first bell buses at 2:38. Walkers and car riders will be dismissed at 2:40. K-2 students should be prepared to load second bell buses at 3:00. K-2 teachers and assistants are to walk students down the catwalk to their buses and observe them loading the appropriate bus.

DUTIES

Front Campus Car Duty

Three to five people will be on duty at 7:30 each morning. Duty personnel will be required to check student temperatures **before** students exit their vehicle.

Students are to walk directly in the building and not congregate on the sidewalks or around the doors.

Report all school safety violations (weapons, traffic violations, etc.) to Mr. Folsom, Mrs. Dixon, or Officer Castleberry. Be sure to include a car tag when reporting violations.

Cars are not to park in either lane of traffic.

Notify secretary (Mrs. Michelle) to make an announcement if cars are blocking traffic.

Adults will remain on duty until traffic flow has stopped.

Refrain from using personal cell phones. In case of emergency, please walk back into the building.

Required: If you are going to be absent, notify the person who has the week off to fill in for you.

K-2 Afternoon Bus Duty

Four people are on duty, one at each designated area.

The person on the south end of the walk releases the children when all buses are parked in place. She also signals the person on the north end to release those children.

Students from the south end of the walk on the outside of the sidewalk. Students from the north end of the walk on the inside of the sidewalk. On rainy days, all students walk under the shelter. Once the buses are loaded, walk between the buses to make sure that all is clear before giving the signal for the buses to leave.

As the children are loading, our responsibility is to keep them moving, to prevent them from running, and to ensure they board the appropriate bus.

Required: If you are unable to be on bus duty, notify the person who has the week off to fill in for you.

Refrain from using personal cell phones. In case of emergency, please walk back into the building.

Kindergarten Hall Afternoon Pick-Ups

At 2:35, go to the end of the hall nearest the office. ***ALL adults on duty should walk with students and assist with hallway behavior and seating the students safely outside.**

Take the children out past the office to the front of the building. Student pick up will begin at 2:40.

Group the children by grade level with kindergarten in the second section, first grade in the third section, and second grade in the fourth section.

Monitor the students as they wait for names to be called, and walk the children to their cars.

Refrain from using personal cell phones. In case of emergency, please walk back into the building.

First Grade Hall Afternoon Pick-Ups

Same as above, except, pick up students from the north end of the first grade hall.

Second Grade Hall Afternoon Pick-Ups

Same as above, except, pick up students from the intersection of second grade left and right halls.

Required: If you are unable to be on duty, notify the person who has the week off to fill in for you.

BUDGET

- 1. All teachers **must spend** their budget money by **February 1, 2021**. You are strongly encouraged to spend your money the 1st semester. If you have any questions, please ask Mrs. Robinson.

CAFETERIA

- 1. All students must eat lunch at CPS. No child may go home for lunch. Each child either eats the school lunch or brings his/her lunch.

BREAKFAST

LUNCH

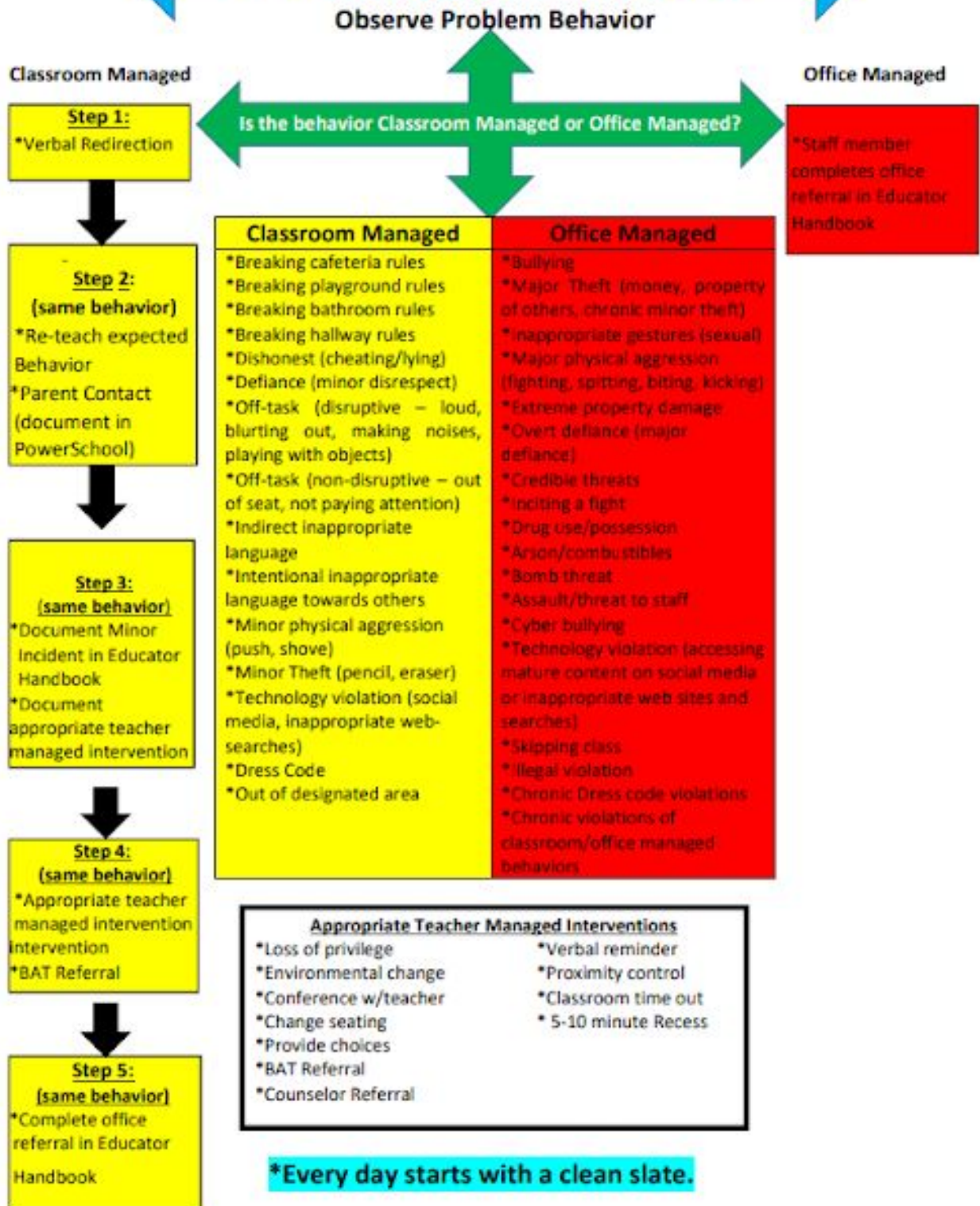
Breakfast-- No Charge for all Students
Adult Breakfast \$1.80

Regular Student Lunch	No Charge
Reduced Student Lunch	No Charge
Staff Lunch	\$3.50
Visitors Lunch	\$3.50

- 1. Students may purchase ice cream for \$1.00. Ice cream will be bagged each day for your class. There will be **no** ice cream sales in the cafeteria.
- 2. Please check to see if you have been assigned duties in first and second grade classrooms, and make sure you are there promptly.
- 3. Please notify Ms. Davis if your class or grade level will not be eating due to field trips or outside activities.

