

Belair K-8 School



“where STEM is an integral part of everything we do”

Faculty/Staff Handbook 2019 – 2020

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Belair K-8 School

Belair K-8 Mission: To inspire and prepare our students for life-long learning by providing challenging educational experiences with a strong immersion in STE(A)M Education.

Belair K-8 Vision: To propel all Belair Falcon Scholars by providing a highly functioning learning environment based upon data-driven professional learning communities.

Belair K-8 Goals:

- To **inspire** student achievement in reading, language arts, math, science and social studies;
- To **integrate** technology into everyday learning activities for students and teachers;
- To **inform** STEM awareness and skills for all students; and
- To **instill** character/value of education and pride in self, school, and community.

Belair K-8 Philosophy: We, the faculty and staff of Belair K-8 School, believe that education is the foundation on which all aspects of life are built. Education is a continuous life process, and it is our responsibility to help each child develop to his/her fullest potential. We further believe it is our responsibility to provide an educational program which will aid the children of this community to grow physically, intellectually, morally, and emotionally, that they may become self-disciplined, adult citizens of a democratic society, realizing the most complete life possible within the limits of their individual needs, interests, and abilities. We believe that education is enhanced through collaborative efforts between home, school, and community.

Belair K-8 Beliefs and Values:

- Every student deserves an opportunity for a quality education.
- All children can learn and achieve personal goals.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Awareness and understanding of individual and cultural differences contribute to a positive learning environment.
- High expectations courage students to reach high levels of achievement in physical, emotional, social and academic development.
- A variety of teaching methods is needed to meet diverse learning styles
- Teamwork among school personnel, home and community enhances learning.
- It is the responsibility of the home, school and community to model and encourage good character.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

ABSENCE, TEACHER - If you know you are not going to be well enough to teach the next day or will be absent for any reason, you are required to notify the Substitute Calling System (Aesop) so that arrangements can be made for a substitute. Up-to-date lesson plans should be available in your notebook. (See Substitute) **You are also expected to notify Mrs. Thomas and text Mr. Workman of your absence. YOU ARE REQUIRED TO MAKE SURE YOUR DUTIES ARE COVERED, AS THIS IS PART OF PROFESSIONALISM UNDER TKES.**

Leave (Sick, Personal, Professional)—**Sick leave** for Richmond County employees will accumulate at the rate a 1 ¼ days for each month of service, not to exceed 90 days. Any annual sick leave may be carried forward from one fiscal year to the next until a maximum of 90 days is accumulated. Sick leave may be use only as earned. An employee must have worked at least one-half month to have accrued sick leave for that month credited to his or her accumulation. All absences will be reported by the principal on an approved form certifying the dates and reasons for the absence. Employees may use sick leave for absence due to illness or injury and illness or death of a member of the employee’s immediate family. **Employees that are out more than three days must submit a doctor’s excuse to the bookkeeper.**

Personal and Professional Leave—Employees may use a maximum of three days per year of yearly accumulated sick leave for personal or professional leave. Personal or professional leave is not accumulated. **All employees must complete a Request for Absent form requesting personal or professional leave. Submit this form to Mrs. Thomas for verification and then it will be given to the principal for approval before personal or professional leave may be taken.** Personal or professional leave will not be granted during preplanning days, staff development, post planning days, days immediately preceding or following regularly scheduled holidays. Request for personal days should be made two weeks in advance of the absence of the day(s) requested will be denied.

ACADEMIC DISHONESTY - Coursework submitted by a student must be the student’s own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (parents completing assignments for students etc.) or commit the act of plagiarism. Students who commit such acts are subject to receiving a grade of zero on the assignment in question.

AGENDAS - Students in grades 4th-8th will be issued an agenda. Students should keep up with their homework assignments, tests and projects within their agendas. Agendas should also be used as a hall pass and should include the teacher's signature and location in which the student is traveling.

APPOINTMENTS, PERSONAL - Teachers should not make **personal appointments** that will necessitate leaving school early or missing faculty meetings, which are the 4th Thursday of each month.

ASSEMBLIES - Assembly programs will be held intermittently throughout the school year. Anyone may request a program by meeting with the Principal and obtaining permission. Assemblies should be directly related to school-sponsored activities. Seating arrangements for assembly programs will be announced prior to the program.

