



Cox Elementary School

Faculty Handbook

2016 – 2017

Concentrating **O**n e**X**cellence



Faculty Handbook for 2016-2017 COX ELEMENTARY SCHOOL

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COLQUITT COUNTY SCHOOLS 2016-2017 CALENDAR

<u>Month</u>	<u>Date(s)</u>	<u>Day(s)</u>	<u>Event</u>
August	1-5	Mon-Fri	Teacher Pre-planning
August	8	M	Classes Begin
September	5	M	Labor Day Holiday
September	23	F	Early Release Day
October	19	W	Early Release Day
October	20, 21	TH, F	Fall Break
November	21-25	M-F	Thanksgiving Holidays
December	9	F	Early Release day
December	16	F	Teacher Workday
December	19 - Jan 1		Student Holidays/Teacher Holidays
January	2	M	Teacher Workday
January	3	T	Classes Resume
January	16	M	M. L. King Jr. Holiday
February	3	F	Early Release Day
February	17	F	Student Holiday/Teacher Workday
February	20	M	President's Day Holiday
March	17	F	Early Release Day
March	27- 31	M-F	Spring Holidays
May	25 -26	TH-F	Teacher Workdays
May	29	M	Memorial Day Holiday
May	30	T	Summer Break Begins

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Appendix

Colquitt County Board Policies

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=4042&Sch=4042>

Colquitt County Employee Handbook

<http://www.colquitt.k12.ga.us/Portals/Colquitt/District/docs/depts/hr/HR%20documents/Employee%20Handbook%202012.pdf>

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ABSENCES OF STAFF

Absences of all staff members, certified and non-certified, are governed by the Colquitt County Board of Education's leave policies as delineated in the System Policy Manual for Teachers. Requests for personal or annual leave "must be in the office of the superintendent at least three (3) days before requested absence." Requests for professional leave must be submitted for approval "at least one week prior to the anticipated absence." Special instructions appear on each type of request. The Request for Personal or Annual Leave and Request for Professional Leave forms are available in the school's main office. It is the faculty member's responsibility to keep up with the number of days of each kind that are still available for his or her individual use.

JURY LEAVE

A staff member who is summoned to serve on jury shall be granted jury leave. The staff member must present to the immediate supervisor an authorized document indicating the length of time on jury duty.

The staff member serving on a jury will be allowed to retain the money earned for serving on the jury.

SICK LEAVE

Sick leave may be accumulated for a total of 60 days (effective 7/01/96), earned by all regular employees at the rate of 1 1/4 days per working month. Part-time employees earn sick leave and personal leave as provided by this policy and based upon the ratio of actual employment to the full-time rate. Professionally certificated personnel may transfer sick leave from one school system to another within Georgia.

Sick leave may be utilized for:

- a. Personal reasons (see Personal Leave);
- b. Personal injury or illness including maternity;
- c. Exposure to contagious disease; or
- d. Illness or death in the employee's immediate family.

Deductions for sick leave days used in excess of earned sick leave will be at the full daily earned rate of pay of the employee.

PERSONAL LEAVE

During any school year an employee may utilize up to a maximum of three (3) days of any available sick leave for personal reasons, if prior approval of his/her absence is given by the principal (or supervisor) and the Superintendent (or designee). Effective with fiscal year 1997, employees may qualify for additional personal leave days based on the number of sick leave days accumulated as of July 1 of each year. Personal leave requests should be made (on the appropriate form) five days in advance of leave and submitted to the principal.

Accumulated leave less than 45 days - 3 personal days
45 to 59 days - 4 personal days
60 or more days - 5 personal days

Unless there are extenuating circumstances, personal leave will not be granted the day before or after a school holiday, nor during pre or post school days, nor on in-service days. Deduction for unauthorized or excess personal leave days shall be the full daily-earned rate of pay of the employee.

LONG-TERM PERSONAL LEAVE

The Colquitt County Board of Education recognizes and affirms the right of a citizen of Georgia to seek and hold public office. Long-term personal leave may be granted to employees who are elected or appointed to a public position.

During the absence of the employee serving a public office, a substitute (if necessary) will be employed. Upon completion of public service, the employee shall immediately resume his/her employment responsibilities. Salary will not be provided for the days absent from school duty after the

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"Personal Leave" allotment is used. Earnings will be reduced based on the individual employee's terms of employment.

Other benefits granted to employees shall remain in force during the time of public service, upon payment of the full cost of such benefits by the employee.

UNIFORMITY OF ACCUMULATION OF AND PAYMENT FOR SICK LEAVE

The accumulation of, and payment for, sick leave for certified personnel, including administrators and the Superintendent, shall be applied uniformly to all such personnel, and no exceptions shall be made for any individual.

MATERNITY LEAVE

An employee who is pregnant shall be entitled to a leave of absence to begin at a time to be determined by the employee, the physician and the Superintendent. The employee shall notify the Superintendent in writing of her desire to take such leave, except in cases of emergency, at least 60 calendar days prior to the onset of the leave. This notice of leave shall include a doctor's statement of an anticipated date of physical disability.

An employee may continue in active employment as late into her pregnancy as she desires provided she is able to perform properly the required functions of her job. Final determination of ability to perform properly the required job functions shall be made by the Board of Education.

An employee may use all accumulated sick leave credited to her but not to exceed the doctor's estimated length of physical disability.

Any employee who has been granted leave shall be entitled to return to active employment upon presentation of a doctor's statement of physical ability to perform the required functions of the job. The employee's return to active employment may be delayed until the beginning of a new quarter or semester in order to maintain continuity of job performance.

Should the Board of Education disagree with any doctor's statement of disability or ability, it may appoint a physician of the same medical specialty as the employee's physician for the purpose of receiving an independent medical opinion.

MILITARY LEAVE

Persons employed in any capacity in any public school, excluding those employed on a temporary basis, shall be entitled to military leave for military duty with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from assigned duties while performing ordered military duty.

Definition

Military Family Leave will be addressed under Public Law 110-181, Section 585(a) of the NDAA:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, Colquitt County Schools will use its best judgment as how to deal with the uncertain aspects of the new law.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver

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leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Compensation

Every public officer and employee shall be paid a salary, or other compensation, as a public officer or employee for a period or periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in one calendar year and not exceeding 18 days in any one continuous period of such absence.

State Emergency

In the event the Governor declares an emergency and orders any public officer or employee to state active duty as a member of the National Guard, the public officer or employee shall be paid a salary or other compensation as a public officer or employee for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such State active duty services.

FAMILY AND MEDICAL LEAVE ACT

Eligibility

Employees of the Colquitt County Board of Education who have been employed for 12 months or more and who worked at least 1250 hours during that time are entitled to 12 weeks of unpaid leave during any twelve month period in connection with:

1. The birth and first year care of a child;
2. The adoption or foster parent placement of a child;
3. The illness of an employee's spouse, child, or parent with respect to a serious health condition, defined as one that requires in-patient care in a hospital, hospice or residential medical care facility, or which requires continuing treatment by a health care provider; or
4. The employee's own illness.

In the instance of birth, adoption and foster placement, the entitlement for child-care ends after (1) the child reaches the age of 1 year, or (2) 12 months after the adoption or placement.

Entitlement for leave associated with illness of a child occurs only where the child is under 18 years of age or incapable of self-care due to mental or physical disability.

Amount of Leave Available

In cases where both spouses are employed by the Colquitt County Board of Education, the combined amount of leave for child birth, adoption, or to care for a sick parent is limited to 12 weeks.

The unpaid medical and family leave provided under this policy includes and extends up to 12 weeks the period of sick and/or personal leave provided under other policies of the Colquitt County Board of Education. However, an employee is not eligible for unpaid leave under this policy until any paid leave provided to the employee under other Board policies has been taken.

Notification of Anticipated Leave

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Office of the Superintendent at least 30 days' notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment - including intermittent and reduced hour leave - so as not to disrupt unduly the operations of the school district, subject to approval of the employee's or family member's health care provider.

Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period. Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment.

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If an employee fails to return to work after the leave period has expired, the Board of Education may recover the health benefits premium expenditures extended to the employee during the leave period.

Required Certification

The Board of Education requires that a request for leave be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee.

The certification shall include (1) the date that the condition commenced, (2) the duration, (3) the necessity for the employee's leave, and (4) the employee's inability to perform one's job functions. The Board of Education reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion. A third such opinion, should it be necessary, shall be binding.

Upon the employee's return to work, the school district may require the employee to provide certification by the health care provider that the employee is able to resume work.

Special Provisions:

If an employee begins leave under this policy within three weeks before the end of the academic term, and the duration of the leave is greater than five working days, the Board of Education may require the employee to continue to take leave until the end of the term.

The Board of Education may deny coverage under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operations.

The Superintendent shall make, keep, and preserve records showing compliance with the Family and Medical Leave Act and in accordance with the Fair Labor Standards Act of 1938 and federal regulations.

DEFINITIONS

Absence: Days or portions of days absent from work.

Approved absence: Sick leave, professional leave, personal leave, annual leave, jury/legal leave, religious observance, and military absences as defined in this policy.

Unapproved absence: An absence not covered by one of the approved list above.

Sick leave absences: those days used for personal illness (including exposure to contagious disease) or temporary disability (including maternity); illness and temporary disability of members of the immediate family or death in the immediate family.

Immediate family: spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, aunt, uncle, niece, nephew, grand children, or any relative living in the home of the employee.

Professional leave days: those days spent at approved professional conferences or other approved professional growth activities relating to the profession.

Personal leave days: those days utilized for the purpose of transacting personal business.

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Annual leave days: vacation days earned by twelve (12) month employees, unless otherwise indicated in the district Salary Schedules.

LEAVE BANK

The purpose of the sick leave bank is to provide employees who suffer a catastrophic illness with additional sick leave days upon the depletion of all accrued sick leave.

If you have questions about membership requirements and bank guidelines, see the school principal.

ANNUAL LEAVE

Twelve (12) month employees earn ten (10) days of annual leave per year. Days unused at the end of the fiscal year may be carried over for one (1) year, with a maximum accumulation of twenty (20) days. Number of annual leave days earned shall be prorated based on number of days employed.

Request for such leave must be submitted on the appropriate form at least two weeks before the anticipated absence and must be approved by the superintendent or designee.

Upon termination of employment, employees shall receive the prorated annual leave earned in the current year and days carried over from the previous year.

RELIGIOUS OBSERVANCES

A religious observance is designated as an observance resulting from a religious activity for the employee in connection with a sincere religious sect or belief of which the employee is an official member. The activity must be fundamental and basic to the religious sect or belief. In addition to the established personal leave, an employee may take a maximum of two (2) days leave a year for religious observances, without deduction of pay, as provided below:

(a) Requests for religious leave must be made in writing ten (10) school days in advance, and must be approved by the employee's supervisor and the Superintendent or designee.

(b) Requests for the above religious leave will be granted unless the employee's absence will have a detrimental effect on the school's instructional program.

(c) Any lost time from work must be made up at a time mutually agreed upon by the employee and the immediate supervisor.

(d) If the time lost from work is not made up, the employee's pay will be deducted accordingly.

LEAVE FOR SHORT-TERM ABSENCES

The Principal or Assistant Principal may approve a short-term leave of absence to an employee who needs to be absent for a period not to exceed one hour per day. Short-term leaves will be subject to the following conditions:

1. The short-term leave is granted on a case-by-case basis and at the sole discretion of the principal or designee;
2. The employee must give advanced notice of his /her planned absence;
3. The employee's absence will not jeopardize instruction or the operation of the school/department;
4. Upon acquiring approval for leave, the employee must complete an off campus short-term leave form with their designated administrator;
5. Short-term leaves are limited to a maximum of five occurrences per school year;

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6. In case of an emergency, on a case- by-case basis, additional leaves may be granted;
7. All leaves after five will be counted against the employee's accumulated personal or sick leave.

Note: Excessive absences and/or tardies may result in an unsatisfactory evaluation for the employee. Ten or more days absences will result in an "NI" on annual evaluation.

ABSENCES (Student)

The school day officially begins at 7:45 a.m. Students are to be counted absent if they check in after 11:00 a.m. or if they check out before 11:00 a.m. Students are to be allowed time to make up missed work for excused absences and absences due to religious holidays or spending time with family members reporting to or returning from active duty in the military.

Parent/guardian notes excusing absences must be submitted to the attendance clerk in order for the absence to be changed. Make sure the student's complete name and the teacher's homeroom is on the note. These excuses will then be returned to you to save.

*******The teacher is responsible for recording accurate student attendance in Infinite Campus each day by 9:00. *******

A positive reinforcement for good attendance usually has a significant impact on attendance. If a child misses three consecutive days, or ten total days, notify the school social worker to take the next necessary steps. Procedures for notifying parents and/or the School Social Worker concerning excessive absences are listed below under the section entitled "*Steps to Promote Attendance*".

STEPS TO PROMOTE SCHOOL ATTENDANCE

1. Phone calls made, or postcards sent, by the **homeroom teacher** to parents and/or legal guardians after **3 absences**. (Use common sense here.) Postcards are located in Social Worker's mailbox and cabinets in workroom. **Please make a copy of the postcard and record information in your Parent Contact Log.**
2. After **3 consecutive** absences, if the teacher has been unable to make phone contact and suspects the child has moved, notify the school Social Worker **BY EMAIL** to make a home visit.
3. Following **3 unexcused, or 6 total** absences, notify the school Social Worker **BY EMAIL (cc the Principal)**. The Social Worker will contact parents and/or guardians (via phone, mail, or home visit). The notice will outline the penalty and consequences of such absences and that each subsequent absence is a separate offense. This information will be kept in a separate log. If no contact is made during the visit, a note will be left with a message on one side offering assistance and the compulsory attendance law on the other side. Referrals should be made to the Administrative Assistant for Student Services if concerted effort is made to personally contact parents via a home visit and are unsuccessful. A personal contact will then be made by an Administrator of the Colquitt County School system.
4. Meetings with parents and/or legal guardians will be held before Attendance Support Team after **10 unexcused or 12 total** student absences. Notification by certified letter would be sent by the central office designee.

(Documentation for excused/unexcused absences will be maintained in Infinite Campus student records in accordance with Code: JBD established by the State Department of Education.)

Procedure for Tardies:

Every effort will be made to encourage parents to drop off students by 7:45 a.m.

1. Phone calls or postcards will be sent by teachers after **5 tardies**.
2. Phone/Home visits by the school social worker will be made after **10 total** tardies.
3. Meetings with Attendance Support Team will be held with parents and/or legal guardians after **12 total tardies**.

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*Good judgment must be exercised based on individual circumstances. Only the building Principal or his/her designee may override the formal process.

ACCIDENT REPORTS FOR STUDENTS AND STAFF

Teachers are responsible for the adherence and promotion of safety regulations. Accidents, however, may still occur. If and when an accident involving a student does occur, the teacher in charge should take whatever action is necessary to see that proper treatment and/or care is provided. The school nurse will be available to come to the scene of the accident if the student is immobilized.

An accident report form should be completed and turned in to the principal's office as soon as possible. All accident forms will be found in the principal's secretary's office. This report will serve to prevent any misunderstanding which might otherwise occur. A separate form is used for faculty/staff accidents.