Cook Primary School

BEHAVIOR FLOW CHART



1. The **school-wide rules and expectations** should be explained, reviewed, and followed throughout the school year.
2. The last two pages of the Student Handbook (Parent Acknowledgement and Internet Use Safety policy) should be returned signed. Keep this in your room in a readily available location. Information from this should be shared with all who teach the child. **If a signed copy is not returned, please contact Mrs. Eppes.**
3. Mr. Folsom or Mrs. Dixon will come to your classroom and talk with a student or students at any time you request. Sometimes just a few words will keep that child from having an office referral. **Remember that you cannot teach the students unless he/she is in your classroom, but that doesn't mean that he/she should be allowed to disrupt your class.**
4. Administrators will back you if you are **Fair, Firm, and Consistent** with your discipline. If you are having problems, let us know, and we will work together to eliminate the problem. We would rather help you with preventative measures.

EARLY DISMISSAL FOR STAFF

1. If you need to leave school early, please email or speak with an administrator. When necessary, a teacher may be able to leave as soon as the instructional day ends by having a peer teacher dismiss his/her class.
2. On Fridays and paydays, you may leave as soon as all your students have left the building.
3. Each employee will be given three "early leave" tickets per semester which can be used at 3:00 p.m. This allows you to leave thirty minutes early with no penalty. No more than two passes can be used at a time. Any passes that are given the 1st semester must be used before the 2nd semester begins. Early leave passes cannot be used on faculty meeting days. Additional early leave passes can be earned by attending after school functions, such as PTO meetings and parent nights.

WALK-THROUGHS/EVALUATIONS AND STAFF DEVELOPMENT

1. The Teacher Effectiveness Measure (TEM) is the annual evaluation which consists of three components: (1) Teacher Assessment on Performance Standards (TAPS), (2) Professional Growth, and (3) Student Growth. These three components contribute to the overall TEM for each teacher. Teachers of record shall receive a TEM based on documentation and data from all three components of the TKES. The weights of each component are as follows: TAPS-50%, Professional Growth-20%, and Student Growth-30%. Teachers shall receive an overall rating of Exemplary, Proficient, Needs Development, or Ineffective on the TEM. The TEM for a teacher of record will be determined by multiplying the rating level of each component by the respective weight; this result will be compared to the rubric below. Standard rounding rules will be used where applicable. See figures below for the TEM Rating Rubric and an example of how a teacher's TEM would be calculated. At the end of the school year, all teachers that have provided instruction for at least 90% of a course for both tested and non-tested subjects, and have results for at least 15 student measures will receive a TEM (Teacher Effectiveness Measure).

TAPS Rating	Level IV	Professional Growth rating	Level III	Student Growth Rating	Level II
TAPS Weight	50%	Professional Growth Weight	20%	Student Growth Weight	30%
Calculations	4×0.5	Calculations	3×0.2	Calculations	2×0.3
Results	2.0	Results	0.6	Results	0.6
Sum of Component Parts	$2.0 + 0.6 + 0.6$				
TEM Determination			3.2	Proficient	

TEM Rating	Sum of Component Parts
Exemplary	≥ 3.5
Proficient	≥ 2.5 and < 3.5
Needs Development	≥ 1.5 and < 2.5
Ineffective	< 1.5

2. Administrators will visit various classrooms daily. We are here to support teaching and instruction.
3. All teachers may be visited by administrators, parents, and community members throughout the year.

FIELD TRIPS

1. Field trips should be correlated to your lesson/unit with Georgia Standards of Excellence (GSE).
2. The principal and the superintendent must approve all field trips. Field trips must be approved before reservations are made. Out of county field trips require fuel prices and driver's fee to be paid. Please include this when setting payment for the trip. Forms are available in the office.
3. When planning a field trip that requires a lunch, **Ms. Davis must be notified two weeks in advance.** A form must be completed for the cafeteria.
4. Teachers or paras who go on a field trip that does not pertain to their own class will need to take a personal day unless given permission by an administrator.
5. Complete (2) Field Trip Forms & Provide Office with Necessary Info.
 - a. Administrator & Superintendent Form (1 month prior to the trip)
 - b. Cafeteria Form
 - c. Lists of students going on trip -Copy in the office
 - d. Itinerary- Copy in the office
 - e. Notify parent if a student cannot go on the trip (reason given)
 - f. Notify administrator (in writing) the names of the students not permitted to go and where they will stay during the field trip
 - g. Dress Code for Field Trips-Jeans/Walking Shorts
 - h. Teacher must accompany his/her own class on field trips
 - i. Must follow approved itinerary. Do not go to other locations without prior approval.

LESSON PLANS

1. All teachers are **required** to have **lesson plans** at all times. Plans must be uploaded to Google classroom before 8:00 am on the first instructional day of the week. A hard copy of your plans should also be accessible to administrators. Also, each teacher must keep a set of emergency plans easily accessible for the substitute.

2. All teachers are responsible for teaching the GSE.

MEETINGS AND BULLETIN

1. Faculty meetings will be held on Wednesdays if needed. Please do not schedule any appointments on this day. You will be expected to be at all faculty meetings.
2. You are expected to attend all Professional Learning Community meetings. Please refer to the calendar for the exact dates.
3. **RTI** meeting dates are on the school calendar. Please make sure you have appropriate documentation when attending these meetings
4. Each staff member will receive a **Weekly Buzz** by email. This will include all upcoming dates and information needed. Please record meetings, etc. in your lesson plan book. All other daily information will be e-mailed to you. Please check your **e-mail** two or three times daily. If you do not currently receive school emails through your handheld device, please contact Laural Heard.

SECRETARIES

1. A basket for Ethel is located inside the copy room. Please put papers in a folder with the information sheet **on top**. **These should be turned in a week ahead of time**. You may also request copies on overheads. All copies will be delivered to your room. Please **do not send** books/workbooks to Ethel to be copied. Master copies of book/workbook pages should only be submitted.
2. Mrs. Robinson is the bookkeeper. She will help you with anything that is related to budget.
3. Our secretaries have many duties. They will try to assist you in any way possible, but they are not your personal secretaries. Please be patient and understanding.
4. Your attendance should be sent to Mrs. Surrency as soon as possible. Use the student's full name. **(This will be for the first 6 days of school only.)** Beginning August 13th, you can start putting attendance in on Powerschool.
5. The attendance policy in the Code of Conduct addresses tardies and checkouts. Read and make yourself familiar with this policy. If you have any concerns about a student or if a student misses more than 3 consecutive days, please contact Mrs. Eppes.
6. Remember that due dates are the **absolute last day** for items to be turned in to the front office. Please be **prompt** with this professional responsibility.