ATHLETICS - We offer the following sports for students in grades 6-8:

- Baseball
- Football
- Basketball (girls and boys)
- Cheerleading
- Track & Field (girls and boys)
- Golf

All athletes and coaches are bound by the GHSA Rules with regard to eligibility, conduct, etc. (<https://www.ghsa.net>).

ALL student athletes must have a physical **prior** to trying out and participating in any school sport. Teams are under the guidance and direction of the coaches and school administrators. All athletes must have health insurance coverage in order to play any sport.

A Sports Banquet is held annually in May to celebrate athletic accomplishments. Parents of athletes are encouraged to participate in fundraisers to help off-set the costs of tickets for the banquet which is held off-campus.

***Students assigned to ISS or OSS **cannot** participate in extra-curricular activities such as sports, clubs, or academic competitions.

For more details, please review the RCSS Athletics Department Rules and Regulations at www.rcboe.rog/athletics.

BUS RIDER TAGS - Students in Grades K-3 riding RCSS buses must have a Bus Rider Tag attached their person or their bookbag. The tag should have the child's name, parents' names, address, telephone number, and bus number on it. These tags will be furnished by the RCSS Transportation Department.

CLASSROOM GUIDELINES

1. Classrooms make a definite statement about teachers. Choose to display pride in yourself and your school to parents, students and colleagues by maintaining an organized, clean, and stimulating learning environment. Teach students to keep their work areas neat and clean.
2. Current student work samples should be displayed. Bulletin boards should be current and relevant to the curriculum and standards.
3. Standards should be appropriately posted in all classrooms. They should be directly related to the lesson(s) being taught at the time. Having the standards posted in the classroom is an integral part of the evaluation process that will be used to evaluate teachers.
4. Foods and drinks should only be present in classrooms when such items are a part of the curriculum. Students are not allowed to eat or drink as a normal part of classroom activities. Teachers and other staff members should not consume food or drinks in the presence of students during the course of a class.
5. *Students should not be sent to the cafeteria to get ice or food during instructional time. Students should not be sent to the vending machines to get food or drinks for teachers or other staff members.*
6. Maintaining and implementing effective classroom management techniques will bolster student learning and achievement.
7. A well-ordered environment, plus positive academic expectations, will yield effective classroom experiences for all students.
8. Student behavior should be managed such that in appropriate student behaviors do not interfere with teaching and learning.
9. Providing relevant, meaningful instruction for the entire instructional period will help alleviate student behavior problems.

BOOKKEEPING & ACCOUNTING – (see Accounting Policies & Procedures handbook) See Mrs. Thomas, bookkeeper for all appropriate forms to use for purchases, deposits, fund raising, etc. Teachers must complete a PAF form and have principal approval prior to any purchasing for school related items. When the purchase is approved by the principal, submit receipts immediately to the bookkeeper. You will not be reimbursed after 60 days. For Title I funds, the monies must be allocated and reimbursement will come only if you have the signed approval of the principal.

Approved county receipts books will be issued by the bookkeeper for you to use when collecting funds at the beginning of the school year. Additional receipt books will be requested as needed throughout the year and all completed receipt books must be returned to the bookkeeper. All money collected from students/parents must be submitted with appropriate receipts and completed cash receipt forms to the bookkeeper immediately upon receiving.

On the day before a holiday, all money must be turned in for deposit before 12:00 noon. When collecting for a club or event, set your deadlines a few days before a holiday so you will have enough time to collect, count, and turn in all your funds before 12:00 noon the day before a holiday. If Mrs. Thomas is absent, do not leave deposits on her desk; see Mrs. Hoffman or Mrs. Hoops. NEVER leave money in your classroom. All funds should be locked in the vault room on a daily-basis. Do not send money/deposit to the bookkeeper by a student.

BUDGET - Teachers should see the department head or the principal if funds are needed to purchase supplies and materials. Teachers are encouraged to submit mini grants and any other such applications for additional funds that are available, including the- allocation from the PTO.