The following procedure is to be used for faculty and/or staff injuries:

1. Injuries must be reported immediately to the principal's secretary. Any report of injury not reaching the Central Office within one or two working days will be subject to denial. Also, the claim could be denied if it is determined one were not taking proper precautions in their work. Some examples include: if eye goggles are required during class instruction; if guards are required on machinery; one person lifting heavy kettles instead of two; not using accessory tools provided when working with machinery to grind, slice, or chop foods.
2. However insignificant, a report of injury must be made by supervisors to the Central Office.
3. If it is necessary that you see a doctor, you must choose from those designated by the Board-except for emergencies. If you require emergency treatment and the designated doctors cannot help you, your treatment may be administered by the doctor on duty in the emergency room. All treatments thereafter must be administered by a Board-designated doctor. If the Board's doctor refers you to another doctor, it will be acceptable, but the doctor will be required to furnish a statement to the effect that he has made this referral.
4. Medical expenses will be paid as submitted by your doctor.
6. All injuries must be reported to the principal or immediate supervisor. Reporting forms require the name and statement of a witness to the accident and the requirement that it be verified that the accident occurred on board property while engaged in the job or assignment.

BOARD DESIGNATED DOCTORS

Teachers should contact Central Office in order to make inquiries about which local doctor(s) have been designated to serve the Colquitt County Schools for Workman's Comp Claims.

ADMINISTRATOR'S DUTIES AND RESPONSIBILITIES

Jim Horne

- AM/PM Supervision
- Adequate Yearly Progress/No Child Left Behind
- Budget Development and Administration
- Site-Based Federal Programs Coordinator
- Evaluation of all "day to day" operations of organization
- Fund Raising Requests
- Georgia State Board Policy Implementation
- Instructional Program

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- Cox Administrative Team for Success Chairperson
- Cox Leadership Team for Success Chairperson
- Grade Group Meeting Evaluator
- Leave Request (personal, sick, and Professional)
- Field Trips Approval
- Personnel (Hiring, Fair Dismissal, and other related issues)
- School Professional Development Coordinator
- Scheduling Program
- Master Schedule
- Public Relations/ Community Service Organizations
- School Improvement Coordinator
- School Council/ School Council end of year Report
- School Profile
- Liason- Business Partners/Vendors
- Liason- Superintendent/ School Board
- Colquitt County School System Policy Manual Implementation
- Faculty and Staff Recognition Coordinator- TOTY and BRAVO
- New Teacher Orientation/ Mentor
- SACS Accreditation
- Media/Press Release Chairperson
- School News Letter Update
- Master Calendar
- Faculty Handbook
- Student Teacher Coordinator
- Pyramid of Academic Interventions
- End of Semester and End of Year Checklist
- School Wide Discipline Program
- Disaggregate Test Data for Learning
- Public Relations
- Teacher Evaluations
- Honors Program Co-Coordinator
- School Improvement Planning
- Supervision (Parent Pickup/Drop off)
- Learning/Standards Based Instruction Facilitator
- Evaluation of Common Core Implementation
- Instructional Framework Implementation (Opening, Work Period, Closing)
- Evaluation of Content Toolkits/ Grade Group Planning Guides/Curriculum Maps/Lesson Plans
- Parent Conference as needed
- Crisis Management Coordinator
- Custodian Supervisor
- Building Maintenance and Facility Coordinator
- Campus Security

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Willis- Curriculum/Instruction/Testing/Operations

- Instructional Program
- School Wide Discipline
- Grade Group Meeting Evaluator
- Student Activities (Clubs, Pictures, Dances)
- Student Records and Transcript Co-Coordinator
- Testing Coordinator (Georgia Milestones, SLO Implementation, ITBS, Georgia Milestones Retest)
- Student Information System Coordinator- Infinite Campus
- Student Handbook
- Substitute Teacher Site Coordinator
- Master Schedule Co-Coordinator
- Grade Reporting Coordinator (Progress Reports and Report Cards)
- Calendar of School Events
- Public Relations
- Teacher Evaluation Program
- Honors Program Co-Coordinator
- CPI/QBE Report
- Monthly Newsletters
- Agendas and Minutes (Administrative, Leadership, Faculty, and School Council)
- Technology Coordinator and Committee Chairperson
- Infinite Campus Parent Portal
- Emergency Coverage of Classrooms Coordinator
- Parent Conferences
- School Improvement Planning
- Student Supervision
- Learning/Standards Based Instruction Facilitator
- Evaluation of Common Core Implementation
- Instructional Framework Implementation (Opening, Work Period, Closing)
- Evaluation of Content Toolkits/ Grade Group Planning Guides/ Curriculum Maps/Lesson Plans
- Classroom Walkthrough Coordinator
- Disaggregate Test Data for Learning
- ESOL, ELL, Migrant Services Coordinator
- Student Support Program Coordinator (**504,SST**)- AP will supervise Counselor
- Students with Disabilities Administrator
- School Improvement Planning
- Emergency Lesson Plans
- New Teacher Orientation/ Mentor Program
- Staff Development Co-Coordinator
- Campus Security
- Crisis Management Coordinator
- Emergency Handbook

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- Emergency Drills
- Property Inventory
- All other duties assigned by principal

ALARM

The building will be armed with the alarm each night at 6:00 p.m., and disarmed by 6:30 a.m. **No adult should work in the building after 6:00 p.m. It is not the custodian's duty to locate an adult still working in the building after 6:00 p.m. NO adult will be allowed to stay past 6:00 p.m. or work on the weekends without prior approval from administration each time.**

ANNOUNCEMENTS

Morning announcements will be made via the intercom at **7:45 a.m.** Announcements will be made at the beginning and end of each school day. In order to preserve instructional time, no announcement will be made during the school day unless an emergency situation arises.

A teacher may have an announcement read over the intercom system by submitting the announcement to the principal's secretary prior to the beginning and ending of the school day. Without exception, all announcements should be submitted on, or attached to, the forms located in the main office.

ASSEMBLIES AND PROGRAMS

School assemblies are an important part of the instructional program of the school. The assemblies may be of an instructional or entertaining nature. Each assembly program must be approved in advance by the principal. You will be notified of assemblies and times. Please be seated by the time assemblies are scheduled to begin. A written proposal and plan of operation must be presented to the principal in advance. The plan of operation must include the following: (1) purpose, (2) date, (3) time, (4) place, (5) charge, if any, and (6) supervisory staff. Other criteria may be established by the principal.

All assemblies/activities and programs must be listed on the calendar of events located in the assistant principal's and principal's offices. Scheduling of activities will be on a first request basis.

ATTENDANCE POLICY AND PROCEDURE

Attendance Policy

The Colquitt County Board of Education, and Cox, are committed to providing the students of Colquitt County with the best education possible. Research has shown that excessive absences have a negative effect on student grades, achievement, and promotion. Therefore, developing positive attendance habits will help prepare students for a successful school experience.

A full and meaningful education includes both scholastic attainment and an opportunity through attendance to interact with and be exposed to other students and professional personnel. A student shall not be absent from school or from any class or other required school activity unless he/she has written prior permission from the principal or designee except for illness or other providential cause. **A written excuse must be presented to the Attendance Office no later than 3 school days after the absence. Failure to comply will result in the absence being coded as unexcused.**

Administration Approval of Absences

There are some instances where a student has to miss school and for which the student has little or no control. Any absence not covered above is deemed to be unexcused and technically the student cannot make up missed work. A parent / guardian can request in writing that an administrative waiver be applied thus allowing work and tests to be made up. The request has to be made **3 days prior** to the day(s) in which a student will miss. Failure to follow this guideline could prohibit the student from

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making up work. **Days missed to an administratively approved absence will be marked as unexcused.**

Compulsory Attendance Law

State law requires that all children ages 6 – 16 attend school in accordance to local / state attendance guidelines. Parents, guardians, etc. who fail to abide by the law are subject to a misdemeanor charge and a fine not to exceed \$100 and 30 days imprisonment. A student, who has missed ten (10) unexcused days in a year, for which a parent or guardian has not contacted the school, will be in violation of this law.

Tardy

Students late to school after the 7:45 a.m. tardy bell must report to the office to obtain a tardy pass (white slip) for admission to class. At the sound of the tardy bell, students should be in the classroom. Four tardies in a class equals one absence for that class. **A student is considered tardy if they are not in the room when the bell rings.**

ATTENDANCE ACCOUNTING AND VERIFICATION PROCEDURES

The attendance accounting and verification procedures for the school term will be discussed during pre-planning. Teachers will meet with the Technology Department during pre-planning to receive detailed instructions on the correct accounting and verification procedures. These procedures must be followed accurately so that our FTE report will be filed correctly.

Attendance should be taken in every class every day. A record should be kept of attendance by period. If a student was absent from class and not on the attendance report, the classroom teacher should refer that student to the administration on a discipline referral form. The offense would be an unlawful absence. If a student is present in class, and is on the attendance report, the classroom teacher should refer that student to the administration on a discipline referral form.

Any teacher who organizes a field trip should give a “Non-Instructional” list to the attendance clerk a week prior to taking the trip. This is necessary to ensure that those students in attendance on the trip will not be referred for an unlawful absence.

AUDITING OF BOOKS

All records of Cox are audited annually. Bookkeeping and keeping of records must be accurate and in accordance with procedure set forth by the Board of Education and Georgia Department of Education.

BALANCED ASSESSMENTS

At the end of each grading period and/or end of unit of study, students will be assessed covering the materials taught during the period. The assessment will be standardized for each grade level (2nd - 5th) and will be standardized according to subject area (i.e. Language Arts, Math, etc.). **All major tests should be formatted similarly to the Georgia Milestones** by using multiple choice (scantrons) and constructed response; this will help prepare students for the mandated state tests. **The tests should reflect the rigor and depth of the CCGPS standards. The assessments will be considered for an exam or test grade and class profiles will be generated to guide instruction.**

Due to the complexity, the administrator will form a schedule that allows for a flexible teaching rotation. This practice will better prepare the students and staff for the standardized test.

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BUILDING KEYS

Since it is a teacher's and a sponsor's responsibility to open and to lock classrooms, labs, etc., school keys are not to be given or loaned to any student for any reason. Keys to the building must be checked out from, and returned to, the secretary.

BUILDING USE

The Colquitt County Board of Education allows the use of its facilities and grounds under strict guidelines by individuals, groups, and organizations.

Priority usage is given to those who support the goals of the Colquitt County Board of Education, its students, charitable causes, or community interests. Any organization that is established for the purpose of supporting school-sponsored activities (e.g. PTO, Booster Clubs, Band Parent Clubs, YMCA Prime Time and Youth Recreation Activities, Parks and Recreation activities, etc.) will be considered school-related organizations.

The Board of Education of Colquitt County will not permit the use of school facilities by radical groups whose purposes are contrary to the school or public interest.

Use of any school facility by any group is contingent upon agreement to abide by Board Policies and the payment of the fee or fees as established.

No alcoholic or malt beverages shall be served or used in the school facilities at any time.
No tobacco products are allowed in facilities or on campus.

Students are not to use any school facility unless properly supervised by a member of the staff. Any event held in the school should be scheduled on the school calendar. (see Board Policies for more guidelines)

BOOK OF THE MONTH

The Principal's Book of the Month is given to every classroom teacher the first of each month. These books have been carefully selected to aid in teaching character education, reading, and writing.

Lesson ideas and activities for each book are located on the school BOTM website. Teachers are to utilize the Book of the Month in either their Reading and/or Writing lesson plans each month. These bulletin boards help maintain the focus on the community in our school.

Some of the books selected are part of a series and may be used for future instruction. (For example, the Red Riding Hood, Three Little Pigs, Cinderella variations and the Parts of Speech and Punctuation series may be used each year.)

The Administration is excited about visiting each classroom every month to read to your class. Please contact the office to schedule a time and date.

BUS PROCEDURES

All students are expected to follow the rules when riding the bus. Bus rules are provided for all students. Continued bus misbehavior will result in parent contact and bus suspension. Students will be dismissed from the bus beginning at **7:00 a.m.** each morning.

Buses will leave at approximately 2:35 P.M. **Adult supervision must be maintained during afternoon bus duty. Teachers are asked to spread out and monitor students as they walk to their buses. Teachers must stay on duty and be visible until all buses leave.**

Dismissal times:

Pre-K and Kindergarten 2:20 p.m.

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First, Second, and Third 2:25 p.m.
Fourth and Fifth 2:30 p.m.

Written notification from a parent concerning a pick-up change is required. Phone calls are accepted through the office (before 1:30 p.m.) and documented in a notebook maintained in the front office. Teachers should make every effort to place students on the correct bus. During the first week, addresses for students should be placed on each child. Once a student is on a bus, the student should not leave that bus unless they are removed by a staff member.

Car Pick-up students will sit in the cafeteria until their names are called. Only one teacher per grade, and designated paras, will stay in cafeteria, and four adults will be used on the radio pick up line outside. **Teachers are to make color coded signs for students who will be parent pick-up. (The Student's Name should be in large print with the teacher name underneath). These signs may need reprinting during the school year.**

CAFETERIA, LUNCH SCHEDULE AND PRICES

Cox offers a hot lunch program at a minimum cost. Although the students are not obligated to participate in the program, they are encouraged to do so. All students must eat in the cafeteria.

The school cafeteria will be under the direction of the cafeteria manager. Quality meals (breakfast and lunch) will be served in an orderly, informal atmosphere at no cost this year. Adult meals are \$3.00 for lunch, \$1.50 for breakfast and \$.50 for tea. Extra milk is \$.35. Extra entrees will be \$1.00 per entrée. Breakfast will be served each day beginning at 7:00 am. The lunch schedule will be published at the beginning of each year and will be revised as needed. Faculty and staff are encouraged to eat, but may only charge up to \$28.50. Please make every effort to repay charges promptly.

Students will go to lunch according to their schedules throughout the year. Since many classes will be in progress during the lunch periods, it is necessary that the following regulations be observed:

1. Students must be quiet while going to and from the cafeteria.
2. All food purchased in the lunchroom is to be consumed in the lunchroom.

Individual parents may drop in at any time to eat lunch with their child, but grade level invitations will be given during assigned months/holiday events.

Thanksgiving (11/16/16)- Pre-K, 2nd, 4thth grades

Christmas (12/14/16)- Kindergarten, 5th grades

Easter (4/12/17), 1st, 3rd grades

Students are not allowed to eat or drink (including snacks) during instructional time. They are not allowed to bring items to the cafeteria to drink or eat if they are eating a meal supplied by the cafeteria.

CALENDAR OF ACTIVITIES AND EVENTS

The Monthly Newsletter, and school calendar of events and activities, will be scheduled by the principal's designated representative. The Report of activities and events will be made available to the staff. Activities must be scheduled outside the hours set aside for instruction. The principal's calendar is the official school calendar. Mrs. Willis will organize and distribute Monthly Newsletters. All information will now be listed on the Google calendar.

CELL PHONES

Teachers may have cell phones. Teachers should only use cell phones for emergencies. The use of cell phones should be avoided in the hallways and on campus where visible to students and others.