MISCELLANEOUS

1. **Each classroom should have a fire evacuation plan posted**. Make sure that your fire escape window is locked and secured each afternoon when you leave. The fire escape window must not have anything in front of it at any time. Please do not cover the window of your door. **This is a state law**.
2. Please keep all outside doors closed and locked at all times. For security purposes, **these doors are not to be propped open!** Please **DO NOT** give the keypad code to students.
3. The small copy machines located on the wings are to be used only to make a **few** copies. Copies should be sent from your PC to these machines and **not** run on your classroom printer. We have no funds to buy cartridges for your classroom printer. You may use your budget money to purchase cartridges.

Please make sure you use Ethel for classroom sets. Teachers will be allowed 300 copies per month from the grade level work room copy machines.

4. When completing permanent records, you should hole punch and place on the left bracket: Registration form, picture card, end of the year report card/mastery skills checklist. Report cards must be marked promoted or retained. Forms for the current school year should be filed as soon as possible.
5. Children of faculty and staff members are not allowed at school during pre-planning or post planning.
6. Teachers must enforce the rule that no adults should be in the hall without a visitor's pass.
7. There will be no student checkouts, except for emergencies, after 2:05 p.m.
8. The Moment of Reflection and Pledge of Allegiance will be done over the intercom each morning at 8:00 a.m.
9. Intercom System Procedure:
 - To call the office: Pick up the receiver and push the # button. Your room number will appear on the telephone display at the reception desk as the phone rings.
 - Emergency in the classroom: Pick up the receiver and push the dial tone button three times. The letter E and your room will appear on the telephone display at the reception desk as the phone rings.
 - To get an outside line: Please follow the procedure under call the office. The secretary will look to see if you have a planning time before she connects you to an outside line.
 - Room to Room: Pick up the receiver and dial the room number of the person you are calling followed by*.
 - **** The intercom is to be used only during your planning time.
10. Long distance phone calls are to be charged to your home phone.
11. Parking for those who are housed on the **west wing** will park in the **west parking lot**, and the lot in **front of the west wing**. The **office wing, visitors, computer lab, and media personnel** will park in the **front parking lot**. Those housed on the **east wing** will park in the **east parking lot**.
12. Formal classroom work must begin by 8:00 a.m. Please see the required minutes of instruction per day:

Kindergarten - 2nd Grade	270 minutes
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**Your schedule must reflect this time
13. A copy of your final class schedule is due to Mrs. Surrency by August 17th. Class schedules must reflect an eight-hour day (7:30 a.m. - 3:30 p.m.).
14. Please have name tags for your students that include the following:
 - student's name,
 - teacher's name,
 - bell
 - bus number.Name tags are to be worn by all students (K -2 Grade) through the end of the first full week of school.
15. Morning Procedures: Students will begin arriving at school at 7:30 am and will go directly to their homeroom. Because of the large numbers of students moving at this time, **all teachers should be standing at their doors to help with traffic flow**. Every student K-2 will be offered a "Grab and Go" breakfast. Students must eat the "Grab and Go" breakfast in their homeroom. Students are **not** permitted to eat in the hallway.
16. Complete your **Attendance Slips, Ice Cream Sales** (K-2) and **Lunch Slip** and have

these turned in by 8:30 a.m. each day. Send your lunch slip and money directly to the cafeteria. Please be sure lunch money is turned in daily and not held in the classroom.

17. Duty: Staff who have duty are to make sure that their own children or other small children are not with them on duty. It is your responsibility to ask someone to cover your duty if you have a meeting, appointment, or illness. Do not ask Mrs. Michelle to find a replacement.
18. Students are not to operate vending machines during school hours.
19. Any paperwork, (SSI, etc) or announcements about meetings or parent activities, must be turned in and approved with an administrator's initials before being sent out.

*** A violation of any of the rules, procedures, or emergency plan guidelines may result in documentation on the Georgia Teacher Duties and Responsibilities Instrument (GTDRI).**

SUBSTITUTE POLICY

1. Teachers are responsible for calling their own subs for any absence.
2. Leave sheets are to be turned in prior to scheduled absence. Approval for personal days is to be requested in writing three (3) days in advance
3. Mrs. Michelle Sedam, (# 678-343-3982 or 229-549-7713), is authorized to call a sub for you no more than 3 times per year. This is to be used only in an emergency situation. Do not call after 10:00 p.m. or before 6 a.m.
4. Teachers may use their assistants as a sub, in emergency situations only, with an **administrator's prior approval**.
5. Teachers and paraprofessionals are to call the office by 7:00 a.m. to let administrators know you are going to be out.
6. When leaving campus sick, etc., you **must get approval** by an administrator.

Pre-K	L. Folsom/J. Dixon
K-2	L. Folsom/J. Dixon
7. Leave Time

$\frac{1}{4}$ Day = 2 hours
$\frac{1}{2}$ Day = 4 hours

Please contact Mrs. Michelle if you will be out for $\frac{1}{2}$ or $\frac{1}{4}$ of a day.

EMERGENCY PREPAREDNESS PLAN

Also see Emergency Preparedness Plan Procedures

*****FIRE:**

In the event of a fire drill or a real fire, the fire alarm buzzer will sound. A secretary will notify the Adel Fire Department as to whether or not it is a drill or real fire.

The procedures for a drill or real fire are as follows:

1. Put the "All Clear" or "Check" sign on the outside handle of the door.

2. Close all classroom doors.
3. Teacher will check to see that all students exit the classroom through the fire escape door.
4. The teacher will pick up the "To Go" bag on the way out the fire door.
5. Close the door.
6. Go to the designated area and hold up the red, yellow, or green sign from the "To Go" bag.
7. Wait for the signal to return to the building.
8. Students are to exit the fire door without talking and remain quiet outside.
9. Teachers are to check roll and report any missing students immediately.

*****SEVERE WEATHER**

In the event of severe weather or a tornado drill, an announcement will be called over the intercom. Under NO circumstances should anyone exit the building.

The procedures are as follows:

Classroom Evacuation:

1. The teacher will make sure all students exit the classroom into the hall.
2. Pick up the "To Go" bag before leaving the room.
3. Close the classroom door.
4. Get down on hands and knees and assume a crouching position with the head facing the wall.
5. Put hands over head in a locking grip to protect back of head.

Administrative wing:

Go into the interior offices.

Media Center:

Go to the hall behind the administrative wing or resource room inside the Media Center.

Opportunity Room:

Go to the hall outside the OR room

P.E.