CLUBS - All money raised by any club or class project must be deposited with and accounted for by the school. **All** fundraising activities **must be cleared** through the principal **beforehand**. See the bookkeeper for the correct form. **Do not make any arrangements with a vendor without the principal's prior approval.** Each club is urged to have a project that will help improve Davidson in some way. All club money must be spent on school projects. **No club can raise money for parties or for gifts** unless the gifts are projects for the school as a whole. This includes grades Pre-K- 8. **Food and drink sales are not permitted during the school day. Do not keep money in your room. We can keep it in the safe until you are ready to turn it in to the bookkeeper.**

CONFERENCES, PARENT - Appointments will be made for parents to confer with a teacher when a parent requests a conference. The teacher or teachers involved will be notified. Teachers are expected to attend these conferences. If there is a conflict of time, the teacher or teachers who are unavailable are to contact the parent and set another date. **Teachers should hold no conference with parents during class time. If a parent comes to your door unannounced, please send him/her to the office.**

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION - All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information. Personal information includes student information sheets, grades, discipline records, test data, academic and psychological reports, individualized education plans (IEPs), Student Support Team/RTI data, and any other information that may be used to identify a student. *This policy is also referenced in the section entitled Internet Usage for Employees.*

COPYING MACHINES –Copying machines are available for teachers' use in the faculty rooms. Students are not allowed to use these machines. Equipment in the school offices is to be operated by the office staff only. In making copies on either the Riso or other copying machines, keep the following in mind:

1. School copiers are not to be used for personal needs.
 1. For **more** than 20 copies of one page, use the Riso.
 2. For **less** than 20 copies of one page, use the copying machine.

Each copy you make costs us almost 2 cents, and this money comes out of the instructional budget. Please use the copiers wisely.

DETENTION - **Students must have one day's notice before they are kept after dismissal time.** When a student is kept after school for make-up work or for disciplinary reasons, a parent should be notified. Fill out the Detention Slip **completely**. Turn in the office copy at the end of the day to Mrs. Cooper or in the Main Office box. If you are a teacher who gives excessive detentions, this may be reviewed, and you may be asked to hold your own detention.

DEFICIENCY AND PROGRESS REPORTS – For all grades, we will send home a progress report midway through each 9-weeks grading period. **If you have any students that are failing a class, you must contact the parent before sending home a failing grade. Furthermore, graded assessments must be entered for the grading period the information is taught.**

DISCIPLINE - Cooperation and proper behavior are required from students before a school can be effective. (Make sure you read the student handbook.) Teachers should set reasonable expectations for the students and then be fair and consistent in working with all children. We need to ask ourselves, if this were my child, what would I want his/her teachers to do? As stated in the Handbook for Teachers of Richmond County: “The teacher should in general take care of his/her own discipline problems, with the realization that inability to do so will weaken his/her position of leadership in the classroom.” However, he/she should not hesitate to call the principal or assistant principal for assistance when necessary. Each teacher should clearly explain what is expected from students and develop techniques for dealing with discipline problems. Students ARE NOT to be sent from the room to stand in the hall. Try to deal with problems on an individual basis. Attack the whole class and you are out-numbered. If a student’s conduct in the classroom is intolerable, he/she should be sent with a written note or brought to the office (not to Guidance).

NOTE: The guidance counselor can assist with listening, etc., to a student who needs to talk, but the counselor is not to be thought of as the disciplinarian for classroom problems.

Classroom management begins the first day of school. If you take a few days at the beginning of the year to establish your expectations, your job will be easier the rest of the year. If you don’t, you will be dealing with discipline problems all year long.

Discipline Plan –Each teacher should have one! It should be simple, concise, and direct. It should also be posted in your classroom and explained thoroughly to your students. It should consist of steps you will follow in the event of a discipline problem. An example follows:

1. Teacher will correct student. (Most incidents will end here.)
2. Teacher will call parent.
3. Teacher will issue student detention, etc.

Teachers will be asked what you have done to help PREVENT this problem. We should all act BEFORE and not REACT AFTER. The telephone, email, Classdojo, and Remind correspondence are your most important tools. Teachers who hesitate to talk or communicate with parents are not using all the methods that are available to them. Please do not expect your problems to be handled by someone else. Attitude is important in working with students. There are many times when we create our own problems by getting angry, demanding the impossible or ridiculous, threatening, or expecting too much. Do not lose control of yourself and in turn lose control of your class. **Please remember that it is never appropriate to touch or grab a child.**

When students are brought to the office for disciplinary problems, every effort will be made to determine the problem and find a solution. Each situation will be evaluated on its own facts. Discipline will be administered fairly and consistently.

FACULTY AREAS - Students are not permitted to enter the faculty areas at any time. If they must see a teacher while he/she is in the faculty room (which should be discouraged), the student should wait outside in the hall and the teacher should come outside and close the faculty room door. The utmost professionalism should always be upheld by teacher in the faculty areas.