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Cell phones should be turned off during class time unless extenuating circumstances demand that the teacher be on call, i.e. a sick family member, or an expected call from a doctor. An administrator should be notified if you need to be on call.

Texting does not need to occur during instructional time.

CHARACTER EDUCATION

Character Education will be addressed each school year. Character education ensures that the students of Colquitt County are exposed to and taught those traits that are associated with being an upstanding person and productive citizen. The following is an outline of the character traits to be emphasized in the Colquitt County School System.

Month	Theme	Traits
August	School Pride	Fairness, Sportsmanship, Patience, Helpfulness
September	Responsibility	Punctuality, Dependability, Diligence Honesty, Thriftiness, Productivity, Trustworthiness, Work Ethic
October	Respect	Respect for others, parents, teachers, and the Creator
November	Citizenship	Patriotism, Loyalty, Courage, Thankfulness
December	Compassion	Generosity
January	Tolerance	Respecting individual differences
February	Kindness	Politeness, Courteousness, Cheerfulness, Joyfulness
March	Respect for Self	Self-Esteem, Cleanliness, Perseverance, Pride, Self-Control, Creativity, Virtue
April	Cooperation	Working together, respecting someone else's idea
May	Respect for Environment	Don't litter or pollute the area. Conserve energy, Recycle

It is the responsibility of all staff members at Cox to present, promote, and encourage good character trait behaviors and model these traits for our students through our own words and deeds toward others.

CHECKING IN/OUT OF SCHOOL

Any student checking in after 11:00 a.m. or checking out before 11:00 a.m. will be considered absent for the entire school day.

Students arriving between 7:45 a.m. and 11:00 will be recorded as tardy.

Parents will be asked to make every effort not to check students out after 2:00.

No student check-out will be allowed after 2:00 unless there is an emergency. **(Whether a student arrives to school late or leaves school early, that student misses academic time.)**

We encourage any changes, regarding student transportation, to be in writing and given to the teacher that morning. If a different teacher will dismiss that student, please notify him/her of any changes. In an effort to accommodate our families, phone changes will be allowed until 1:30. Student "runners" will be used after 1:30 to notify teachers using a notebook system. Please read the information in the notebook carefully and initial. It is then the teacher's responsibility to make sure that the student follows the change. The receptionist will make note of any abuse regarding the accommodations in order to keep interruptions to classroom instruction at a minimum.

CHILD ABUSE PROCEDURES

State law requires Georgia educators to report suspected child abuse and neglect to the appropriate authorities. Listed below are the procedures which shall be followed:

- Any child under 18 years of age who is believed to have had a physical injury inflicted upon him or her, other than by accidental means, by parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted shall be identified to the Department of Family and Children Services.

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- For the purposes of these guidelines, the school social worker or school administrator shall be considered the appropriate local system personnel to make such reports of suspected child abuse and neglect to the Department of Family and Children Services of the county in which the child lives. All school personnel suspecting child abuse and neglect shall make complaints to the school principal, who will then contact the school social worker and/or the Department of Family and Children Services directly.
- The principal shall notify the school system superintendent regarding referrals of child abuse or neglect.
- The social worker, guidance counselor or administrator shall be the school liaison with the protective services staff of the Department of Family and Children Services in relation to the child's school adjustment and performance and shall take individual investigative steps before reporting suspected cases of abuse and neglect.

CHILDREN OF STAFF

Children of teachers, paraprofessionals and other staff, who attend Cox Elementary School as students shall not be treated differently from any other student.

Children of staff shall not be given preferential treatment in any classroom, program, club or other school activity. All our students are important and all our parents deserve the respect we afford to our peers.

Children of staff will be dismissed from school at 2:30 pm and will leave the campus. Staff must make arrangements for their child's supervision after 2:30 pm. Children of staff will not be allowed to remain in their parent's classroom or on campus between 2:30 and 3:25 pm. This is to ensure that teachers and paraprofessionals can use the time in the afternoon for meetings and instructional planning without the added responsibility of childcare.

On Teacher Workdays/Student Holidays no children should be at school.

The YMCA will provide after school daycare from 2:30 to 6:00 pm (PrimeTime) that will be available to all students including staff children. Staff must register with the YMCA for this service.

A teacher or paraprofessional cannot take their own children on a school field trip unless the child happens to be in their class. If a teacher or paraprofessional wishes to participate/chaperone his or her own child's class field trip then Personal Leave should be used.

CLASSROOM DISCIPLINE

All professional staff is expected to share in the responsibility of student discipline. Teachers are encouraged to handle their own discipline problems. Student discipline problems are to be referred to the administration after the teacher has exhausted all alternatives or when the discipline problem is of such a nature that it requires immediate administrative action.

It is the responsibility of the teacher to maintain a wholesome, orderly atmosphere in the classroom and discipline in the adjacent halls as well. The exemplification of the qualities of a good citizen should be the foremost objective of the school and the classroom. Disobedience, disorderliness, rudeness, impudence, unnecessary interruption and willful violation of school and classroom code of conduct should not and will not be tolerated by the teacher.

Mass punishment due to the misconduct of a few is not to be used; punishment is to be directed to those involved in the misconduct. Teachers should not require students to write large number of words, sentences, or pages as punishment.

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A student's grade may not be reduced due to misconduct. Academic solutions are to be used for academic problems; disciplinary solutions are to be used for disciplinary problems. Therefore, **the use of repetitious written work as a form of discipline or punishment is not to be used.**

CLASSROOM SUPERVISION

Teachers are responsible for the direct supervision of students while in their classroom. Teachers are expected to devote full attention to teaching during class time. Projects of a personal nature should be left out of the classroom. Your responsibility is professional leadership and supervision. You cannot direct or supervise a class when your full attention is not given to the classroom. **Students should not be left unattended at any time.**

Paraprofessionals are instructional aides. They can be left in charge of the class room or recess occasionally but only for a short period of time unless assigned by an administrator. **Teachers are in charge of supervising their classes in the classroom, at recess, and in the hallways.** If an emergency arises whereby assistance is needed, notify the office and/or ask for assistance from other adults.

*Kindergarten paras are the only exception due to their assigned tasks.

CLASS-TIME ON TASK

The effectiveness of teaching and learning is enhanced when the time allowed for instruction is used constructively and efficiently. Class time belongs to the students. Time on task has a direct impact on student achievement. Teachers are expected to devote full attention to teaching during class time. Projects of a personal nature should be left out of the classroom. Your responsibility is professional leadership and supervision. You cannot instruct, monitor, or supervise your students when you are out of the classroom, on a cell phone or computer. Also, record keeping procedures should be expedited in order to maximize instructional time.

CLERICAL STAFF

The clerical staff is here for the purpose of serving the interests of the students enrolled at Cox Elementary School. The principal assigns their responsibilities. Clerical and secretarial staff members are expected to be efficient, pleasant, and available to assist and facilitate the students, faculty, and the public whenever needed.

CLUBS/ACTIVITIES

Clubs and activities are an integral part of the school program. Students are encouraged to participate. Qualifications for membership in clubs vary; to be a member of any club a student must qualify. Attendance, participation and behavior in club meetings and activities should follow the same guidelines as they are in the classroom. Clubs will meet during the scheduled activity bell schedule. Special called club or club officers' meetings during the school day must receive the prior permission of the principal or his/her designee. All clubs must present a proposed school project in writing to the principal for his/her approval before the second month club meeting. All fund raising projects must be approved by the principal, or his/her designee, in advance.

General information for sponsors is listed below:

1. Report of Activities: List all activities for your club or group that you anticipate for the year. Items to be included: fund-raisers, programs, competitions, any off campus activities (trips also require a separate request).
2. Official School Calendar: All club/organization events must be scheduled on the official school calendar. Scheduling must be done before making plans with students or other outside groups.
3. Field Trip Request Forms: All trips require an approved field trip request. Please review the field trip request packet for complete details.

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4. NI Rosters: Non-instructional activity rosters and non-instructional activity excuses must be completed any time students are scheduled to miss a portion of a class period.
5. Activities/Special Projects Plan: Special projects (dances, special programs, presentations) require the completion of the Activities form. The form is most often used for school dances and special fund-raisers. It should be completed in its entirety and submitted well in advance of the actual activity.
6. Bylaws: Each club/organization should submit club bylaws to the principal's secretary. The bylaws will be filed for future reference.
7. Clean Campus Project: The clean campus project asks that each club/organization select an area of the school to beautify and maintain for the school year. This project will involve keeping the designated area free of litter and debris. The Student Council will coordinate the schedule for cleaning areas.

CLUB/STUDENT ORGANIZATION ACCOUNTS

All money collected or expended by clubs or organizations must be handled through the general school account by the school bookkeeper. Each club should also keep a record of its own finances. The bookkeeper will provide each club with a club balance sheet quarterly. The school's records must show a positive monthly balance and must have a positive balance at the end of the fiscal year. Invoices, receipts, or a signed letter from the advisor must be submitted to the bookkeeper when disbursements are requested.

All money should be counted and verified before being turned in to the bookkeeper. Also, all money should be turned in on the day it is collected. Teachers should not to keep money in their room unsupervised.

COMPLAINTS AND GRIEVANCES

Staff members have the right to formally present complaints and grievances related to your employment. It is desired that most problems can be resolved informally at the level in which they occur. However, if this is not possible, your rights and the procedures to be followed in filing a complaint are described in the Colquitt County Board Policy Manual section GAE (2).

COPY MACHINES AND COPIES

All large copies will be the responsibility of the teacher or the grade level paraprofessional. We will no longer have a person to make copies.

Use of Copy Machine in Office

Cox School has a limited number of copies per month. There are several ways to reduce the number of copies needed each month. Examples: utilize the elmo/projector, Smartboard; do not make copies of busy seat work that has no educational value; do not copy large amounts of personal material. The office copy machine should only be used to make one master copy.

CONFERENCES

Parent, teacher, student conferences are scheduled primarily through the guidance office and in some cases by a teacher or administrator. The teacher should bring a copy of the student's grades, attendance, and discipline history as it relates to his or her class. A teacher desiring to have a conference with a parent should ask the student's counselor to schedule the conference. **Teachers are required to attend all scheduled conferences.** Conferences will be scheduled before or after school and during planning periods, not during instructional time. **Before report cards are sent home with students in grades K-2 a parent conference is required for student progress.**

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CO-TEACHING

In the inclusion model, regular education teachers and special education or ESOL teachers are paired as co-teachers to meet the instructional needs of students with disabilities or English language learners, as well as regular education students. In order to maximize the effectiveness of the inclusion model, co-teachers must work closely together to plan content and to provide differentiated instruction to accommodate students according to their IEP or TPC.

Whereas planning often is quite a challenge, co-teachers are expected to take initiative to create opportunities to get together to plan, reflect and assess student work. The administration will consider requests for release time from other duties in order to support co-teacher planning.

Co-teachers will also be required to meet periodically as a group and will be observed 6 times during the school year using an observation instrument found in the appendix. The intent of the observations is to collect data that can be reviewed by co-teachers and administrators to promote the effectiveness of the inclusion model. **The observation instrument is not used for teacher evaluation.**

At any time that a co-teacher may have a concern about the quality of instruction or the co-teacher relationship that cannot be resolved, it should be brought to the attention of the principal. Co- Teachers should be involved with the teacher planning after school.

CUSTODIAL SERVICES

Teachers and students are to assist in maintaining clean facilities. Students are to pick up all paper and trash and place it in the proper receptacles throughout each day. **Adult supervision is mandatory during restroom breaks to make sure all restroom facilities are used correctly.**

Please make the effort to check before and after your class, and make sure all trash is picked up and placed in the proper receptacle. **Each class is responsible for cleaning their eating area after lunch.**

The teacher/paraprofessional should supervise this process. The custodial staff will have assigned areas of responsibility and will do the majority of cleaning and grounds maintenance. Teachers should emphasize maintaining clean facilities and notify the administration of any problem areas. Classrooms should remain free from clutter. Computer areas should be free from excessive materials. Teacher and students shall be able to move freely throughout the classroom. At the end of each day, please place trash cans in the hall for ease of pick-up. This can also be done during the day to signal the custodian for trash pick-up.

DISCIPLINE AND STUDENT CONTROL

Teachers are expected to handle discipline problems in the area of student tardiness, classroom management, and organization. Consistent lesson planning, imaginative, enthusiastic teaching and appropriate supervision will eliminate the majority of classroom discipline problems. **If behavior problems continue after classroom management steps have been exhausted, refer the student to the office.** No student has the right to interfere in any way with his/her classmates' right to learn. The principal and faculty will make and enforce rules necessary to ensure educational opportunities and efficient operation. **Teachers should do everything possible within the classroom to resolve a problem before sending them to the office. Classroom management issues need to be dealt with by the teacher or grade level- not the administration. Each grade level should discuss, put in writing and submit to administration** initial disciplinary steps that will be taken before an office referral. A discipline referral form must be completed and sent to the office. **Students are to be sent to the office for all disciplinary reasons.** Teachers need to make sure (parent contact, letter home, etc.) has been attempted before being send to the office.) Cox Elementary uses PBIS approach to discipline. (Positive reinforcement over punitive when possible.)

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SCHOOL RULES:

Cox Cougars...

1. Show Respect
2. Act Responsibly
3. Be Ready
4. Follow Directions
5. Keep Hands and Feet to Yourselves

PK- 2nd Grade – Opportunity Room (OR)

- 1st offense – 1 Hour
- 2nd offense – 2 Hours
- 3rd offense – ½ Day
- 4th offense – Full Day
- 5th offense-OR/Suspension

3rd – 5th Grade – Opportunity Room (OR)

- 1st offense – ½ Day
- 2nd offense – Full Day
- 3rd offense – Parent Conference Required/OR
- 4th offense – OR/Suspension

Each grade group will collaboratively develop a classroom discipline plan to be approved by administration. Final copies will be sent home to parents. Only administration has the right to assign consequences that involve loss of bus privilege and loss of major events (Field Day, Water Day, Field Trips, etc.) Beginning with the 2016/2017 school year, Cox Elementary will implement PBIS (Positive Behavioral Interventions and Supports) in an effort to reduce disciplinary incidents, increase the school's sense of safety and support improved academic outcomes.

DRESS CODE FOR STUDENTS

Students are to wear acceptable attire which exhibits good taste and which is appropriate for the occasion. Clothing must be worn properly zipped, buttoned, pulled up, and buckled. Sagging is not allowed.

Any type of dress/garment that is distracting, immodest or interferes with learning will not be permitted.

The administration reserves the right to determine acceptable attire. A more detailed dress code is found in the student agenda book and Colquitt County Board Policy Book Descriptor Code: JCDB

DRESS CODE FOR TEACHERS

Faculty members are to dress neatly, appropriately and professionally. Extremes in hair styles, beards, dress, make-up, fashions, etc., should be avoided. When attending after school activities, banquets, plays, etc., faculty members are to dress accordingly. The dress code outlined in the student handbook is for students. Teachers are expected to maintain a more professional style of dress as outlined in the employee dress code as follows:

Appropriate Dress for Men:

Trousers with shirt and tie, conservative turtleneck/mock turtleneck, banded collared dress shirt, sports shirt, polo shirt, belts (when wearing pants with belt loops) or suspenders. Shirts should be tucked in at all times. Appropriate shoes and socks will be worn at all times.