Go to the hall leading to cafeteria

Music/Computer Labs

Remain in your classrooms

Cafeteria:

Students in the cafeteria seated on the left side as you enter from the hallway will exit to the hallway in front of the bathrooms.

Students seated at the first table on the right side should exit to the dish washroom.

Students seated in the next 3 tables on the right side will exit to the right serving line area.

Students seated in the last 3 tables on the right side will exit to the left serving line area.

Cafeteria staff will get in the interior area of the kitchen or the dishwasher room.

TERRORISTS OR SNIPERS

If you are on the playground, drop to the ground and stay. Try to see if you can get someone to the building for help. If you are in the classroom, press the dial tone button three times for emergency. You might even be able to send a student out the fire escape door to go to the classroom next door or to the office. If you are on the playground, once the situation is under control, send those students who are not hurt to the gym. Once the EMS has given the go ahead for injured students to be moved, please move them to the cafeteria.

EVERYONE must have a visitor's pass to be in the school or on the campus. This includes spouses, your children, and other family members. There are no exceptions to this. Parents, husbands, your children, etc., are not to come in the end doors. Everyone must go through the office. **If this is done by anyone, they may be charged with criminal trespassing.**

*****IRATE PARENT-CODE BLUE**

The use of abusive language is also against the law. If a parent becomes irate, please ask them in a normal conversation tone to leave. If he/she does not, press the dial tone on your intercom three times and ask for an administrator or SRO. If you cannot get to the intercom, you might have two or three students trained in your classroom to call the office when they feel it is an emergency. Also, have your students trained that when an irate parent comes in and the office has been called that they should exit out their fire door and go to the next classroom. They should knock on the window to gain entrance.

Ref: (20-2-1182, GCA - 329927: 20-2-1182, GCA - 32882)

*****INJURY TO ADULT OR STUDENT-CODE ORANGE**

In classroom - Press the dial tone on the intercom three times to request assistance. Please have a student go next door to get a teacher if you are injured. The teacher next door will determine if it is necessary to call the office.

Playground - Send someone to the nearest classroom to ask him or her to call the office.

*If someone is injured seriously, please do not move him or her until they have been checked by Emergency Medical Service (EMS).

CPR Trained Personnel - Ginny Herring, Christy Stripling, Susan Darby

*****BOMB THREATS - CODE RED**

In the event of a bomb threat, a CODE RED will be called over the intercom.

The procedures are as follows:

Using the bomb threat evacuation procedures provided:

1. Evacuate the building and move 1000 feet from the building.
2. Leave all doors open.
3. Do not use any switches.
4. Do not use 2 way radios, cellular phones, car phone, or other electronic devices.

Procedures for All Clear of Building

To ensure the building is cleared in the case of a fire, fire drill, or a bomb threat, the following personnel will assist:

Custodial Staff will be responsible for checking the classrooms, bathrooms, etc., on the hall to which they are assigned. Once this is completed, give a wave to the person standing in the hall behind the administrator wing.

Coach Stripling will check the gym.

Coach Darby will check the following rooms: Opportunity Room, Classrooms 714, 713, 711, 710, 709, 654, and the Media Center. She will then go to the intersection of the 2nd grade hall and wave clear.

Mrs. Michelle Sedam and Mrs. Heather Tomlinson will check the Administrative Wing.

Mr. Leslie Folsom will check the end of the K Wing.

Mrs. Lisa Eppes will check the end of the Pre-K Wing.

Mrs. Jeanne Dixon will receive all clear signals from everyone behind the Administrative Wing.

Mrs. Almeta Owens will receive all clear signals from the teachers in the back of the building.

Mrs. Kathryn Surrency will receive all clear signals from the teachers in the front of the building.

****Please report any accidents or injuries to the person clearing your area.**

TEACHER JOB DESCRIPTION

General Duties and Responsibilities:

I. Teacher Duties and Responsibilities

- A. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues
 - 1. Interacts in a professional manner with students and parents
 - 2. Is available to students and parents for conferences according to system policies
 - 3. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications
 - 4. Maintains confidentiality of students and students' records
 - 5. Works cooperatively with school administrators, special support personnel, colleagues, and parents

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

- C. Demonstrates professional practices in teaching
 - 1. Models correct use of language, oral and written
 - 2. Demonstrates accurate and up-to-date knowledge of content
 - 3. Implements designated curriculum

4. Maintains lesson plans as required by school policy.
5. Assigns reasonable tasks and homework to students

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

II. Duties and Responsibilities, Prescribed by Local School and System

- A. Teachers are responsible for finding a replacement for morning/afternoon duty if they are scheduled for a meeting or are going to be out.
- B. Teachers should notify the appropriate person when needing a substitute prior to 9:00 p.m. the evening before or prior to 6:45 a.m. except in cases of extreme emergency.
- C. Teachers will not be excused from a pre-scheduled meeting without prior approval.
- D. Staff members who do not wear clothes that are indicative of the teaching profession will be sent home to change. Teachers are responsible for the contents of the Title IX Act, especially the section relating to sexual harassment. A copy of the Title IX Act is attached.
- E. Teachers are responsible for the contents of the Code of Ethics. A copy of this code is enclosed.
- F. Staff members are to also enforce the weapons policy. The weapon policy is attached.

****Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.**

WEAPONS IN SCHOOL

Date: February 15, 1996

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the board of education and used for elementary or secondary education.
2. "Weapon" means and includes
 - a. any firearm, herein defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device", defined to include:
 - (1) any explosive, incendiary, or poison gas;
 - (a) bomb,

- (b) grenade,
 - (c) rocket having a propellant charge of more than four ounces,
 - (d) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (e) mine, or
 - (f) device similar to any of the devices described in the preceding clauses;
- (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - (3) any combination of parts either designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of three or more inches; or
- c. straight-edge razor; or
- d. spring stick, metal knuckles, black-jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or
- e. any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.
- f. Any stun gun or taser as defined in O.C.G.A. 516-11-106 (a); or

Exceptions

Georgia law provides the following exceptions are made to this policy:

- a. Competitors while participating in organized sport shooting events, or firearm training courses;
- b. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;
- c. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof;
- d. The following persons, when acting in the performance of their official duties or when enroute to or from their official duties;
 - 1. A peace officer as defined by Georgia law.
 - 2. A law enforcement officer of the United States government;
 - 3. A prosecuting attorney of this state or of the United States;

4. An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm; and
 5. A person employed as a campus police officer or school security officer who is authorized to carry a weapon.
- e. A person properly licensed when such person carries or picks up a student at a school building, school function, or school property, or on a bus or other school transportation;
 - f. A person who has been authorized in writing by a duly authorized official of the school to have in his/her possession or use a weapon to be used as part of a school-sponsored activity;
 - g. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;
 - h. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
 - i. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon;
 - j. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the director of the Division of Probation;
 - k. Public safety directors of municipal corporations; and
 - l. Trial judges.
 - m. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof;
 - n. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.
 - o. Persons, other than students, licensed or having permits under O.C.G.A. S16-11-129 or S43-38-10, when
 1. such person carries or picks up a student at a school building, school function or school property, on a bus or other transportation furnished by the school;
 2. such person has any weapon legally kept within the vehicle in transit through a designated school by any person other than a student; and
 3. such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property, or on a bus or other transportation furnished by the school; or
when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.
 - p. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business;
 - q. Any person who is a visitor of such resident located within a school safety zone.