ALLOWING STUDENT OUTSIDE THE CLASS - Do not let students go anywhere just to get out of class. Be sure his/her reason for leaving the classroom is legitimate and necessary. **A student must be given a pass to leave you class.** If he/she does not have a pass, they will be asked to return to your class. When a student is assigned to you, you are responsible for him/her. Students are not to be sent away from school on errands without office approval. All teachers have equal authority over general conduct of students. Do not ignore misbehavior anywhere.

DOORS, CLASSROOM – You should make your presence known outside of your classroom during the transitions of classes. You should be available to greet your students each day as they enter your classroom. Classroom doors should be locked and lights turned off any time the room is to be vacant. Please do not give your keys to a student for any reason. Students should be reminded to take their valuables with them.

DRESS CODE- Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Employees shall be clean, neat, well groomed, and dressed in an appropriate manner for their individual work assignments. As a general rule, sneakers, blue jeans, shorts, mini-skirts, spaghetti-strap tops, sweats, and warm-up suits are not appropriate dress. Exceptions can be made for P. E., certain field trips, and other approved days by the Principal. **Teachers should not wear anything that students are not allowed to wear.**

Appropriate school attire includes:

- dresses and skirts no more than 2” above knee while standing and properly fitting;
- pants/slacks/capris which are not sheer, see-through, or low-riding;
- blouses, tops, shirts which do not allow undergarments to be seen;
- blouses/shirts/tops must be at least three (3) inches wide across the shoulders;
- Belair shirts or other Richmond County school shirts worn in support of Richmond County school teams and/or other school-related events;
- shoes which are neat and clean (e.g., loafers, wedges, clogs, mules, slides, thong-style shoes, boots, flats, and sandals are appropriate.

NOTE: Special days will be approved for faculty and staff to wear blue jeans. Blue jeans are not acceptable attire during Open House or Honors Programs.

Athletic or tennis shoes are for P.E. teachers **only** unless approved for special days and activities, pre-planning, post-planning or other in-service days. Flip-flops may be worn on in-service days, pre-planning, and post-planning days but are **not** appropriate on regular school days. (Flip-flops are considered shoes with rubber bottoms with little or no support. Dressy sandals, slides, or thong-style shoes with hard or leather bottoms/soles are not considered flip-flops.) P.E. teachers may wear wind suits, shorts of modest length (no more than 2” above the knee while standing), other appropriate athletic attire, and athletic or tennis shoes. Other Belair employees with health conditions that warrant wearing athletic or tennis shoes should meet with the Principal to obtain permission. Medical documentation may be required.

The following clothing items, footwear and appearance **are not acceptable** under any circumstances on a regularly scheduled school day:

- blue jeans containing holes through which skin or undergarments are visible; with frayed or ragged edges or hems; overalls;
- overly tight or revealing clothing items of any kind;
- clothing items made of spandex (body suits, stretch pants, bicycle shorts);
- flip flops; slippers; bedroom/house shoes;
- Unnatural hair colors such a pink, blue, green or purple;
- sweat pants/suits, yoga pants, jogging suits, or workout clothing;
- low-cut tops (cleavage should **not** be visible); tops with cut-out backs;
- one-shoulder or off-the-shoulders blouses;
- tight and/or see through clothing (tops or bottoms);
- tank-tops; tank-top style dresses; tops and dresses with spaghetti straps; midriff tops;
- sleepwear or loungewear;
- t-shirts other than those bearing the name of Belair or a school-related/school-sponsored activity;
- short skirts or skirts with high slits;
- Visible body piercings other than earrings (this includes nose rings, gauges, eyebrow and cheek);
- any clothing item which allows undergarments to show;
- shorts of any length (other than those approved for P.E. teachers and on Field Day— no more than 2” above the knee while standing and properly fitting.

Please be reminded that no article of clothing that depicts drugs, alcoholic beverages, weapons, profane or obscene language, sexual overtones, or make disparaging comments about another’s racial, ethnic,

or religious heritage may be worn at any time. All tattoos and body markings should always be covered so that they do not distract from the education process. All clothing and shoes should be neat and clean in appearance. All Belair employees will be expected to adhere to the dress code as specified.