Appropriate Dress for Women:

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Dresses, suits, skirts, pant suits, Capri pants, coordinated separates (e.g. skirt, slacks, or sweater, or knit shell), jackets, blazers, cardigan sweaters worn as optional accessories.

The length of skirts and dresses should be no shorter than three inches above the top of the knee.

Appropriate shoes shall be worn. Athletic, rubber soled shoes (“Keds” and “Tennis Shoes”) are acceptable. Pregnant women are expected to dress within these established guidelines, utilizing proper maternity attire.

Inappropriate Dress for All:

Types of attire to be avoided are extremes of any kind, shorts, faddish clothing, or any eccentricities of dress clearly unsuitable for wear in an academic area. Jerseys, sweatshirts, T-shirts, leggings, stretch pants, flip-flops (regardless of style, sole, and canvas), scuffs, jeans (regardless of color), bib overalls, sundresses, wind suits, tank tops, crocs, and sleeveless shirts are unsuitable.

At the direction of the principal, the dress code may be relaxed to allow appropriate clothing for special “spirit days”, specialty courses, and other occasions.

Employees shall ensure that their dress and personal appearance are appropriate for the occasion and will bring credit to themselves and Colquitt County Schools. In every case, clothing shall be clean, pressed, well-fitting and in good condition.

Exceptions include pre-planning and the purchase of Relay for Life Friday ONLY jeans passes *Relay for Life has specific guidelines for the Jeans Day fundraiser.

DRILLS

State mandated fire drills will be performed monthly. Two must be held the first month of school with the first one being announced in advance. One annual severe weather drill must be performed, but may be substituted for a monthly fire drill due to weather conditions. Emergency packets are to be maintained by each teacher and kept by the classroom door.

A Bus Evacuation Drill will be held annually. This will be done with minimal disruption to academic time as possible. Teachers will be called to bring their entire class to the bus loading zone and follow directions given by the administration at the time. Periodic code drills will also be held.

Refer to the School Emergency & Safety Plan for specific directions for all emergencies.

Duties and Responsibilities of Counselors, Social Worker, Secretaries

Kim Guion– Counselor

New Student Orientation/Tour, classroom guidance, Group and Individual Counseling, School Newsletter Coordinator, 504/SST Coordinator, 504/SST Parent Meetings, Assists with coordinating state and local standardized testing of students. Helps to plan and develop the guidance program and curriculum in relation to the needs of pupils. Helps each pupil with self-acceptance, development of personal decision-making competencies, and resolving problems.- other duties assigned by Principal

Stephanie Hardy– Social Worker

Student Advocate, Organize Hospital Homebound, Homeless Grant, Student Attendance Arbitrator, Home visits, Children’s Cheer Shop one day a month, Vision and Hearing Follow-ups, Assist DFACS caseworkers when necessary. – other duties assigned by Principal

Christina Yero– Clerk

Registration clerk and receptionist, Permanent record clerk, Enrolls new student, Withdrawals students data of students leaving our school--Send a notice of withdrawn student’s name to cafeteria and notify teacher of official date of withdrawal--Make sure completed permanent records are received from teacher--Check for completeness and accuracy and forward to new school, Attendance Clerk, Sign

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students in/out of school, Keys in substitute teachers' attendance, Flags restricted pick-ups for students, Enters doctors notes and excused absence notes in for students, Enrolls new student, Collects any money brought to the office whatever the reason, (must see me before leaving money)— Makes to bank for deposits--Wait while they recount all the money, Greet visitors—be friendly in assisting in their needs regarding their children, general information, attentively listening to their problems or concerns, setting up appointments with administrators and teachers as requested when possible. End of day early student dismissal--Voluminous phone calls concerning last minute instructions regarding where child is to get off the bus or walk to--Parents arrive before dismissal bell to take students home early--Check computer for classroom of students we don't have memorized. (Often-times parents or their designee picking up children don't even know what grade their child is in, Fax documents as needed, Assist DFACS caseworkers when necessary, Pre-K and Kindergarten Student Registration in Spring, Serves as backup for the secretary-- other duties assigned by Principal

Markita Nixon-- Secretary/Bookkeeper

Principal's secretary, Notary, Schedule changes, Progress reports/Report Cards, Files discipline referrals when needed, Answers phone when needed, Directs callers and visitors to the appropriate personnel and provides general information when requested, Serves as liaison to the central office in the handling of insurance matters, workers compensation claims, etc., Directs callers and visitors to the appropriate personnel and provides general information when requested, Maintains payroll records as required by the central office--maintaining daily attendance logs for teachers, substitutes and other school personnel, Maintains bank accounts, including monthly balancing, Answer teacher/parapro questions, Order custodial supplies, Fax documents as needed, Requisitions prepares and processes purchase orders and work orders as needed, Verify packing slip for goods received, Check in warehouse orders, Picture Info--Ice cream--School pictures--Yearbook--Field trip fees, Get U.S. mail out of box, disperse to correct personnel, go by drive-up mailbox in the afternoon for outgoing mail after carrier has already been to school, Assist resource people (PEC, etc.), Pre-K and Kindergarten Student Registration in Spring,-- other duties assigned by Principal

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DUTY SCHEDULE

Morning Duty 7:00 a.m. – 7:45 a.m.:

Buses are scheduled to arrive at 7:00 a.m. Mrs. Willis is in charge of greeting buses and directing students down the sidewalk toward the double doors leading to the cafeteria. Mrs. Canty will direct students into cafeteria.

Bus Duty Assignments	
7:00	7:00
Willis (bus loop) 7:00-7:30	Madison (keeping the PK bus riders in room 211 until 7:30)
P. Canty (AP hallway/entrance) 7:00-7:30	Gunn (keeping the PK bus riders in room 211 until 7:30)
	Shouramatti (Greeting Pre-K students as they enter the building)

Car Drop Off

Open doors, give a pleasant greeting, and direct students toward front lobby.

Car Drop off Assignments	
7:00 – 7:45	7:30 – 7:45
T. Sumlin (car drop off) Open doors and assist students out of vehicles.	Guion Main Hallway assisting students to class
	Hardy (car drop off) Open doors and assist students out vehicles.
Horne (car drop off) Open doors and assist students out of vehicles)	

Cafeteria Duty

Circulate to ensure students move through lines and dispose of trash.

Cafeteria Duty Assignments	
7:00 a.m. – 7:30 a.m.	7:30 a.m. – 7:45 a.m.
Jordan (Until Intervention Starts)	Plymel
McCracken/Osby	Williams/Hightower/Ferguson (rotate weeks/months)
S. Walker	Richardson (Hallway by Medley's room)
Stokes	

Hallways/Morning Transition Duty

Hallways/Morning Transition Assignments	
7:30 a.m. – 7: 40 a.m.	
K Paras Rotate (kindergarten hallway in front of Hardy's office)	M. Tatum (outside the 3rd grade restrooms)
K Paras Rotate (outside the KK bathrooms)	S. Walker (outside 5 th grade restrooms)
G.Willis (double doors leading to gym) (Media Hallway 7:15)	Stuckey (double doors on hallway leading Pre-K/K wing)
Henry/Barry (two-story building stairway landing near STEM Lab and 1 st Grade restroom.)	Nate Madison – Hallway between cafeteria and 1 st grade
Richardson (Second Grade restroom and Stairwell)	Chastain (Outside 4 th /5 th restrooms and Hallway)
Canty (Monitor Downstairs Hallway)	Hines (Hallway outside of Cafeteria)
Grantham (Main Hallway near ramp)	

GYM

7:00-7:30	7:30-7:45
Ruffin	McKinney
Nate Madison (7:00-7:30)	Pittman (7:00-7:30) Until Intervention starts

- 7:25 ALL teachers are on duty at their classroom doors
- All upstairs classrooms use stairway near room 324 (STEM lab)
- Media Center will open at 7:30 a.m.

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Cox Elementary Afternoon Duty Schedule

2:20 p.m.: Pre-K – 1st grade dismissal

2:25 p.m.: 2nd - 3rd grade dismissal

2:30 p.m.: 4th -5th grade dismissal

***Please be sure to dismiss in a timely manner in order to be at your designated location on time.**

***Grade groups must designate which teacher will be responsible for escorting students in an orderly fashion to their dismissal locations. The designated teachers for bus duty should remain at the bus loop until all buses have cleared the campus. The designated teachers for car pick-up should report to the cafeteria and supervise until 2:45 p.m. Teachers designated for cafeteria duty must supervise students while paras escort students out to the traffic controllers.**

Afternoon Car Pick-Up Traffic Control 2:20 p.m. – 2:45 p.m.

Parent Pick-up Walkie Users

***Tatum and S. Walker will radio the cafeteria to dismiss students as cars pull up to walkway.** Cars are to pull down to the mailbox for line up. While cars are in line, do not go beyond the front office doors when calling for students. This will eliminate parents pulling out of line and driving around other cars. **~Sumlin (in front of marquee sign) and Ruffin (in front of tree) in driveway directing cars and not allowing cars to pass.** Keep the outside lane clear and direct cars out of line once students are loaded. Monitor parents parking off campus and calling students across the street. Students not picked-up by 2:45 p.m. will be supervised by the paraprofessionals.

Parent Pick up Walkie Assignments	
*S. Walker	*Tatum

Afternoon Car Pick-Up Traffic Control Assignments	
Shourahmatti (escorts students to cars and opens car door)	Christie (monitor front lobby to stop students from exiting until traffic controllers reenter)
Hardy (escorts students to cars and opens car door)	Sumlin (Between sign and 2 story bldg.)
Wilson (escorts students to cars and opens car door)	Horne (escorts students to cars and opens car door)

Traffic Control End Drive-way	
Pridgeon (Traffic Control)	Sumlin/Horne (will cover in his absence)

Cafeteria Duty (Car Pick-Up/Walkers)

Pre-K and kindergarten paraprofessionals should escort pre-k and kindergarten car pick-up and walkers to cafeteria and supervise until all students are dismissed. Each para must escort your students to traffic controllers.

Cafeteria Duty (Car Pick-Up/Walkers) Assignments	
Pittman (monitors 21 st Century) assist in cafeteria until program begins	McCracken (handles radio/dismisses students to car pick-up)
Madison (escorts students to traffic controllers in front lobby)	Osby (escorts students to traffic controllers in front lobby)
G.Willis (escorts students to traffic controllers in front lobby)	Stokes (escorts students to traffic controllers in front lobby)
Gunn (escorts students to traffic controllers in front lobby)	

Bus Duty

Mrs. Willis is in charge of dismissing buses in the afternoon and Ms. Guion will cover in her absence. Teachers on duty must escort students to their bus ensuring that all students board the correct bus. Please do not allow students to walk to buses by themselves.

Bus Duty Assignments	
Willis (directs buses)	Guion (directs buses)
Pittman	Richardson (bus loop exit/double doors near AP's office)

***Teachers if students are not picked up by 2:45 it will be your responsibility to contact his/her parent. Please do not leave campus until you are sure all of your students are gone.**

EMERGENCY LESSON PLANS

Each teacher must have a packet of emergency lesson plans that can be used in event that the teacher is unable to leave appropriate plans for a substitute. The plans should be kept in a well-marked folder where they can be easily found and the team leader should be shown where they are. Once plans have been used the folder should be updated for future use. **(Plans should be stored in Planbook).**

ENROLLMENT PROCEDURES

Office:

- Enrolls student with packet and checks for Special Services and Medical Alerts. (Check if Health Form has medical alert and parent did not put it on Information Sheet.)
- Gives parent YELLOW copy of Enrollment Form with missing info noted.
- Write on Enrollment Form if transfer and waiting for records from ____ school.
- Log and date new student and requests.
- Gives teacher the information sheet along with student.
- Copies ESOL and Migrant forms and places in folder on desk for resource personnel.
- Enrolls child in student information system and gives student a schedule within 24 hours.
- Gives Nurse all information for purple folder (Birth Cert, SS, EED, Immunizations) and copy of WHITE enrollment form.
- Completes a permanent record with all enrollment forms in homeroom teacher's tub in vault.
- Requests records from previous school.
- Places above records in teacher's tub when they arrive and notifies teacher via email.

Classroom Teacher:

- Completes permanent record according to guidelines under Permanent Records.
- Returns permanent record to vault before the end of the day.
- Alert Special Education teachers if services are required.
- Receives and reviews previous school paperwork and returns to office to be placed in permanent record ASAP. This information is NOT to be left on teacher's desk or lost.
- If above records are not received within 2 weeks, inform office to request again.
- Permanent records should be updated monthly

ESOL and Migrant:

- Check the folders labeled for you on clerk's desk for new enrollees.

Nurse:

- Receives health information and white checklist for purple folder.
- Alerts teacher of any health concerns.
- Updates IC Health folder via computer.

EVALUATION OF TEACHERS

Teachers shall be evaluated according to regulations and procedures mandated by the Georgia Teacher Evaluation Program (TKES). Teachers should have a thorough knowledge and understanding of the evaluation program. Any questions remaining after reading the handbooks should be directed to an administrator and/or the county personnel director.

OCGA 20-2-210 requires that annual teacher evaluations shall at a minimum take into consideration the following:

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1. The role of the teacher in meeting the school's student achievement goals, including the academic gains of students assigned to the teacher;
2. Observations of the teacher by the principal and assistant principal during the delivery of instruction and at other times appropriate;
3. Participation in professional development opportunities and the application of concepts learned to classroom and school activities;
4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel;
5. Timeliness and attendance for assigned responsibilities.
6. Adherence to school and local school system procedures and rules; and
7. Personal conduct while in performance of school duties.

There is a new law about unsatisfactory evaluations. They must now be reported to the Professional Standards Commission. The law states:

“An individual who has received two unsatisfactory annual performance evaluations in the previous five-year period pursuant to Code Section 20-2-210 shall not be entitled to a renewable certificate prior to demonstrating that such performance deficiency has been satisfactorily addressed, but such individual may apply to the commission for a nonrenewable certificate.”

A copy of all unsatisfactory annual performance evaluations will be sent to Dr. Irma Townsend.

The administration will also conduct informal observations and daily focus walks.

FACULTY HANDBOOK

The faculty handbook will now be posted on the Cox webpage and emailed to each staff member. Please read and sign off in the office by August 12, 2016.

FACULTY MEETINGS

Tuesday has been designated as a school wide training day. Please do not schedule personal or business appointments on **any** Tuesday. Although the entire staff is not scheduled to meet on every Tuesday, everyone should be available in case the schedule changes.

The first working Tuesday is designated as the Leadership Team meeting day. Personnel that are a part of the Leadership Team should avoid scheduling anything on the 1st working Tuesday of each month that would cause him/her to miss this scheduled meeting. The members of the Leadership Team also have the responsibility of relaying information obtained in the Leadership meeting back to their grade level members.