The Superintendent shall prepare and have posted in a prominent place in each school the following:

NOTICE

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE HAVING A BLADE OR THREE OR MORE INCHES, STRAIGHT-EDGED RAZOR, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER.

VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL PROSECUTION.

[O.C.G.A. S16-11-127.1: 15-11-37; P.L. 103-227]

Penalties

Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the principal of the school or the principal's designee.

All principals or other school officials or employees responsible at the school level for investigation of violations of this policy shall, as soon as possible, report any offense defined under this policy to the Superintendent or other person designated by the Superintendent to receive such reports.

The Principal, after being satisfied that the reported violation is true, shall make an oral and written report to the Superintendent, the appropriate police authority, and the district attorney.

The penalty for violation of this policy by bringing to school a firearm as defined above will be a one-year expulsion from school, except that the Board of Education may modify the expulsion requirement for good cause on a case by case basis.

The penalty for violation of this policy by bringing to school a weapon as defined above, other than a firearm, will be as provided in student disciplinary policies and may result in criminal prosecution.

Students with Disabilities: 45 Day Interim Alternative Placement

- a. Any child with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401 (a) (20). If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.
- b. Students Whose Disability Is Unrelated To The Misbehavior.
Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended.

LEGAL REF: O.C.G.A. S16-11-106; 16-11-127.1; 20-2-1184 (Ga. Laws 1990, Vol. I, p.1834); Improving America's Schools Act of 1994, Title I, S14601; Title III, S 314, amending 20 USC 1415 (e) (3); Honig v. DOE, 484 U.S. 305 (1988)

GEORGIA SCHOOL BOARDS ASSOCIATION

MOMENT OF REFLECTION

IKDA

AUG. 1994

In compliance with Georgia Law, at the opening of school on every day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

LEGAL REF.: O.C.G.A. S20-2-1050, as amended, 1994; 20-2-59

ADMINISTRATIVE PROCEDURE

Descriptive code: *GAAA-A*

EQUAL OPPORTUNITY- -COMPLAINT PROCEDURE

Date: January 17, 1996

Complaints made to the Cook County School System regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title (s) II, VI, IX, or Section 504/ADA, will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.

3. If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the Complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
6. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the Superintendent and response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts to the complaint.
7. The Board of Education will either uphold the recommendations of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
8. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including but not limited to, hearings to conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regards to any allegations that the system has violated the statutes described above.
9. The procedure is available to students, employees and the general public through School Board Policy Manuals available in all school offices and central office facilities at

Title II Coordinator:	Vocational Director, P.O. Box 152 Adel 31620 phone 896-2294
Title VI Coordinator:	Superintendent, P.O. Box 152 Adel 31620 phone 896-2294
Title IX Coordinator:	Superintendent , P.O. Box 152 Adel 31620 phone 896-2294
Section 504 Coordinator:	Special Ed Director, P.O. Box 152 Adel 31620 phone 896-2294

STATE REF: State Standards G 10
TITLE II, The Perkins Act 1990

LEGAL REF: Title VI and VII of the Civil Rights Act of 1964; Civil Rights Restoration Act of 1987; Age Discrimination Act of 1973; Rehabilitation Act of 1973, Section 504; Title IX of the

BOARD POLICY

GAEA

DISCRIMINATORY COMPLAINTS PROCEDURE

December 11, 1995

NON-CERTIFIED EMPLOYEES

Complaints made to the Cook County School System regarding alleged discrimination on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of handicap in violation of the Rehabilitation Act of 1973, also known as Section 504, or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designate below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
3. If, the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution or the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have fifteen days to review the complaint and response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.

LEGAL REF: Title VI and VII of the Civil Rights Act of 1964; Civil Rights Restoration Act of 1987; Age Discrimination Act of 1973; Rehabilitation Act of 1973, Section 504; Title IX of the

Educational Amendments of 1972; Section 504/ADA Americans Disabilities Act. 28, FR ADA 1990, PL. 101-336; O.C.G.A., 20-2-211 (d); 30-1-1 et seq.; 34-1-2; 34-5-1 et seq.; 6-6A-1 et seq.; 45-19-20 et seq.

GAEA - DISCRIMINATORY COMPLAINTS PROCEDURE NON - CERTIFICATED EMPLOYEES

5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the System to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
6. Within thirty days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent, and the response of the complainant. In addition, The Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the System.
8. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local board of education, specifically the policy designed to implement Official Code of Georgia Annotated @20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. Complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the System has violated the statutes described above.
9. The School System shall be responsible for distributing and disseminating information relevant to this policy and procedure to students and employees through appropriate procedures.

Title II Coordinator: Vocational Studies Director, P.O. Box 152,
Adel, Georgia 31620

Title VI Coordinator: Superintendent, P.O. Box 152,
Adel, Georgia 31620

Title IX Coordinator: Superintendent, P. O. Box 152,
Adel, Georgia 31620

Section 504 Coordinator: Special Ed. Director, P.O. Box 152,
Adel, Georgia 31620

ADA Coordinator: Special Ed. Director, P.O. Box 152,
Adel, Georgia 31620

STUDENT SEXUAL HARASSMENT**Date: October 28, 1996**

It is the policy of the Cook County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an uncomfortable, intimidating, hostile or offensive academic or social environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Sexually-oriented verbal "kidding";
- Pressure for sexual activity
- Subtle gestures through body language or facial expression that intentionally communicate sexual meanings or connotations;
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or other individual designated to receive such complaints.

Each school shall publish Policy JCAC in its student and faculty handbooks annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

LEGAL REFERENCE: Title VII of the Civil Rights Act of 1964, 42 USC 2000e-2; Title IX of the Education Amendments of 1972; 20 USC 1681 (a); Franklin v. Gwinnet Co. Public Schools, 1992

Board Policy
Employee Ethics

Descriptor Code: GAGC

WHISTLEBLOWER POLICY

A. PURPOSE

This Whistleblower Protection Policy encourages all employees of Cook County Schools to report any activity in the District constituting fraud, waste, and abuse relating to any program and operation in the District. The District shall not retaliate against an employee for disclosing a violation of, or non-compliance with a law, rule, or regulation to either a supervisor or a government agency, unless the disclosure was made with knowledge that it was false or with reckless disregard for its truth or falsity.