DRESS DOWN DAYS/BLUE JEANS DAYS - Faculty and staff members will have many opportunities to wear jeans. Some of the Jeans Days will be “free” while some will require payment. Faculty members (certified employees) may pay \$35 and wear jeans every Friday unless otherwise indicated by the Principal. Staff members (classified employees) may pay \$20 and wear jeans every Friday unless otherwise indicated by the Principal. Payments are due by September 1, 2018. If writing a check, please make the check payable to Belair K-8 School for the appropriate amount. Give the money to Mrs. Sharon Thomas, Bookkeeper. Jeans may be worn during Preplanning and Post planning with the following exceptions: Open House and district-wide Professional Learning (off campus). Dress Down Days/Blue Jeans Days do **not** make it permissible for anyone to wear inappropriate clothing and shoes or anything not allowable under the Dress Code Policy.

DUTIES, TEACHER - Hall, detention, lunch, and additional duty assignments will be made at the beginning of each new school year. Extra duties are assigned to teachers as the need arises. Each teacher, unless excused for a sufficient reason, will be expected to fulfill these duties. A schedule will be distributed indicating the duty and days each teacher will serve. Duties and responsibilities play a major role in your end-of-the-year evaluation. A teacher can receive an unsatisfactory for the year for not fulfilling his/her duties and responsibilities. **YOU ARE REQUIRED TO MAKE SURE YOUR DUTIES ARE COVERED, AS THIS IS PART OF PROFESSIONALISM UNDER TKES IF YOU ARE GOING TO BE ABSENT. If you must switch duty, please notify your grade-level chair, Mrs. Pryor, and the Front Office.** Please arrive to your duty on time.

EMAIL - All emails and other electronic correspondence should be kept professional and focused on the academic success of the child. Please stick to the facts and keep emails short and to the point.

EQUIPMENT, AV - AV equipment is located in the media center. Teachers are cautioned against allowing students to use, operate, or handle school equipment unless closely supervised by the teacher. Teachers taking any school equipment off school grounds must fill out the forms located in the media center. Items lost or stolen during off-campus use are the responsibility of the borrower.

EVALUATION OF STUDENTS - Evaluation of students' class work is sometimes difficult. Consideration should also be given to the day of testing. Tests should be avoided on the first day after a holiday, and on Mondays. We should be realistic in thinking that students have family responsibilities over the weekend and holidays. It is important to return graded papers in a timely manner to students to enable them to see where they need to improve. Students also need to be able to keep up with their average. **Extra credit should always be content-related. All category weights included in your syllabus should be approved by administration at the beginning of the year.**

MAKE-UP WORK - The teacher shall promptly and courteously allow students the opportunity to make up all missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent should be able to pick up the work at the end of the day following the request. **Class work and tests missed due to unexcused absences are subject to a 10 percent grade reduction.**

EMERGENCY DRILLS AND INCLEMENT WEATHER - Fire **drills** will be held throughout the year. When the fire alarm is activated, students should quickly walk to the exit as directed by their teacher. Once outside the building, students should assemble in the area as directed by their teacher. Once the drill has been

completed, teachers will be given a signal indicating when to return to the building. **Tornado drills** will also be conducted. The administrative staff will provide instructions for this emergency procedure. **Lockdown drills** will be held throughout the year. When the code is given or the alarm sounds, everyone must follow the outlined procedures for whichever type of lockdown (soft or hard). In the event that school is canceled due to other inclement weather, school closure announcements will be broadcast or announced on the local radio and television stations.

EXPECTATIONS OF STUDENTS - It is a wise teacher who will inform his/her students what is expected of them for the year. Awards, costs, procedure for make-up tests, extra help, or any general policy or rules in your classroom should be noted in writing. You will certainly save yourself and your students much misunderstanding and disappointment.

FACULTY MEETINGS –THE FOURTH Thursday is the designated day for faculty meetings. All teachers must be present unless excused by the principal. Brief “called” faculty meetings may be held at other times as necessity demands. Faculty meetings are used to deliver professional development, to disseminate information and policy, to exchange information from teachers, and to recognize special events. Your attention and prompt attendance are required. Classified employees will be given advanced notice when they will need to stay for a faculty meeting. **Scheduled rehearsals, etc., should not take place on Thursday mornings unless approved by the principal.**

FACULTY PLANNING ROOMS - Teachers are expected to keep the faculty rooms neat at all times. Teachers may bring soft drinks and food from home to use during break/lunch. Please do not eat in your classroom in front of the students. You are expected to remove all food and drink from the refrigerator before extended breaks and holidays.