The second working Tuesday of each month is designated as our school wide faculty meeting. Teachers are required to attend all faculty meetings and should avoid scheduling other activities that will cause them to miss this meeting. Attendance will be taken and a record kept of missed meetings. Multiple misses of faculty meetings could have an adverse affect on your end of year evaluation.

FACULTY REGISTER

All certified personnel, upon arrival to school, must sign in on their timesheet which is given to them at the beginning of each pay period; no school personnel is to leave campus during the school day without the permission of an administrator. All teachers are “on duty” see work hours schedule. The instructional planning period is for lesson planning, class preparation, and staff development- not a time to attend to personal errands. Teachers upon arriving to school should report promptly to their classroom or duty area.

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FAMILY/ACADEMIC NIGHTS

Cox Elementary will hold regular Family/Academic Nights (TBA). These nights will help promote parental involvement. Teachers are required to attend, so grade groups should establish a rotating schedule. Each grade level will be in charge of some type of learning activity- make-it/take-it. Paraprofessionals may attend on a voluntary basis. Staff members in attendance will be provided administrative early leave passes.

The parents will be able to make activities that will help their child at home. The premise is: Our parents are willing to help their children; they just do not know how or have the resources. If they make the activities, they will be more inclined to use them and not lose them. This monthly activity should not take many staff members to run.

The Media Center and Computer Lab will be open to have parent/child reading time and **access to other educational software programs**. This will also promote our Accelerated Reader Program. English and Spanish Frog games are available for parent check out in the Media Center.

FIELD TRIPS

The principal or designee must approve any and all field trips at least ten (10) working days prior to the day of the trip. **The lunchroom manager must also sign off if lunches are to be provided.** All students participating must secure a release/permission form five (5) days prior to departure. The teacher should maintain the original list and a copy should be turned in to the office.

An itinerary for extended field trips must be provided for the parents and the front office. It should include the names of the chaperons, time of departure and return, emergency phone numbers, and all necessary expenses. A medical release authorizing emergency treatment should be secured.

County transportation should be used for all field trips, and a certified employee of Colquitt County must be present on the bus.

The following steps and guidelines apply to all field trips:

- Grade levels or resource teachers should obtain initial administrative approval for field trips prior to filling out any forms.
- Field Trip Forms are located in the office from the clerk.
- Grade Group Leaders/teachers must complete and submit a *white* Field Trip Request Form for any curriculum-based field trip for final approval from the administration. There should be a direct link between lesson plans and all field trips. Field trips scheduled in Colquitt County will be given the highest priority.
- A *green* Field Trip Request for Payment Form must accompany the white request form. The location visited must be noted on the form. **If two buses are needed, two green forms must be completed.**
- **The cafeteria manager must be notified two weeks in advance if sack lunches are to be provided.** She will need to sign the *green* form prior to submitting to the principal for final approval.
- **If lunches are to be provided, the cafeteria will need the teacher to LEGIBLY fill out a Field Trip Form with student lunch number, name, choice of milk, adult names and lunch numbers and total each column. This is to be done 2 weeks in advance.**
- A complete list of passengers—including names, dates of birth, addresses, and emergency phone numbers must be provided to the office and the bus driver at the time of departure of each field trip.
- School employees who have been certified and trained by the school system are allowed to drive buses and are covered by the system's liability insurance. Employees who are trained and licensed

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are subject to the system's drug and alcohol testing program. School employees who are not directly involved in the field trip should not drive a bus for the trip.

- Parents are allowed to drive students on field trips, but the school system's liability insurance does NOT cover the vehicle or the students in the event of an accident.
- No student(s) may be left unsupervised at any time.
- Unless prior approval is obtained for administration, all Cox staff must ride the bus and constantly supervise their students during all field trips.
- **Any parents/guardians going on a field trip must have a background check.**

NEW*****USDA School Nutrition Criteria and Procedure MS-03-03.210.10(e), pg. 25 1-1-10 Code of Federal Regulations. (e) Children who are eligible for free or reduced price lunches MUST be allowed to take any reimbursable lunch or any choices offered as part of the reimbursable lunch when counted present at school.

When students take school sponsored field trips that include a meal purchased or provided from a source other than the School Nutrition Program, they MUST be allowed to choose if they want to take the school meal with them as well. The teacher nor Administration can make this decision for students and the parent must sign a form stating YES or NO in reference to the child's request regarding school meals. We cannot participate in any overt identification of student eligibility, so when taking students on a field trip during regular school hours, during the regular school year, a form must be sent home with every student involved in the trip and signed by the parent stating their desire regarding school meals. These forms must be returned to the Cafeteria manager. If a parent fails to return the form...a meal must be sent with the child on the day of the trip. If the parent signs NO, the meal does not have to be sent, but the form must be kept on file in the cafeteria and the teachers need to keep a list of student preferences. AGAIN...this only applies to trips where an alternative meal (ex: Wendy's, Pizza Hut) is being purchased/served. DOES NOT APPLY to all field trips.

Any changes or questions regarding field trips are to be brought to the attention of the principal. The principal will then contact the office of transportation if needed. *For field trips the teacher(s) should have a cell phone available and leave the number in the front office.*

Grade groups should submit tentative field trips to the Principal for administrative approval.

FIRE DRILLS

Emergency procedures and instructions for fires, tornadoes, etc., must be kept posted in a prominent place. Teachers are to remain with their students during all emergencies or drills and provide for the student's safety. Teachers are to explain the importance of the procedures and instructions.

FORMS

Forms found in office

STUDENT HEALTH INFORMATION
STUDENT LANGUAGE SURVEY
PERSONAL/PROF. LEAVE
MEDICAL LEAVE OF ABSENCE
DISCIPLINE FORMS
OUT OF TOWN FIELDTRIP FORMS

MAINTENANCE REQUEST
STUDENT ACCIDENT REPORT
STAFF ACCIDENT REPORT
FIELDTRIP FORMS
DAYS-OUT DOCUMENTATION

Forms found in Nurse's station

OPTIONAL STUDENT ACCIDENT REPORT
MEDICINE AUTHORIZATION

LICE INFORMATION
STUDENT ACCIDENT REPORT

Share Drive

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TRAVEL EXPENSE
WAREHOUSE ORDER
LETTERHEAD
SUB LUNCH/ATTENDANCE

PURCHASE REQUISITION FORM
SST FORMS *

Miscellaneous Forms:

ATTENDANCE REFERRAL- Hooks
REFERRAL FOR COUNSELING-Guion

FIELD TRIP LUNCH – Cafeteria

- Note: If there is only one copy left, please see the office staff.
- SST forms are also located in the S Drive in Pyramid of Interventions folder.

FUNDRAISERS

All fundraisers and/or solicitations to be conducted on behalf of Cox students shall have the prior approval of the principal, the Superintendent, and the Colquitt County Board of Education. These approvals are done in June and January only. No moneys shall be solicited from students that have not been previously approved by the Board of Education.

GIFTED PROGRAM

Students in grades K-2 will be served in through the inclusion and collaboration model. Gifted and Regular Ed. teachers will collaborate to develop the curriculum to be used within the classroom.

Students are not required to make up all missed work on these days. They have worked a full day at the center and they are given assignments to complete for that program. However, students are responsible for the content matter covered on the days missed from regular classes. They DO need to know what was covered and be able to perform appropriately.

Teachers, parents, and principals are allowed to refer any student to the gifted program at any time. Forms are available. **Jeanine Wetherington is assigned to Cox as our Gifted Specialist.**

GRADES/GRADING SYSTEM

The school term will be divided into four (4) quarters. Therefore, there will be nine weeks in every grading period. Report cards and progress reports will be issued on the following dates:

- September 13, 2016 Progress Report
- October 12, 2016 Report Card
- November 8, 2016 Progress Report
- January 6, 2016 Report Card
- February 14, 2017 Progress Report
- March 10, 2017 Report Card
- April 21, 2017 Progress Report
- May 24, 2017 End of Year Report Card

Progress reports and Report Cards will be issued to students on these dates.

GRADE BOOKS

Each staff member is issued a grade book at the beginning of each school year. All grades should be posted as quickly as possible so as to keep a correct account of each student's progress. A hard copy of student grades is absolutely necessary even though there will be some form of electronic grading with the new Student Information System. Each individual staff member's grading procedure is to be

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clearly defined in the front part of the grade book. It is recommended that at least one grade per week is required. Grade books are to be turned in to the office at the end of the school year.

Student grades are not to be posted in the classroom, on the door, etc. This is in direct violation of student records confidentiality.

GRADING PROCEDURES

Each teacher is responsible for evaluating student progress. Grades are considered extremely important to students and to parents. Any grade a teacher gives to a student should have evidence to back it up in the event a parent or guardian questions the assigned grade.

In standards based grading, DNM will be designated as a 60 on the quarterly report card. Utilizing grading rubrics to show mastery of standards should be used.

Grades must be posted weekly in Infinite Camus (3-5). There should be a **sufficient** number of STANDARDS-BASED grades posted per subject. **Grade levels should meet to discuss their definition of sufficient and what is considered standards-based.**

Dates to **Post Grades** for Progress Reports and Report Cards will be designated by the IT Department. (SEE REPORT CARDS section of this handbook for additional information.)

GUEST SPEAKERS

Guest speakers are an important way of communicating to students the importance of education. They also serve as important links between our school and community.

The principal or his designee should be notified by way of a completed assembly form of all guest speakers three (3) days in advance.

Guest Speakers/Visitors **must** come to the office **before** going to the classroom. All guest/visitors must sign in/out and wear a visitor's tag.

GUIDANCE AND COUNSELING

The Guidance and Counseling Department of Cox is dedicated to providing services that will help students grow academically, socially, and emotionally. The counselor assist all students in establishing attainable, worthwhile goals, utilizing their educational opportunities, developing their personal potentialities, and working to become mature, self-directing individuals.

The counselor will also maintain a record of every student served. These records will include information regarding the student's home and family, school attendance, standardized test data, reports of citizenship, immunization records, and any other information that can assist the school in its service to the student.

HALL PASSES

Teacher discretion should be used in issuing hall passes. Students out of the classroom are the responsibility of their teacher. Every effort should be made to design a system to monitor children outside of the classroom.

HOMEWORK POLICY

Homework is a viable part of the educational learning process. Parents like to see their children engaged in the learning process, and homework fulfills this area. However, homework should be relevant and utilized to monitor progress and not a form of punishment. Make an effort to coordinate the amount of homework given by a team per day.

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HONOR PROGRAMS

Semester Honors Programs will be held on dates and times to be determined each year. The following areas will be recognized:

- Perfect Attendance – Kindergarten – 5th grades
- Academic Honor Roll (85 – 100) on all subjects – 3rd – 5th grades
- Honor Roll of Excellence (93 – 100) on all subjects – 3rd – 5th grades
- Student of the Month – (1 per class) – Kindergarten – 5th grades
- BUGS/Terrific Kids (Kiwanis Program: Begins 2nd Qtr.)
- Wendy's Friends

The names of students receiving recognition should be submitted to the principal via the Honors Day Report located on the share drive. The Honors Day Report is due the week prior to reports going home. The Principal Students will be called up for recognition of each area.

Year End Honors Programs will be held near the last day of school in a special assembly at a time designated by administration. Fifth grade will be recognized for their Year End Honors at their CHAMPS Graduation. The date and time will be determined each year.

The following areas will also be recognized for Year End Honors:

- Perfect Attendance for the year – K – 5th grades
- Academic Honor Roll for the year (85 – 100 on Year Average) – 3rd – 5th grades
- Honor Roll of Excellence for the year (93 – 100 on Year Average) – 3rd – 5th grades
- Reader of the Year – K – 5th grades
- Math Student of the Year – (top math student per class) – K – 5th grades
- Outstanding Writers – (Exceeds Standards) – 5th grade
- Technology Participants
- Wendy's Friends
- Any system winners (Spelling Bee, Rhythm Olympics...)

Other areas will be recognized as deemed appropriate and necessary.

HOSPITAL/HOMEBOUND STUDENTS

Hospital/homebound instruction are provided for students who have a medically diagnosed, physical condition preventing school attendance for a period of ten (10) days or longer.

Parents of the student needing this service should contact the Central Office.

The office staff will notify teachers of students who are on the Hospital/Homebound Program. Assignments for any student participating in this program will be completed on a weekly basis and turned in to the office or directly to the Hospital/Homebound instructor.

HOUSEKEEPING

Rooms and teaching areas are to be kept in appropriate order and the teacher is responsible for seeing that materials and equipment are properly used and stored; furniture is clean, not abused and marked up; walls are reasonably clean; thermostats are adjusted; bulletin boards are neat; cabinets are in good order; and that the room is free of unnecessary rubbish, trash, etc. Upon leaving the room in the afternoon, the teacher should make sure that the lights are turned off; the door is locked, desks, materials and equipment are in good order; the room, especially the floor, is free of unnecessary litter; no valuables are left lying around and that everything is in presentable order.

ILLNESS/INJURY

If a student shows evidence of illness or is injured, that student is to be sent to the school nurse with a note from the teacher. If the student cannot remain at school or an emergency vehicle is needed, the

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parent or guardian will be notified by the nurse and the student will be released. Proper check out procedures will be followed.

If a staff member becomes ill while at school, please notify the office as soon as possible so assistance can be secured and proper steps can be taken to help the ill staff member and the students that will be affected.

INVENTORY

All equipment, furniture, library books, textbooks, etc., are on inventory at the local school and the school system. All items must be accounted for annually or at any time the principal may deem an inventory necessary. They are the responsibility of the teacher or other personnel who are in possession. Teachers are responsible for all items in his/her classroom, office, or which are under his/her jurisdiction. The assistant principal in charge of maintenance and operations will keep copies of all classroom inventories.

LEGAL NOTICES

Any Cox employee who is served legal papers regarding school business should report this to the principal immediately (i.e., lawsuits, subpoenas, etc.). The principal will notify the superintendent upon receiving the information.

LESSON PLANS

Weekly lesson plans should be completed by each academic teacher no later than 8:00 AM Monday morning of the planned week. Special Education, physical education and music are also to complete weekly lesson plans.

Lesson plans should include Essential Questions that will set the focus of the CCGPS that will be addressed each day. Essential questions will include necessary vocabulary and must be used to summarize the lesson. A standards based lesson begins with an EQ and activating strategy and ends with a summarizing technique. Standards are posted for the lesson and addressed before, during, and after the lesson. Computer program use and learning centers should be well thought out and aligned to instruction. Independent centers should have a specific task and accountability.

LOST AND FOUND

All found items should be turned in to the Office. Each item will be tagged along with the name of the person finding the item and location where the item was found. Inquiry about lost items should be made at student services. The report of lost items should include the person's name, date, description of the item(s) lost, and place last seen.

LUNCH PROCEDURES

Teachers are to send the class' lunch choice **during homeroom time before 8:00 a.m.** each morning. This can be done using a form developed by the grade level or using the form on the share drive. Teachers must make certain that the students are lined up according to their choice: Choice 1's are first with Choice 2's at the end. Teachers must walk in with their students to alleviate any confusion and to manage behavior in their line. Make sure each student knows his/her lunch number. It is helpful for each teacher to keep a list of their class until all children know their number. Lunch schedules and times are to be followed to expedite the process. Line 2 is closest to the dish room and Line 1 is closest to the teacher dining area. The seating chart is for direction only, as it will change with the growth or decline in enrollment.