B. GENERAL PROVISIONS

1. **Protected Disclosures** - The types of disclosures protected under this Board policy include, but are not limited to, the following: suspected fraud; theft; forgery; alteration of official documents; embezzlement; accounting or auditing irregularities; bribery; pursuit of a benefit or advantage in violation of Board Policy "Code of Ethics," Descriptor Code "GBU" or Board Policy "Fraud Prevention," Descriptor Code "DIE"; abuse of resources, including, but not limited to, District funds, supplies, or other assets; authorizing or receiving compensation for goods or services not performed; authorizing or receiving compensation for hours not worked; or any other suspected regulatory, compliance, or ethics-related issue, concern, or violation.
2. **Notification** - All current employees will have access to this Whistleblower Protection Policy, which shall also be posted on the District's website.

C. DEFINITIONS

1. **Whistleblower** - Any employee who makes a good faith report, to a supervisor or government agency, of activity constituting suspected fraud, waste, and abuse in or relating to any programs and operations in the District.
2. **Employee** - Any individual employed by the District, full or part-time, who performs a service for wages or other compensation.
3. **Supervisor** - Any individual: (1) to whom the District has given the authority to direct and control the work performance of the affected employee; (2) who has authority to take corrective action regarding a violation of, or non-compliance with a law, rule, regulation, or policy of which the employee complains; or (3) who the District has designated to receive complaints regarding a violation of, or non-compliance with a law, rule, or regulation.
4. **Good Faith** - An employee acts in good faith when he/she acts on a basis that one reasonably believes is true, in a manner lacking malice or consideration of personal benefit.
5. **Retaliate or Retaliation** - The discharge, suspension, demotion, or any other adverse employment action taken by the District against a District employee, that results from the employee's disclosure of fraud, waste, or abuse, including any violation of a law, rule, or regulation, to a District supervisor or government agency.
6. **Law, Rule, or Regulation** - Includes any federal, state, or local statute or ordinance or any rule or regulation, including Board of Education policies, adopted according to any federal, state, or local statute or ordinance.

D. CONFIDENTIALITY

An employee may submit his/her complaint or information on a confidential basis. The District shall not, after receipt of a complaint or information from an employee, disclose the identity of the employee without the written consent of such employee, unless such disclosure is necessary and unavoidable during the course of the investigation. In such event, the employee shall be notified in writing at least seven (7) days prior to disclosure.

E. GOOD FAITH REQUIREMENT

Any employee who files a complaint about wrongdoing must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegation that proves to be unsubstantiated, and that proves to have been made maliciously, recklessly, or with foreknowledge that the allegations were false, may result in disciplinary action, up to and including termination.

F. RETALIATION

No employee may be subjected to retaliatory action for: (1) making a good faith report to a supervisor or government agency of fraud, waste, and abuse, including violations of a law, rule, or regulation, even if the complaint is found to be meritless; or (2) objecting to, or refusing to participate in, any activity, policy, or practice of the District that the employee has reasonable cause to believe is in violation of, or noncompliance with, a law, rule, or regulation.

The First Amendment rights of employees will be protected. Any negative employment action taken against any employee in retaliation for communications made pursuant to this policy shall be contrary to Board policy and subject to disciplinary action by the Board.

G. INVESTIGATION

If an employee wishes to report an alleged violation, he/she should follow the procedures set forth in the associated administrative regulation. Employees are required to cooperate in complaint investigations and are expected to protect confidentiality.

H. EXCEPTIONS

This Whistleblower Protection Policy does not apply to routine personnel matters, including, but not limited to, employees reporting violations of Human Resources policies, problems with co-workers or supervisors, alleged employment discrimination, sexual harassment, or any other form of unlawful harassment. Employees should make complaints as to these issues in accordance with applicable policies and procedures.

Cook County Schools

Date Adopted: 3/20/2011
1
Last Revised: 4/7/2011

State Code

O.C.G.A. 20-02-0984.1

O.C.G.A. 20-02-0989.20

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

**Administrative Regulation
Fraud Prevention**

Descriptor Code: DIE-R(1)

PURPOSE:

To ensure that the reporting of suspicion of fraudulent activity the Cook County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.

DEFINITION:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.

STATEMENT OF ADMINISTRATIVE REGULATIONS:

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

PROCEDURES AND RESPONSIBILITIES:

1. Anyone suspecting fraud concerning federal programs should report their concerns to Cook County Board of Education.
2. Any employee with Cook 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. You are to contact the Superintendent or his/her designee. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Cook County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

Cook County Schools

Date Issued: 3/22/2011
1
Last Revised: 4/7/2011

**Board Policy
Fraud Prevention**

Descriptor Code: DIE

Reporting of Fraud, Waste, Abuse, or Corruption

Cook County Schools employees shall report verbally or in writing to their supervisor, department head, or other appropriate authority, evidence of activity by a district department, agency, or employ constituting:

1. A violation of local, state, or federal law, rule or regulation;
2. Fraud;
3. Misappropriation of resources;
4. Substantial and specific danger to the public health and safety; or
5. Gross mismanagement, a gross waste of monies, or gross abuse authority

Definitions

Fraud:

The intentional deception perpetrated by an individual or individuals, or an organization or organizations either internal or external to federal, state, or local governments, which could result in a tangible or intangible benefit to themselves, others, or the district or could cause detriment to others or the district, state, or federal governments. 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 district, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse:

Excessive or improper use of a thing, or to employ something in a manner contrary to the natural or legal rules for its use. Intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. Extravagant or excessive use as to abuse one's position or authority. Abuse can occur in financial or non-financial settings.

Staff Responsibilities

Cook County Schools employees who suspect that financial fraud, impropriety, or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee, who shall have the primary responsibility for initiating the necessary investigations. Investigations shall be conducted in coordination with legal counsel and/or other internal or external departments or agencies as appropriate.

The Superintendent shall inform employees with financial accounting responsibilities of the following anti-fraud regulations established by the Board:

1. The District shall operate in a climate of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all state and federal laws, rules, regulations and court orders, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
 - Maintaining and protecting District financial records;
 - Performing one's job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
 - Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures.
 - Guarding against misappropriation of assets;
 - Refusing to reveal unauthorized persons or agencies investment activities engaged in or contemplated by the District;and
 - Resisting incentives, pressures, and negative attitudes that detract from performance or assigned responsibilities.

Internal Controls/Investigations

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District. Reports or suspected fraudulent activities shall be investigated in a manner that protects, to the extent possible, the confidentiality of the parties and

avoids unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential. Employees who bring forth a legitimate concern or suspicion about potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

If an investigation substantiates occurrence of a fraudulent activity, the Superintendent/designee shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with legitimate need to know until the results become subject to public disclosure in accordance with state or federal law.