FIELD TRIPS - Richmond County Board policy requires the following for all EXCURSIONS. **No field trips are to be announced, nor is information to be given to students and parents until the trip has been approved by the principal.**

1. Completed Instructional Field Trip Request Form must be submitted to the principal for approval. This includes contests, conferences, performances, etc., away from the school site.
2. An official “Permission to Participate in Field Trip, Release, Covenant Not to Sue and Indemnity” for the category of the trip (in-town, out-of-town day trip or overnight trip, etc.) **must** be completed for each student and signed by the parent and/or guardian. Before you leave the school, you must turn in a copy of each form to the front office secretary. The state requires that these be on file in the office for verification that all trips are free and that no student is charged a fee as a condition of participation. Take a copy of the forms with you on the trip in case of emergency. One copy remains in the office.
3. Assignment Sheets for student’s make-up work will be provided by the Front Office. Only these forms provided by the Front Office will be allowed to be used by teachers.
4. If a school bus is needed, a Request for Transportation form must be submitted to the Transportation Department a **minimum of 15 working days** prior to the trip. Forms received less than 15 working days prior to the trip will **not** be approved.
5. A “Transportation by Private Vehicle” form **must** be completed and submitted **prior** to leaving the school if traveling by automobile. No students are to be transported in 15-seat passenger vans. Please avoid if, at all possible, having students drive on field trips.
6. Out of county travel by an employee of the school system **must** be approved by the Superintendent 15 days prior to the trip. **Pre-Approval Travel Request forms** are available in the Front Office. The principal must sign this before it is sent to the Superintendent.
7. No forms regarding field trips, bus requests, etc., can be faxed. Please allow for Pony time.
- 8. No field trips will be approved during standardized test administration.**
9. Please understand that if all necessary paperwork is not completed within the outlined time frame, your field trip request may be denied.

FIRE DRILL PROCEDURES (SEE ESCAPE PLAN) - As soon as the alarm has sounded, students are to move through the hall quickly, without talking, in single file, and out the prescribed exit. All students, faculty, and staff are to remain at least one hundred feet away from the building. Students must stay together in class groups. Teachers should assign group leaders who will know the prescribed fire exits. The teacher should be the last person to leave the classroom. He/she should turn out the lights, shut all doors and windows, and take the roll book. Upon joining the class outside, the teacher will check the roll and attendance (missing students only) should immediately be reported to the principal. When the re-entrance sign is given, the students are to return to their classroom in a quiet, orderly manner.

FORMS, DAILY - Obtain all forms needed to carry out daily work before school. This will help eliminate student traffic to replenish depleted supplies.

FUNDRAISING - During the course of the school year, students, faculty and staff will have opportunities to participate in fundraising activities. These activities are sponsored by the school and the PTA/PTO. Participation is optional. *Please do not encourage students to sell items door-to-door.*

GRADING SYSTEM --

A = 90 - 100

B = 80 – 89

C = 75 - 79

D = 70 - 74

F = below 70

U= Unsatisfactory behavior

RCSS Honor Roll is 80-100

Standards Based Report Card for Grades K-3

The purpose of the new reporting system is to provide parents, teachers and students with more accurate information about students' progress toward meeting standards. Parents will be more aware of what their children should know and be able to do by the end of each grading period.

Progress is measured as follows:

The new report card for grades K-3 will include a grading scale (1-4).

- 1 - Beginning Learner
- 2 - Developing Learner
- 3 - Proficient Learner
- 4 - Distinguished Learner

If an indicator is not measured during the grading period, the student will NOT receive a mark on the report card.

How are standards-based report cards different from traditional report cards?

On traditional report cards, students receive one grade for each subject. On a standards-based report card, each of the subject areas is divided into a list of skills and knowledge indicators that students are learning.

INFINITE CAMPUS

Each teacher is responsible for entering grades for the students in his/her classes. This information should be entered and updated on a weekly basis. All grading deadlines, for the purposes of Progress Reports and Report Cards, must be adhered to. Graded assignments must be labeled with the name and date of the assignment. Tests/exams should be given periodically in an effort to determine mastery and progress. Tests/exams should be marked as such in the Gradebook. It is every teacher's responsibility to make sure his/her gradebook is set up correctly. Questions regarding setup should be addressed with the bookkeeper and/or the grade level-chair. Grading policies must be provided to parents—particularly in the case of

weighted grading. Failure to follow these grading guidelines may result in a letter of reprimand being placed in an employee's personnel file.