Lunch Duty personnel will get the classes up approximately 2-3 minutes before scheduled end time. The classes should be picked up at the side entrance at the scheduled dismissal time. Failure to do so

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will cause a back up in dismissal and misbehavior to escalate. **Classroom teachers should pick students up from the cafeteria.**

MAIL

All outgoing mail to the Central office should be brought to the main office for delivery. This does not include postal mail.

MAILBOXES FOR TEACHERS

School personnel are provided mailboxes in the teacher work area for receiving out-of-school correspondences, inter-school communications, etc. Mailboxes should be checked upon arrival to school and departure from school. It is also recommended that teachers check their mailbox during planning and/or lunch period.

MAINTENANCE

Teachers are expected to keep a clean and neat classroom. Even though general housekeeping is done by the custodians, some attention is required during the day. The floor should be kept free of trash, the computers free of dust, and the room free of "clutter." There should be easy, unobstructed access throughout the room. The classroom environment should be inviting and conducive to learning. This is the responsibility of the classroom teacher and is included in the annual evaluation of staff.

There will be clean school checks completed by the administration each month. Comments will be left to the attention of the teacher.

The rooms will be vacuumed, trash emptied, and generally cleaned daily by the custodial staff. Please place the trash cans in the hallway at the end of each day.

When repairs or room maintenance is needed, the teacher should first ask a Cox custodian or complete a Maintenance Request Form indicating the nature of the problem or need. If an emergency arises (a/c stops or pipe bursts) please notify the office immediately. **When leaving for the day, teachers should turn off the lights, computer, and other electrical equipment and lock the classroom door.**

Please make administration aware of needs that are not being met in a timely manner.

MEDIA CENTER

The media center is open each day from 7:30 A.M. to 3:30 P.M.

Each teacher may plan and schedule a weekly library period for his/her class three days in advance. Available periods for scheduling will be posted in the media center. **The teacher must come to the media center with his/her class on these scheduled periods.** Teachers may sign up for media lessons, which may include, but not limited to, story time or a lesson which involves standards related to using the media center. (Examples: research, using subject/author/title searches...) It would be best to schedule these lessons in the afternoon when the media specialist has assistance. Please work with the media specialist prior to the lesson to discuss what you would like covered.

Students may come to the media center during non-scheduled hours for the purpose of returning books, checking out materials, research work, and browsing. Students should bring their Reading Log or "Reading Card" with their current reading level for progress monitoring purposes. It is our goal to motivate students to achieve their maximum potential and monitor the reading level.

Two books may be checked out at a time for one week. These books may be renewed as often as desired unless requested by someone else. Our policy is "A book is due when you are through," but it *must* be renewed. Magazines may be checked out by staff and fifth grade students. Magazine privileges may be cancelled for misuse of materials. Parents are also encouraged to use the media

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center resources when needed. Audio-visual materials are available to the school staff. Student requests for audio-visual materials must be handled through the teacher. Reference materials are to be used only in the media center.

A student who loses or damages a book must pay for the replacement of the book. Misuse or mistreatment of books may result in suspension of checkout privileges.

MEDICINES

Students shall not take medication whether prescription or other drugs, including aspirin, while at school unless such medicine is given them by designated school personnel (school nurse) acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. **No medication will be dispensed in the classroom. A principal may deviate from this policy through written approval from the Superintendent.**

Board Policy Descriptive Code: JGCD

January 12, 1998

All medicine should be administered by our school nurse or her designee. Medications will be provided for field trips, but must be administered carefully by a certified employee.

MISSING STUDENT PLAN OF ACTION/CRISIS TEAM

Step 1 Teacher notifies office immediately.

Step 2 Office alerts staff by intercom "Amber Alert" and calls the student to the office by name. Infinite Campus information is opened. Mr. Horne operates the main office radio to relay all information.

Step 3 Each member of the Crisis Team gets radios and listens for student's name, address and description. Each teacher checks his/her room for extra children or missing children. Teachers in upstairs rooms will check grounds from their windows. To keep the phone lines clear- do not call the office unless you have a problem or find the student.

Step 4 Remaining members of Crisis Team check their designated areas and relay to the office *all clear*.

Step 5 Parent is notified if child is not found at this time on campus.

If this happens after dismissal has begun:

Step 1 Teacher must get to closest phone and notify office immediately when child is noticed missing.

Step 2 Crisis Team members are notified by intercom and radio. They are to check their areas, leaving the rest of the teachers on dismissal duty. Procedure for relaying messages remains the same.

Crisis Team Members and Designated Areas:

Custodians- check their halls, restrooms, and closets.

Hardy- Drives toward student's home

Guion- Cafeteria and restrooms in main building (back)

Ferguson - Main building (front)

Pridgeon - Drives opposite direction from home

Nixon - sweep left around school beginning at back door and end in front parking

Hightower - Sweep right around school beginning at back door, sweep side parking and end in front

Purvis - Check Library and take children to Gym

McKinney - Go to back field (after scanning parking lot if buses present)

Willis - back parking lot (after checking each bus)

Horne - Office to call parent after all clears, and to man the headquarters

Alternates: Walker, Stuckey, Faison

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MOMENT OF SILENCE

The 1994 Georgia General Assembly passed the following legislation: In each public school classroom, the teacher in charge shall, at the opening of school, upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all students therein assembled.

Cox Elementary School will observe this law by including a moment of silence during the morning assembly. Students cannot be encouraged to pray or say "Amen" at the conclusion. Students cannot be discouraged from praying if they so desire. However, silence shall be enforced. Students not participating properly during this time should be referred to the office.

MONEY

Teachers shall collect all monies for (t-shirts, yearbook, field day, etc...). Teachers will turn in monies into the office and sign the log by 11:00 AM. **Students are not allowed to transport class collected monies to the office.** Receipts will be given to students for yearbooks, t-shirts, field trips and other occasions where money is collected from students, except Lifetouch. Teachers are responsible for counting their class money only. Money will be counted and placed in an envelope prior to delivering it to the office. Nothing is to be sold to the students without prior approval by the administration. **Please do not leave money in your classroom or office. It will only be considered safe when locked in the school vault.**

NEW TEACHER MENTOR PROGRAM

In order to facilitate a smooth school year for new teachers, each new teacher to Cox will be paired with a veteran teacher who will act as a mentor. The veteran teacher will assist the new teacher with any questions regarding the procedures at our school.

New Teachers and Assigned Mentors for 2016-2017:

Landi Young – Janean Nixon

Julie Thompson – Marcie Tadlock

Lauren Stinson – Myra Hill

Jessica Hale – Carli Vick

Misty Clark – Leah Christopher

NORMAL TEACHING ASSIGNMENTS OR RESPONSIBILITIES

The normal teaching day, see working day hours, consists of six instructional periods and one planning period. All faculty members are expected to monitor the halls, restrooms, cafeteria, and grounds. Teachers are urged to attend as many after school activities (athletic, drama, music, Booster Clubs, special student, faculty, parent and community meetings, etc.) as possible. All faculty members are required to attend Open House and Honors Night unless excused in advance by the principal. **Faculty members may be assigned other before/during/after school responsibilities by the administration as the need arises.**

NON-INSTRUCTIONAL TIME

Georgia State Law requires that all students must attend school 180 days each year except in times of emergency. The principal may use up to three days per year to schedule non-instructional activities. Non-instructional activities are defined as those activities that are not directly related to course content or locally adopted state guides. Any time a class misses regularly scheduled class time for non-instructional activities (such as extra recess, or parties), the principal should be informed. The classroom teachers must ensure that regularly scheduled instructional activities are not deleted. All efforts must be made to restructure the school day in order to allow for all regularly scheduled classes to meet.

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The following non-instructional activities have already been approved:

- Assemblies
- Christmas Party
- Valentines Party
- Easter Party (Kdg only)
- End of School

This approved list doesn't require a classroom to have a party, but teams/grade levels should make every effort to be consistent. **If your class/grade group is not holding one of the parties listed above, send home a notice informing parents so as to not have conflicts as this list of parties is included in the Student Handbook.** No parties should start prior to 1:30. **Birthdays parties are not allowed during academic time this is for all grade levels Pre-Kindergarten-Fifth.**

Recess must be scheduled through administration to ensure safety.

PAYROLL AND CENTRAL OFFICE INFORMATION

It is necessary that the central office have the following forms of information for payroll and other purposes: Teaching Certificate, Federal and State Tax Exemption Certificate (W-4 and G-4), Social Security Number, Verification of Experience, Teacher Retirement Number, Security Questionnaire, and Signed Contract. It is the personal responsibility of the teacher to get these completed forms to the central office the first week of school.

OCCUPATIONAL SURVEYS

Each student must have a copy of the Home Language Survey and Occupational Therapy form in his/her permanent record. If the permanent record already has a copy (copies), there is no need to do another. ***Please make a copy of the Home Language Survey and Occupational Therapy form and give to ESOL/migrant personnel.***

PARENT/TEACHER CONFERENCES

Teachers should arrange parent conferences when a student is having academic or discipline problems. Conferences should be scheduled during the scheduled planning times or after school. Remember, if a student has an SST, have this documentation available at each conference for updating and a parent's signature.

If a parent calls the school requesting a conference, the teacher will be notified and will then be responsible for arranging a conference. Instructional time will not be interrupted to meet with parents who show up at school without an appointment only by exception and with approval by administration and/or teacher.

Before report cards are sent home with students in Kindergarten – 2nd grade a parent conference is required to review your child's progress.

PARKING

Employee parking is available on the north side of the campus inside the bus loop and adjacent to the kindergarten wing. All staff members are to park in these designated areas and **avoid parking on the grass**. Visitor parking is designated in the front of the school. No employees will park in the front of the school without prior approval from the administration.

PERMANENT RECORDS

Permanent records are kept on file in the vault. Do not take them home or leave in your classroom overnight. They are available to the parents, staff, and administration at any time. These records have personal data, permanent grades, and test score information. Each teacher is responsible to see that these records are kept correct and current on all students. **The homeroom teacher is responsible for updating permanent records monthly. All resource teachers must collaborate with the**

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homeroom teacher who will ultimately sign them out monthly and update all information. Failure to keep accurate records will lead to disciplinary action.

The following items should be kept in **permanent ink** on the permanent record:

- FTE Number
- Student's Name (from Birth Certificate)
- Gender
- Race
- Date of Birth
- Place of Birth
- Name of Father and Mother
- Medical Information
- Record of Transfer
- Grades (final grades are year average)
- Special Programs
- Attendance
- Health Record
-

The following items should be kept **in pencil** on the permanent record: **Update each year as needed.**

- School (Top of Record)
- Parent's Address
- Parent's Occupation
- Telephone Numbers
- Number of Siblings
- Living With
- Address
- Step-parents
- Grades (if transferring during the year)

Test score sheets should be placed appropriately in the permanent records **as soon as they are received.** If space is not available, please staple test score along the folder edge within the appropriate grade area.

PEST CONTROL

If you find ants, mice, or evidence of any type of pests, please notify the office. The office will write a notation in the Pest Control Notebook. The pest control company comes once a month. Due to the fact our building houses children; they are not allowed to use certain chemicals unless the need arises. If an urgent need arises, the office can call the company to visit sooner.

We may only use sticky mouse traps around children. The company will provide these traps upon request. If you notice pest droppings, please notify the office and request the sticky mouse traps.

PLANNING PERIODS

All grade level teachers receive a common planning time. Teachers should meet **at least** three days per week (more when necessary) for the purpose of discussing individual students, data, school improvement, team discipline plans, professional learning, common threads in lesson plans, and SSTs (to name a few). The purpose of meeting is to coordinate instruction and to share thoughts and activities for different lessons. (developing assessments, rubrics, assessing data from CRCT, GKIDS, or intervention) The two (2) additional days should be spent in individual planning time, student conferencing, and parent/teacher meetings. **Special Ed. and ESOL should plan with grade groups after school.**

At a minimum, **one weekday each week** shall be used for **Collaboration** as a team to address school improvement. To meet our School Improvement goals, you must be ready to utilize school planning

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during and after school each week. **Another weekday** shall be designated for **SST meeting day**. Teams should meet and write in SSTs. Parents and resource teachers should be invited. A calendar will be developed to designate when the team will meet on each child. Leave room to add new SSTs as needed. Please notify administration as to which days will be designated for collaboration and SSTs.

Tuesdays shall be used for professional learning as needed. Please be on time to these meetings. If there isn't enough time during exploratory, please use afternoon planning. Teachers are to be prompt (arrive within 10 minutes of exploratory) and in attendance at all collaborative meetings.

PROFESSIONAL LEARNING

Cox is committed to the concept of professional learning as an integral part of the total educational plan. Educational personnel employed by the Colquitt County Board of Education will be engaged in professional learning activities each year. Attendance is not optional.

Those who successfully complete training requirements that meet the necessary criteria and specifications will be recommended for professional learning units of credit (PLUs) to the State Department of Education. This rule shall not be in effect for the next 5 years.

Professional learning encompasses pre-service, in-service, and post-graduate work and should be a continuous series of experiences focusing on knowledge, skills, and attitudes.

Any staff member, who completes a professional learning activity, should be prepared to share important information with other staff members.

All certified personnel are required to have no less than 10 hours of training per year. This training may include, but is not limited to: Infinite Campus, Child Abuse Video, Ethics Video, Instructional meetings, CCGPS meetings, any conferences, workshops, and/or college courses. PLU credit may or may not be awarded to count toward the 10 hours of training. Training each year begins on July 1 and goes through June 30. A training log form will be provided to assist you in tracking your hours each year. This will be located on the share drive in professional learning folder.

Please keep your training log up-to-date. You will be asked to submit this form to the Professional Learning Chairperson each quarter. Make sure you keep a copy for your records.

PROMOTION AND RETENTION

A student is expected to pass all academic subjects. After the first semester (January), each teacher will review students with academic problems (failing reading, math or 2 or more subjects) and submit the names of these students to the principal. The teacher will schedule an appointment with the principal to show **all progress monitoring data collected during the whole year** why the student is to be retained. Final approval rests solely with the administration. **No student will be retained without prior discussion with the principal.**

A letter will be sent to the parents **from the administration** informing them of the situation and the possibility of their child having to attend summer school and/or face retention. 3rd graders should be made aware that they will face summer school and possible retention if they fail to meet standard on the reading of the Georgia Milestones and 5th graders will face summer school and possible retention if they fail to meet standard on the reading and math portions of the Georgia Milestones. Letters from the administration of possible retention candidates need to go home to these students by the first of March. These will be given to the grade group leaders by the administration (in English and in Spanish). **Teachers need to make parents aware of possible retention as early and often as possible.**

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PUBLIC RELATIONS

The establishment of good will toward our school is the mutual responsibility of us all. Colquitt County taxpayers support our school and have a right to know what we are doing. If they understand why we are doing certain activity, they will help us solve many of our problems. Be generous with explaining the educational principles behind what you are doing.