Each employee shall receive a hard copy of this document and will sign attesting that they have indeed received the information and understand its contents.

Cook County Schools

Date Adopted: 3/20/2011
1
Last Revised: 4/7/2011

State Code

O.C.G.A. 45-01-0004

US Code

18 USC 1513

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

....

THE CODE OF ETHICS FOR EDUCATORS

An educator. . .

should abide by federal, state, and local laws and statutes;

should always maintain a professional relationship with all students, both in and outside the classroom;

should refrain from the abuse of alcohol or drugs during the course of professional practice;

should exemplify honesty and integrity in the course of professional practice;

entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility;

should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation;

should comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law;

should 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;

should 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; and

should demonstrate conduct that follows generally recognized professional standards.

Professional Standards Commission
1454 Twin Towers East
Atlanta, Georgia 30334
(404) 657-9000

Effective October 15, 2009

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

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

(2) Definitions

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

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

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

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

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

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

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

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

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

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

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

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(3) Standards

(a) Standard 1: **Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime

involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

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

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

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

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

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

505-6-.02 Page 3

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

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

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);

4. co-mingling public or school-related funds with personal funds or checking accounts; and

5. using school property without the approval of the local board of education/governing board or authorized designee.

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

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

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

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

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

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

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

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

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

(j) Standard 10: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students. 505-6-.02 Page 5

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

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

(4) Reporting

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

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

(5) Disciplinary Action

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

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and

7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be 505-6-.02 Page 6

responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.

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

Effective April 1, 2002

505-6-.02 REINSTATEMENT OR RENEWAL OF A SUSPENDED OR REVOKED CERTIFICATE

(1) Re-application following the denial of a certificate.

(a) If an application is denied according to the stipulations of 505-6-.01 (5) (a) 3. and 4., a certificate will automatically be granted upon notification by the court, DHR, or the Georgia Higher Education Assistance Corporation to do so provided current certification requirements are met.

(b) If application for a certificate is denied on the same grounds for which a certificate may be revoked or suspended, except under stipulations addressed in 505-6-.01 (5) (a) 3. and 4., any subsequent application for a certificate will not be considered earlier than two years from the date of the denial. Any subsequent petition may not be filed earlier than one year from the date of the previous denial. However, the commission in its discretion may establish a shorter time period before re-application

(c) Any person whose certificate has been denied may petition for the right to reapply for a certificate by submitting sufficient evidence to the Professional Standards Commission that the reason or reasons for the denial have ceased to be a factor in the performance or conduct of the educator seeking a certificate. The Commission may consider the request based solely upon the written submission of the educator or his/her authorized representative and without conducting an oral hearing. If the Commission approves the petition to apply for a certificate, then the individual must satisfy all current certification requirements.

(2) Reinstatement of a suspended certificate.

(a) If the certificate was suspended according to the stipulations of 505-6-.01 (5) (a) 3. and 4., it will be reinstated automatically when the commission is notified by the court, DHR, or the Georgia Higher Education Assistance Corporation to do so provided the certificate has not expired during the period of suspension. If the certificate has expired, current applicable PSC certification requirements must be met prior to reinstatement.

(b) A suspended certificate is automatically reinstated at the end of the suspension period, provided that it did not expire during that time. If the certificate expired during the period of suspension, a new certificate may be secured at the end of the suspension period by making application and by meeting the current applicable certification requirements of the Professional Standards Commission.

(c) Any person whose certificate has been suspended may petition for early reinstatement of a suspended certificate or for early renewal of an expired certificate by submitting sufficient evidence to the Professional Standards Commission that the reason or reasons for the suspension have ceased to be a factor in the performance or conduct of the educator seeking reinstatement. The Commission may consider the request based solely upon the written submission of the educator or his/her authorized representative and without conducting an oral hearing.

(3) Revocation of a certificate is permanent subject to the following provisions:

(a) Any person whose certificate has been revoked may petition for the right to apply for a new certificate by submitting sufficient evidence to the Professional Standards Commission that the reason or reasons for the revocation have ceased to be a factor in the performance or conduct of

505-6-.02 Page 2

the educator seeking a new certificate. The Commission may consider the request based solely upon the written submission of the educator or his/her authorized representative.

(b) A period of three years must elapse from the date of the certificate revocation before a petition to apply for a new certificate will be considered. If the initial petition to apply for a new certificate is denied, any subsequent petition to apply for a new certificate may not be filed earlier than two years from the date of the previous denial. The Professional Standards Commission reserves the right to consider the time to apply after the initial three-year period on a case-by-case basis. If the Professional Standards Commission approves the petition to apply for a new certificate, then the individual must satisfy all current certification requirements.

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

Cook Primary School

Section 504 Procedures for Students with Disabilities

Evaluation

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973, may be referred to the Student Support Team (SST) Committee for evaluation.

The SST Committee shall be composed of persons knowledgeable about the student's school history, the student's individual needs, the meaning of the evaluation data, and the placement options.

The student's parent or person in parental relationship shall be notified of the SST Committee meeting at least 10 calendar days prior to the meeting and invited to participate in it.

The SST Committee shall consider all relevant information on the student to determine whether he/she is disabled under Section 504. Information may include reports from physicians, observations for parents, teachers, school personnel, results of standardized tests, etc.

The SST Committee shall determine whether the student is disabled under Section 504, and if so, develop a written educational plan describing what accommodations, services, or programs will be provided to meet the student's needs.

The student's parent or person in parental relationship shall be notified in writing of the SST Committee's determination and recommendation.

Review of the Student's Evaluation

The SST Committee shall meet periodically to review the student's evaluation. In addition, prior to any significant change in placement, a reassessment of the student's needs shall be conducted.

Procedural Safeguards

The parent or person in parental relationship shall be notified in writing of any District decision concerning the identification, evaluation, and placement of a student.

The parent or person in parental relationship shall have the right to examine the student's records.

Parents or persons in parental relationship who disagree with the identification, evaluation, or placement of a student with disabilities shall have the right to request an impartial due-process hearing. The request for a hearing shall be made in writing, within thirty days of receipt of the SST Committee's determination. The request shall state the reasons the hearing is being requested and be sent to Emily Dishman, Director of Special Education, Cook County Schools, address.

Why Elementary Counselors?

The Challenge

Every day in the United States:

- 3 children and youths under 25 die from HIV infection.
- 6 children and youths under 20 commit suicide.
- 13 children and youths are homicide victims.
- 16 children and youths are killed by firearms.
- 316 children under 18 are arrested for violent crimes.
- 1,420 babies are born to teen mothers.
- 2,556 babies are born into poverty.
- 3,356 students drop out each school day.
- 5,702 children under 18 are arrested.
- 13,076 public school students are suspended each school day.

Source Information: 1996 Children's Defense Fund
"Every Day in America"

For many people, the word counselor brings to mind someone they saw a few times in high school to help them with their class schedules, testing, college applications, and discipline. Elementary counselors are responding to today's needs by providing children with comprehensive and developmental school counseling programs.

Certified and/or Licensed Professional

All professional school counselors must have a master's degree and meet other certification requirements as defined by each state.

The Developmental Needs of Elementary School Students

Elementary school is a time when students develop attitudes concerning school, self, peers, social groups, and family. It is a time when students develop decision-making, communication, and life training skills and character values. Comprehensive developmental counseling is based on prevention, providing goals which are integrated into all aspects of children's lives. Early identification and intervention of children's problems are essential to change some of the current statistics regarding self-destructive behaviors. If we wait until children are in middle or high school to address these problems, we lose the opportunity to help them achieve their potential, as well as feelings of dignity and self-worth. For many children, the school counselor may be the one person who provides an atmosphere of safety, trust, and positive regard.

Elementary School Counselors:

- implement effective classroom guidance focusing on understanding of self and others; coping strategies; peer relationships and effective social skills; communication, problem-solving, decision-making, conflict resolution, and study skills; career awareness and the world of work; substance education; and multicultural awareness.
- provide individual and small group counseling dealing with self-image and self-esteem, personal adjustment, family issues, interpersonal concerns, academic development, and behavior modification, as well as peer facilitation and peer mediation.
- provide assessment by helping students identify their skill, abilities, achievements, and interests through counseling and guidance activities, and interpretation of standardized tests.
- work with specialized populations and needs that require special attention, such as culturally diverse populations and student with varying abilities.
- develop students' career awareness as a lifelong process of forming basic values, attitudes, and interests regarding their future world of work.
- coordinate school, community and business resources, school wide guidance-related activities, and extracurricular programs which promote students' personal growth and skill development.
- provide consultation with teachers, administrators, school psychologists, school social workers, and outside agencies and social services concerning the welfare of the students.
- make appropriate referrals for special services for students and families within the school and community.
- communicate and exchange information with parents/guardians by way of conferences, parent education workshops, and newsletters.
- participate as members of the school improvement and interdisciplinary teams and work as liaisons with PTA/PTSA/PTOs.

Why Elementary School Counselors?

Elementary school years set the tone for developing the skills, knowledge, and attitudes necessary for our children to become healthy, productive adults. With a comprehensive developmental counseling program, counselors work as a team with school, parents, and community to create a caring atmosphere whereby children's needs are met through prevention, early identification and intervention.

Adopted by the ASCA Governing Board

April 1997

MIGRANT EDUCATION - A SERVICE TO CHILDREN

WHAT IS MIGRANT EDUCATION?

Migrant Education is a program which gives eligible students individual tutorial assistance. The Migrant Program staff works with students and their teachers to help the students learn the basic skills. They also try to link migrant families with community health and social service resources so that the student's physical and social problems which interfere with learning can be addressed. Migrant children age 3-21 who have not graduated are eligible for services.

WHO CAN BE IN THE PROGRAM?

Any child whose parents move across state or school system boundaries seeking temporary or seasonal work in crop production, in production and processing of milk, poultry, and livestock, in planting and harvesting of trees, and in the catching or processing of fish or shellfish is eligible for the program. The move must have been within the last six years. Your help is needed to enroll these students.

WHY SHOULD THE CHILD BE ENROLLED?

Most migrant children need individual help since their education has had many interruptions. This program gives the chance to receive help. In addition, their educational records are computerized nationally so that when they move their records will automatically move with them.

If you know of children who may be eligible for the program, contact Dr. Becky Ratts at Cook County Schools 229-896-2294.

INFORMATION

WHAT ARE THE ADVANTAGES OF A STUDENT BEING SERVED BY THE MIGRANT EDUCATION PROGRAM?

TUTORIAL

Staff will work closely with the classroom teacher to reinforce skills that the student has not mastered in the classroom.

SUPPORT SERVICES

To assure academic success in the classroom the staff will assist in providing needed services such as medical and dental screenings, food or clothing.

The staff will also facilitate communication between the home and the schools, when appropriate.

INSURANCE

Students enrolled in the Migrant Education Program are covered by insurance for accidents occurring during school hours, on the bus to and from school, or during school related activities (except football).

The eligibility for a migrant student and family are:

1. The person is a migratory worker, or whose parent, spouse, or guardian is a migratory worker.
2. The family has to have moved from one school district to another to obtain agricultural work.
3. They must depend on agricultural work as an important part of providing a living for his or her family.

REMEMBER: "Hispanics are not always migrants, and migrants are not always Hispanics."

Homeless Students

Throughout the year, you may have students that are homeless. There are several definitions that determine homeless status. If you suspect a student to be homeless, please contact your School Counselor or Parent Involvement Coordinator. All information determining a student's status is confidential.

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.
2. Children and youth awaiting foster care placement.
3. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
4. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
5. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described.

Homeless Students

The LEA designates a person to work with the homeless children and youth in Cook County. In each school, registrars, counselors, and parent involvement coordinators have been trained to identify students enrolling who appear to be homeless. The school then notifies the county's Homeless Liaison who, in conjunction with the Cook County Department of Family and Children Services and other local agencies, will determine if the children are homeless.

If they are determined to be homeless, the Cook County Inter-Agency Council will assist in providing these children and families what they need in order to make a smooth transition into the school system and the community. This Council will assist in the following: finding a place to live, food, utilities, clothing, school supplies, etc. The Title I Director will also work with the social worker to assess related needs of the homeless children and youth and plan strategies to meet those needs.

If necessary, children may need to attend after-school sessions for additional assistance. Title I funds will be set aside to provide these services and any additional services that are needed for homeless children in Title I and non-Title I schools as well.

In addition to state assessments, the following formative assessments may be given: teacher-made and commercial tests, computer generated tests from software used in the system, STAR Reading/Math, end of unit test, and benchmark assessments.

All staff members involved are aware this is a very sensitive issue. Cook County will make every effort to ensure that these children and families are not isolated or stigmatized in any way and that they will have the same opportunities for an education as all other children in the Cook County System.

Those who register students into schools will be given training each spring on how to identify homeless children. Topics will include identification, communication, registration and enrollment, documentation, and providing support and assistance. Registrars complete a monthly report identifying students that meet the definition of homeless. This report is submitted to the Title I Director. If there are no students, registrars complete the report signifying none were identified that month. The Title I Director contacts the Homeless Liaison if students are identified. The information is also provided to Technology Director for Student Record data purposes. Professional learning for all teachers and paraprofessionals at Cook Primary School and Cook Elementary School will address this issue.

Each school will have a statement in its handbook providing guidance/direction to teachers in reference to not isolating or stigmatizing homeless children. The Cook County School System uses resources from http://www.serve.org/nche/states/state_resources.php to comply with requirements of the McKinney Vento Act.