Good teaching is the most important factor in establishing good public relations. A majority of the public forms its judgment of schools from what it hears from children attending them. Your attitude toward children and their parents helps determine the attitude of our parents and community toward the school and faculty.

To aid in developing good communication, the school will send home a monthly newsletter discussing items of interest, important dates, and topics of study. The school website and teacher websites aid in communication and public relations. **Update websites as needed.**

Additional tips to help build solid public relations with our community:

- Be proud and loyal to your profession and its members; express your concerns and criticisms only to those who can help improve the situation. We are going through many changes in the educational process. Change takes training and is often times painful. If you feel the need to vent your frustrations – please do so with a colleague or your principal – don't vent out in public. Remember, we are a family and families some times disagree, let's keep our disagreements here and not express our displeasure with one another out in public.
- Information of interest to the school system or the community should be cleared with the principal and submitted to the Colquitt Connections or the Moultrie Observer (form available on share drive).

PURCHASE OF SUPPLIES

Cox is not a legal entity and no one (including the principal) is authorized to incur financial obligation as an agent of the school or school system without prior authorization, allotment of available funds or understanding. The purchaser is personally responsible for paying or seeing that all obligations are paid in full and on time. All sales tickets should be signed by the one receiving the merchandise or service. Invoices and deliveries should show the name of the purchaser and position. Invoices to be paid by school funds should be signed and delivered to the bookkeeper in the main office. Club or activity sponsors are responsible for supervising and approving purchases, receipts, and payments. A local purchase order is required before any item is purchased with funds on behalf of the school. A request for a purchase order may be obtained from the school bookkeeper. All purchases must be approved in advance by the principal and then forward to the Central Office. Those teachers who make purchases on a daily or weekly basis must plan accordingly.

Instructional supplies and equipment may be purchased with the Board of Education funds. These funds must be requested in advance with a purchase requisition with the principal's approval. Be sure you have the current forms for all orders. Teachers are responsible for checking in orders when they are delivered. **All packing slips and invoices must be turned in to the office.**

Staff members should not order products on a preview basis without approval of the principal.

When you receive merchandise from an out-of-town vendor:

1. Check the box (es) to see if all items ordered came in.
2. Check off received items on the packing slip.
3. Make note of any items that are back-ordered or otherwise not received.
4. **Sign your name and date on the packing slip, and turn the packing slip in to the Ms. Seay.** We MUST have the packing slip in order to pay the vendor.

When you order from an in-town vendor:

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1. After the requisition is entered in the computer, C.O. will send a Purchase Order back to us. **You** have to take the P.O. to the vendor for them to order. Then **you** have to pick up your merchandise (unless that particular company delivers it to the school).
2. After you pick up your merchandise, **YOU MUST TURN IN THE RECEIPT!!!** (Please write your name on the receipt). The vendor will not send a copy to Central Office, so we have to turn it in for the invoice to be paid.
3. If all the items you ordered are not available, YOU have to go back to get them when they are available. **Again, turn in the receipt!**
4. You will not be reimbursed for items purchased without principal approval.

Classroom supplies are kept on hand and may be obtained from the office (printer cartridges, paper, pens, pencils...). Large orders for supplies should be compiled at each grade level and turned in to the office.

REFRESHMENTS, COFFEE, ETC.

Refreshments, coffee, chewing gum, etc., should be confined to designated areas. All drinks in halls, classrooms, or on campus during the school day should be in no-spill containers. Those who use lounge areas are responsible for keeping area neat, clean and in good order. **Teachers are ABSOLUTELY NOT to send students to the teachers' lounge for snacks, crackers, etc.** Cox Elementary School is a smoke and tobacco free campus.

REPORT CARDS

Each teacher will be responsible for preparing a report card for each student and for recording grades on report cards at the designated time. 70 is the minimum passing grade for all courses in Grades 3 through 5. Comments must be written on each report card.

Kindergarten GKIDS Standards Based report

First Grade and Second Grade Standards Based Report Cards

Third, Fourth, and Fifth Grades

A 90 - 100

B 80 - 89

C 70 - 79

U Below 70 (Failing)

****Put actual scores students earn into Infinite Campus. Progress reports should show ACTUAL Standards-based grades. All teachers will then adjust the final average column to show no less than 60 at the end of the 9 weeks. Actual grades will still be available for conference purposes.**

P.E., Music

S Satisfactory

N Needs improvement

U Unsatisfactory

Grades must be input into Infinite Campus on a **regular basis (weekly)** for the Parent Portal.

Before report cards are sent home with students in Kindergarten – 2nd grade a parent conference is required to review your child's progress.

REQUEST TO LEAVE CAMPUS

If there is a need to leave the campus for a *short* period of time **for any reason** between the hours of 7:30 a.m. and 3:30 p.m., all staff (certified and classified) must sign in/out **with the clerk**. Time will be closely monitored, and abuses will not be tolerated. If you are late or must leave for any reason, you must sign in/out that amount of time on the clipboard. There are no exceptions. Leaving for professionally related reasons (Graduate school, an assigned meeting at Central Office, etc.) will not constitute abuse. **Faculty and staff members are not allowed to leave campus during lunch or for lunch. Job descriptions state for each employee to maintain a pattern of prompt and regular**

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attendance. Your job is to be at Cox, on time, during instructional time.

<http://colquitt.k12.ga.us/hr/jb/c12.pdf>

Your time sheet should show a sign-in time of 7:30 and a sign-out time of 3:30. Time sheets will be printed for your signature at the end of the pay period. If you have any questions regarding the proper procedure for time off campus see the principal.

RESPONSIBILITIES OF GRADE GROUP LEADERS

The grade leader will:

1. Conduct grade level meetings and collaborative planning at specified times.
2. Delegate duties to grade members.
3. Establish and maintain a **positive** grade level direction.
4. Lead the team members toward content integration and consistent lesson planning.
5. Promote continuous assessment of grade level goals, the grade's academic program, and encourage self-evaluation by each member.
6. Attend leadership team meetings with the administration.

RESPONSIBILITIES OF GRADE LEVEL MEMBERS

An effective grade level member should:

1. Attend collaborative planning meetings.
2. Share in decision-making.
3. Be on time for meetings.
4. Participate in activities and book studies.
5. Support other grade level members.
6. Accept delegated duties from grade level leader.
7. Share new ideas or suggestions for improving instruction.
8. Ask for help when needed.
9. Share course content and lesson planning with other grade level members.

School Governance Board

The LSGT, as mandated within the new charter system, will take an active role in the decision making process at Cox Elementary School. The LSGT will act as a mini school board, dealing with problems of teachers, parents, and students. The principal will serve as a non-voting member. The LSGT members were selected through the election process and will serve a one/ two year term. The following people will serve during the 2015-16 school year:

Teachers – Suzi Hancock (2) and Marcie Tadlock (1)

Parents – Nikki Seay (1) and Jackie Hightower (2)

Business Partner: Sonny Presley (Vice Chairman)

Community Partner: Ellen Tucker (Secretary)

Certified Staff Member: Teresa Willis (Chairman)

SCHOOL FUNDS

No money shall be collected for any purpose without the prior approval of the principal. It is the policy of the school that no money will be collected from students or parents for instructional supplies. All money collected in the name of the school or a school organization must be deposited in the school's internal accounting system. **MONEY MUST NOT BE LEFT UNSUPERVISED IN THE CLASSROOM AT ANY TIME.**

Receipt books will be issued to teachers/club advisors upon request from bookkeeper. When money is collected a receipt must be written. All money should be counted and verified before turning in. The money should be turned in on the day it is collected. The white receipt copy is to be submitted with the

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money, the yellow copy is to remain in the book. All money collected must be signed into the Daily Receipt Log (located in the office) by the person turning in the money. Checks must be made payable to Cox. The teacher/club advisor will be given a receipt for all money collected before any of the funds can be disbursed.

The teacher/club advisor receipt book must be returned to the bookkeeper when filled up or at the end of the school year. Do not throw these books away! The Central Office requires them to be submitted with the internal accounting records for auditing purposes.

DISBURSEMENT OF MONEY

Any organization wishing to withdraw money from their account must have sufficient funds and complete an authorization of disbursement form, which is available from the bookkeeper. This form must be completed in full and returned to the bookkeeper before any checks can be written. It must be submitted 24 hours prior to the time the check is needed.

Invoices, receipts, or a signed letter from the person requesting the check must be attached to the disbursement form submitted to the bookkeeper. No checks will be written without proper documentation. Cash money collected may not be used to pay for expenditures prior to its deposit in the school's internal account.

SCHOOL HOURS

The normal work day is from 7:30 to 3:30. All Teachers are on duty from the beginning of the school day until the end of the school day.

SCHOOL PICTURES

Cox students have the opportunity to have pictures taken and purchase them each fall and spring.

- **All** staff and students will have pictures made during the Fall Portrait Day. This is for yearbook and staff I.D. badge purposes.
- Fall pictures will have one pose (no choice, even if it's advertised on the Lifetouch flyers and envelopes) and choice of background color.
- Teachers are to pass out all picture information to their students.
- Pictures are purchased using a Pre-Pay envelope. No proofs or full picture packets will be given to all students after pictures have been taken.
- Teachers must utilize the large Lifetouch envelope. Make sure the teacher's name is on this envelope. Write the student's name **who purchase a package**, the type of package, and amount received on the large envelope. Place the student order inside the large envelope. Turn in the envelope daily. Teachers are not to keep money or loose orders in their rooms.
- Late orders (those received on Picture Day) must be logged onto the envelope for bookkeeping purposes. It is the teacher's responsibility to make sure this is done. There will be a table set up in the gym to collect last minute orders. Make sure the orders have been logged on the class envelope before the photographer takes the package order.
- The class envelope will be kept in the school office for bookkeeping.
- Receipts will be issued from the office only by request.
- Remakes will be made approximately 6 weeks after Fall Portrait Day. This is designated for students who missed the original day, Pre-K, and 5th Grade Cap and Gown. Once again, this is Pre-Pay only.
- Spring Picture Day is Pre-Pay only. The students may select a pose. Only students who pre-pay need to come to the gym that day.

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- Spring Picture Day is also Class Picture Day. All students with their teachers and paraprofessionals/Instructional Providers take this picture. Only students who pre-pay will receive a picture; however, Lifetouch does send approximately 5 extra for late orders.
- Lifetouch provides the school with an Image Stream CD that teachers may access for classroom use.
- Smile Safe Kids I.D.'s are provided by Lifetouch.

SCHOOL VISITORS

All visitors to the campus and any part of the building must have a visitor's pass. No class visitation will be permitted unless approved by the principal in advance. Visitors without passes should be referred to the main office immediately. Sales representatives and other visitors may not visit teachers while classes are in session. Instructional time must not be interrupted for non-instructional purposes. Before school, after school, and planning time are the designated times for visitors.

SENATE BILL 396 (20-2-1050)

Senate Bill 396 provides that in each public school classroom the teacher in charge shall, at the beginning of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all students therein assembled. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. The bill further states that the above requirements shall not prevent student-initiated voluntary school prayers at schools or school-related events which are non-sectarian and non-proselytizing in nature. Finally, the bill states that if any portion of the bill is found to be unconstitutional, it shall be stricken and the remaining portions of this bill shall remain in full force and effect as if the stricken portion had not been enacted. Effective July 1, 1994.

SEXUAL HARASSMENT

Per Federal Guidelines, the Colquitt County School System prohibits sexual harassment of employees or students by:

- A. supervisors;
- B. other workers;
- C. other students;
- D. outside vendor's employees;
- E. all other persons.

Sexual Harassment is an unwelcome advance, request or other verbal or physical conduct of a sexual nature that results in:

- Submission or rejection as a basis for hiring;
- Submission is expressed or implied as a term or condition of employment;
- The conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

Complaints of sexual harassment should be directed to the immediate supervisor, the principal, the assistant principal, or the superintendent. If the matter is not resolved, the employee may contact the Equal Opportunity Commission in Atlanta, Georgia. Colquitt County School System is an equal opportunity employer and selects the best matched individual for the job based on related qualification, regardless of race, color, creed, religion, sex, national origin, age, handicap or other protected group under State, Federal, or local Equal Opportunity Laws.

Employees guilty of engaging in sexual harassment will be subject to appropriate disciplinary action.

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Student reporting of acts of sexual abuse or sexual misconduct by a school system employee:

Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is strongly encouraged to make an oral report of the act to any teacher, counselor or administrator at his/her school. "**O.C.G.A 20-2-751.7**"

SHARE DRIVE

Each staff member has access to the school's Share Drive through accessing My Computer. This drive is Drive S. This drive is placed for staff to share items that are used by more than one person. All items on the Share Drive should be placed in appropriate folders. Loose files will be deleted. If you are saving your items for either personal or classroom use, please use your H Drive. Directions for cleaning your H Drive will be given by the Technology Department at the end of each school year. Staff may only access these drives by logging in as a user. Leaving your computers logged in allows students to access this information. Log off and use the classroom log in for all other student focused activities or when the room is empty.

SIGN IN/OUT FOR FACULTY

Faculty/Staff members are to sign in upon arrival **prior to** 7:30 a.m. each day. Sign out time is 3:30 p.m. unless a different daily time has been established. Please sign out daily upon departure.

Faculty members are not to sign in or out for one another. If you must leave campus between the hours of 7:30 a.m. and 3:30 p.m., **you must also sign in and sign out by obtaining a teacher sign out form from the main office. This process includes social workers, school psychologists, and translators.**

SOCIAL FUND

On special occasions flowers or gifts will be sent to faculty and staff members or members of their immediate families. This is possible with a donation from each faculty and staff member. Contributions should be given to the "Social Committee" Chairperson during the month of August. This fund also provides funds for any special meals/activities for staff.

The following is a breakdown of the "Social" donation amounts:

- Administrators - \$30.00
- Certified Personnel - \$25.00
- Classified Personal - \$15.00

100% participation for Cox staff members is encouraged. The Christmas Social and End of Year Social are mandatory for all staff. You may be asked to pay for the meal if you do not participate with Social Dues.

The Social Committee takes care of such occasions as:

- First Babies
- First Weddings
- Flowers if Staff Member is in Hospital
- Card for Other Recognized Occasions
- Christmas and End of Year Breakfast/Brunch
- Farewell gifts for departing staff members.

SST (Pyramid of Interventions)

*If a Tier 2 or SST is started on a child, make sure each resource teacher/tutor is involved in the process as well as a parent. (Migrant, ESOL, Speech...)

All forms and information may also be found on the school's Share Drive (S Drive) in the Pyramid of Interventions folder.

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1. Review prior year's RTI Documentation and SST's
 - Allows teachers to plug students back into the RTI pyramid to continue needed support
 - Allows for a review of the students current performance and establishes whether the interventions need to be continued or modified.
2. **Tier I 8 Weeks**
 - Regular classroom instruction
 - Screening for "Struggling" or "At Risk" Student
3. **Tier II 10 Weeks**
 - Teachers need to use the Tier II documentation form to document interventions used to support each student beyond the normal classroom activities.
 - This time should be used to beginning progress monitoring. (See Mr. Correll for further assistance)
 - Interventions used in Tier II need to provide **Data that measures** the impact of the intervention. Examples of Tier II interventions listed below:
 - Weekly assessment of student progress in struggling skill
 - Extended learning time
 - Low level reader with High interest content
 - Peer tutor or buddy
 - See Intervention inventory Appendix for Math, Reading, and Cross Curriculum
 - **Note: Use new Tier II forms**
 - **Monitor every 5 weeks**
4. **Tier III 12 weeks**
 - Begin the SST process
 - Contact Parent for first SST meeting
 - At the first meeting establish the following:
 - Define Specific Skill(s) deficiency and data to support deficiency (I.e. Tier II progress monitoring data)
 - List two or three interventions to support student achievement.
 - Set a date to monitor and meet again (Within three weeks)
 - Now would be the time to get a current (within one year) Vision and Hearing (schedule with nurse.)
 - Second SST meeting should be held to review the results of the Intervention and to review and plan for further intervention.
 - Continue to progress monitor every three weeks especially if you think the student will need to be referred for testing for special education.
 - Contact Mrs. Willis and Mr. Correll if you think a student needs to be referred for testing.
5. **Tier IV Serviced in Special Education**
 - SST should be maintained as a communication piece between the regular and special education teacher. IEP Modifications should be placed in the SST for uses by the regular education teacher.

***If a Tier 2 or SST is started on a child, make sure each resource teacher, faculty and/or staff members servicing the student, and outside agencies such as counseling, mentoring, tutoring, after school programs, etc. providing services to the student are involved in the process as well as a parent.**

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STAFF ABSENCES - SUBSTITUTES

It is important for teachers and staff to maintain a pattern of prompt and regular attendance. If a substitute is needed however, the appropriate principal's designee, (Ms. Nixon) should be notified via text of any absences **the night before the absence (by 9:00p.m.) or no later than 6:30 a.m. on the date of the absence** so a substitute may be obtained.

TEXT Markita Nixon at: (229) 529-5479

After hours, administrators can be reached at the following numbers:

Mr. Horne (C) 454-1641 (Office) 890-6126 voice mail

Mrs. Willis (C) 456-0547 (Office) 890-6178 voice mail

However, if you need a substitute for any reason, you will inform Ms. Nixon so she may obtain the substitute.

If you are aware of an upcoming absence, please notify **the office** as soon as possible.

Personal leave requests should be made (on the appropriate form) no later than five working days in advance of the requested day. Personal/Professional Leave forms can be acquired from the office staff. These completed forms must be given to the principal for approval.

All Professional Leave must be documented on leave forms. Completed forms should be given to the administration for approval. Only 11-12 month employees receive vacation leave.

Personal Leave will not be granted one day before/after a holiday, on teacher workdays, during the last 10 days of school, or during standardized testing.

Employees who serve on jury duty or who are summoned for other court appearances should complete the appropriate leave form, attach a copy of the court summons to the form and submit it to the principal.

Teachers are not to call Central Office or attempt to arrange for a sub. The designated secretary or an administrator will call to secure a substitute for sick, professional, or personal leave. It is the responsibility of the teacher to contact Ms. Seay as soon as a teacher knows she/he will not be in attendance.

STAFF RIGHTS AND RESPONSIBILITIES

The control and management of the Colquitt County School System is vested in the Colquitt County Board of Education. The Board has the power and responsibility to establish policies, rules, and regulations governing the duties and responsibilities of teachers and other employees. It is the duty of the Superintendent to enforce regulations, rules, and policies of the State Superintendent of Schools and the County Board of Education. The duties of the Superintendent are mainly executive and administrative in character. The Board establishes the policy and the Superintendent executes it. Teachers and other staff members should follow the established procedures outlined for complaints and grievances. **Any complaint or grievance should first be addressed to Cox's School Council.** Appeals to the Board of Education members, individually or collectively, should be reserved for situations in which regular appeal procedures have been exhausted.

STUDENTS IN NEED OF SPECIAL ASSISTANCE DURING EMERGENCIES

Upon notification that a student needs special assistance during an emergency situation, either a school counselor or a school administrator will notify any and all teachers to whom the student is assigned. The appropriate teachers will also be informed should there a change in the schedule. The teacher will be informed of the student's particular situation and what type of emergency assistance is to be provided. It shall then be the supervising teacher's responsibility to provide the appropriate assistance. All physical problems of students should be reflected in their permanent records.

STUDENT RELEASE

No student is to be excused from school to accompany any person not properly authorized to accept responsibility for the student. The release of any pupil to an officer of the law shall be handled through the principal.

STUDENT SUPPORT TEAM (SST)

The Student Support Team (SST) may consist of (but not limited to) a. the principal and/or assistant principal, b. counselor, c. classroom teacher, d. a special education teacher e. ESOL teacher. SST meetings will be held each Wednesday during common planning or after school. A schedule of meeting dates should be made and parents are to be invited to these meetings.

If a student is experiencing difficulties, academically and/or behaviorally, work with other resource personnel (behavioral specialist, instructional coach, instructional support specialist...), following the guidelines in the pyramid of interventions, to help that student before resorting to an SST. When all other strategies have failed to meet the student's needs then he/she should be referred for a SST meeting. The SST is not a special education service, but is the process for remediation of a student prior to referring a student for special education services.

Be very careful before starting an SST, just because a student struggles does not mean that an SST is necessary. Directions for SST's, interventions, and forms are found in the share drive in the Pyramid of Interventions folder.

If a student that has had a SST in the past and has performed satisfactorily (passing) for a school year without classroom modifications consider closing out the SST. Remember, that parents must be aware of a SST folder that is closed out.

Remember, students with a SST do not receive accommodations on state mandated tests.

SUBSTITUTE TEACHERS

Substitute teachers will sign in and out each day by the name of the regular teacher. Substitute teachers will be secured from the sub-teacher coordinator office. When a teacher knows that he/she will be absent, they should notify the secretary concerning the absence. A substitute teacher will be notified by the substitute coordinator. The secretary is responsible for securing and seeing that an approved substitute teacher is on the job. In case of an emergency a teacher needing a substitute should contact the assistant principal in charge of emergency substitutes.

SUBSTITUTE TEACHER FOLDERS

If it is necessary to be absent from school, lesson plans and a 3 day emergency plan should be made available for the substitute. Ensure that instructions are clear, that there are no questions as to what is expected of the substitute, and that student instruction can proceed as closely to normal as possible.

The substitute folder should include, but are not limited to, the following items:

- A copy of the class roll
- Attendance form (to be sent to the office)
- Attendance form (to be sent to the cafeteria with lunch choices)
- A school map with your classroom and/or team area highlighted
- A three (3) day lesson plan
- A copy of your daily schedule
- A copy of your team's schedule
- A list of any extra activities assigned for that particular day.
- Any necessary handouts (clearly labeled with class period).

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On your return, if there have been any major problems with a substitute, please inform an administrator. Do not leave your computer password to be used by the sub.

TARDIES

The school day officially begins at 7:45 a.m. Students are considered tardy if they arrive between 7:45 a.m. and 10:59 a.m. **Whether a student arrives to school late or leaves school early, that student misses academic instruction.**

Students who are tardy shall report to clerk and receive a tardy pass before reporting to class. No tardy student shall be allowed into class without a tardy pass.

Procedures for notifying parents and or social worker concerning excessive tardies are listed in this handbook under the section entitled “*Steps to Promote Attendance*”.

TEACHER CERTIFICATION

Maintaining a valid Georgia teaching certificate is the responsibility of the individual teacher. GACE applications are available from the human resource department. Questions concerning certification or re-certification should be directed to the Director of Personnel at the central office.

TEACHERS’ EXTRA DUTIES AND RESPONSIBILITIES

Some faculty members will be assigned extra duties either inside or outside the building. An assignment roster will be made up and given to each teacher at the beginning of the school year. Teachers are expected to be in the halls in the mornings, during change of classes and immediately after school in the afternoons. Selected teachers will be assigned duties outside in the mornings and afternoons and to check restrooms during class changes. The principal and/or assistant principals may change teacher’s duty assignments or add additional teacher duty assignments as the need arises.

As a member of the professional staff at Cox, your attendance is required at several special events throughout the year. Open House and Family Night are mandatory attendance activities. The dates and times will be announced as they become available on the monthly calendar of events.

TELEPHONE USE

Personal use of telephones should be kept to a minimum and any personal long distance calls must be charged to the staff member’s home phone.

During the school day, cell phones **(talking on or texting)** are not to be used in the presence of students, or in an area where a student might observe the use. If there is a special circumstance that makes it necessary to have your cell phone on in the classroom – inform the administration of the reason and obtain permission – then place the cell phone on vibrate. Having a cell phone available for an emergency call to a parent in the event of a disruptive student **is** acceptable.

The fax machine is for school use only. Anyone needing to use the fax machine must secure prior approval and log in all transmissions.

TESTS AND DAILY GRADES

Tests and other types of major evaluations are to evaluate the students’ proficiencies and mastery of the course standards. Additionally, it is imperative that all evaluations of a student’s work, test, etc., be graded promptly and either returned to the students or the results reported to the student promptly. The classroom teacher should grade the students’ work. It is recommended that there be at least one grade per student per week recorded in each class. Grades should be posted to the new Student Information Grading System weekly. A hard copy of student grades must be kept.

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Testing Dates

The following tentative dates are for scheduled local, state, and national assessments.

Kindergarten GKIDS	Baseline	August 1, 2016+ (1 st 10 days of school)
Kindergarten GKIDS		September 26 – 30, 2016
Kindergarten GKIDS		December 5- 9, 2016
Kindergarten GKIDS		January 13, 2017 (Midyear checkpoint)
Kindergarten GKIDS		March 6-10, 2017
Kindergarten GKIDS		May 12, 2017 Admin window closes
Dibels/I-Ready Math	K-5 th	August 10- September 2, 2016
Dibels/I-Ready Math	K-5 th	November 28 – December 15, 2016
Dibels/I-Ready Math	K-5 th	April 25 th - May 9 th , 2017
Georgia Milestones (EOG)	3 rd - 8 th	April 17 - 28, 2017
ACCESS	KK-5 th Grade	January 17 – February 16, 2017
GAA	K-8	September 6 – March 24 2017

TEXTBOOKS

The State of Georgia furnishes textbooks to all public school students. Classroom teachers should record assigned textbooks to their students and keep a list of the books assignments in a secure place. In the event one student takes another student's book and claims it as his own, the teacher has the list to refer to. Any student, who damages or loses a textbook, shall pay for the book according to county guidelines. Inform the administration, so they can use official school letterhead in the request for textbook funds.

THREATS OF VIOLENCE (Procedures)

- **Procedures for Suspensions – Threats of Violence to Students/Staff**

Threat

↓

Office

↓

Parent/Guardian Contacted

↓

Multi-disciplinary Meeting

{school administration, teacher, counselors, crisis team, other}

- Student removed from situation
- Ensure calming
- Calm Student
- Investigate Incident
- Student suspended
- Review policies & procedures with parents
- Determines dangerousness
- Student incident discussed
- Student history of violence
- Checklist/record review
- Considers options
- Contacts parent about mtgs./decisions

The chances of serious threats of violence at the elementary level are not as prevalent as at other levels; however, in case of this happening, proper steps need to be known.

TIMESHEETS

A Time sheet will be printed out for you at the end of each pay period you should meet with the secretary to sign your sheet.

VIDEOS

Videos must be scheduled at least one day in advance of showing on closed circuit. All copyright laws and regulations must be followed. Only videos of an educational nature purchased with media, or instructional funds can be shown to students.

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WEAPONS IN SCHOOL

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, in any school vehicle or bus; or in a private vehicle parked on school property, or in other public or private property in proximity to school property while attending school or a school sponsored or school related function. **In the event a weapon is discovered on school property, every effort shall be made to immediately separate students and staff from the weapon. Local law enforcement shall be called immediately to remove the weapon from school premises and retain the weapon while the matter is being resolved.**

Board Policy Descriptive Code JCDAE

Administration will be notified immediately when a weapon is discovered on campus.

WITHDRAWAL OF STUDENTS

Office:

- Pulls permanent record and places withdrawal form on top.
- Gives to homeroom teacher and documents date.
- Records date when permanent record is returned.
- Enters student in log and date records sent.
- Principal signs and clerk mails records.

Teacher:

- Completes withdrawal form within 3 school days. (Date is on top)
- Places SST, Tier 2, Reading/Writing/Math folders in permanent folder.
- Takes form to Media Center, Cafeteria, **Special Education and ESOL teachers**, and end with Nurse for each of these to initial.
- Children should never have permanent records in their possession.

Nurse:

- Pulls purple folder and health records and places them in permanent record.
- Returns permanent record to office.

WORKING HOURS

7:25 A.M. - 3:25 P.M. (M,W,Th) - All teachers & paraprofessionals

7:25 A.M. - 3:55 P.M (T) - All teachers & paraprofessionals

7:25 A.M. - 2:55 P.M. (F) - All teachers & paraprofessionals

7:00 A.M. - 3:30 P.M. - 2 custodians

7:30 A.M. - 4:00 P.M. – Administrators

7:30 A.M. - 4:00 P.M - Secretaries

7:30 A.M. - 4:00 P.M - 1 custodian

9:30 A.M. - 6:00 P.M. - 1 custodian

All staff upon arriving at school will sign in on the time sheet in their assigned area. **Staff must sign in every day upon arrival and sign out every day upon departure.** All children must be supervised in the classrooms beginning at 7:30 AM. Any staff member that will be tardy should call and report this to the office. You are responsible for your students unless we make other arrangements.

If for some reason a staff member must leave the campus during the day prior to his/her assigned dismissal time, he/she MUST complete a Request to Leave Campus form. Before leaving campus you

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MUST have an administrator or the secretary approve your request. **Any staff member leaving campus during the day must sign out in the office using a Request to Leave Campus Form.** All approved leave forms must be placed in the office. When a staff member has requested 4 hours of time off, \hat{A} $\frac{1}{2}$ day of sick or personal leave will be deducted. If you need to take $\frac{1}{2}$ day, you must make arrangements in advance. No employee should leave the campus unless it is cleared through the office. If an emergency should arise, we must know where you are!

All staff members must keep time sheets accurately. When absent it must be noted on the time sheet as either personal, professional, or sick leave. Forms are available in office.

Teacher work hours are from 7:30 a.m. to 3:30 p.m. All teachers should sign in every day upon arrival and sign out every day upon departure. Any staff member who knows he/she will be late should contact the office so arrangements can be made to cover classes.

YEAR END PROCEDURES

Teachers will complete the following procedures at the end of each school year:

1. Teachers will complete county (ELA, Technology,) end of year mandated checklists as well as school checklists prior to leaving for the summer. These lists will be given to every staff member in May.
2. Grade groups will complete rosters (rough drafts) for the new year using the student's real first name. Rosters will be completed on an excel worksheet given to them in May by administration. Permanent records will be arranged alphabetically according to these rosters.
3. All classroom and building keys must be turned in before leaving for summer break.
4. Classrooms should be left clean and in order. Textbooks should be inventoried and placed on book cases. All other equipment should be stored in cabinets and locked. Furniture should be placed in an orderly arrangement to allow for ease of movement for carpet/tile cleaning.