Report Cards and Grade Reports

Report cards will be issued at nine-week intervals throughout the school year. A parent/guardian's signature is required before report cards are returned to the child's homeroom teacher. All graded class work and tests will be sent home each week. Parents/guardians are asked to examine these materials, sign them and return these papers to the child's teacher(s) the following day. Parents should contact the child's teacher or the School Office immediately if questions or concerns should arise.

Homework

Teachers assign homework as practice for the skills being taught at school. These assignments reinforce what the students are learning each day in the classroom. Thus, it is very important for parents to work with students to complete the assigned homework. Homework is assigned almost every night and can usually be completed within one hour. All teachers are expected to post the current week's homework assignments on the school's webpage. Both students and parents depend on being able to find these assignments.

Extra Credit

Occasionally a teacher may offer the opportunity for a student to earn extra points or extra credit; however, this is not something we do as a general practice.

GUIDANCE AND COUNSELING DEPARTMENT - Belair K-8 School has a comprehensive developmental guidance and counseling program with many components. Our school counselors, Shea Beasley and Danese Holloway, are available to provide a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student academic performance, improve student behavior, increase students' self-awareness, mental health and improve interpersonal skills.

In addition, the school counselor provides information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselor assists with guiding students through their educational experience to ensure positive results.

HALL PASSES FOR STUDENTS - When a student leaves the classroom to travel to any location other than his/her assigned classroom, he/she MUST have a Hall Pass. Students are NOT allowed in the hall without a Hall Pass. If a student receives a Discipline Referral, he/she does not have to have a Hall Pass to go to the office. The teacher completing the referral should call the office using the Call Button to alert the office that a student is being sent with a referral. In the event of a medical emergency, a student may be escorted to the Clinic without a Hall Pass.

HONORS AND AWARDS -

Student recognition is a valuable part of the school program at Belair. Honors and awards presented to students are as follows:

- **Accelerated Reader Awards** – recognizes students who meet their AR goal with 85% average and one (1) student per homeroom with the most AR points.
- **“A” Honor Roll** – recognizes students working on grade level who earned all A's or S's in all subjects except conduct. This only applies to students in Grades 4-8.
- **“AB” Honor Roll** – recognizes students working on grade level who earned an 80.0 overall average except conduct. This only applies to students in Grades 4-8.
- **Highest GPA in core academic and connections classes** - for students in Grades 6-8.
- **Principal's Award** – recognizes students with A/4 average, Perfect Attendance and no discipline referrals for the year.
- **Special Recognitions** – awards for miscellaneous outstanding accomplishments.

- **Perfect Attendance Awards** – to encourage students to be at school every day. [*Tardies and/or Early Releases in excess of ten (10) times will disqualify a student from receiving the Perfect Attendance Award for the year.*]

A separate Sports Banquet is held annually in May to celebrate athletic accomplishments. Parents of athletes are encouraged to participate in fundraisers to help off-set the costs of tickets for the banquet which is held off-campus.

HOUSEKEEPING - Custodial services are provided on a daily basis. Classrooms should be not dirty or unclean. Trash and other discarded items should be placed in the trashcans. Classroom floors should be clean and clutter-free at all times. Teachers are expected to supervise students in maintaining a system of good housekeeping practices at all times.

Windows in classroom doors should never be completely covered. There should always be enough space to see inside the classroom. This is mandated by the State Fire Marshall's Office.

Teachers should assume responsibility for and give attention to the following items:

1. Properly ventilated classrooms;
2. Locking doors when out of the classroom during the day;
3. Locking doors and windows at the close of the day;
4. Turning off the lights when leaving the classroom for more than a few minutes during the day and at the end of the day;
5. Heating/Air conditioning thermostats are to be set at 72 degrees Fahrenheit (or higher) and left there. Thermostats will be turned off in the afternoons through the use of timers.
6. Repair requests should be reported to the office.

INTERNET USAGE FOR EMPLOYEES - School employees must exercise great caution when using technology including, but not limited to email accounts, Facebook, SnapChat, and Twitter, due to the public nature of these programs. School employees should refrain from posting any personally identifiable information about students, fellow employees, supervisors, or themselves on public sites or in chat rooms as these as public in nature and may cause liability issues for the employee, the school, or the school district.

Names and information must never be used in these exchanges. Avoid exchanges and posts that could jeopardize students, the school, or any employee. Posts, including pictures, have led to lawsuits for slander and libel as well as reports to the PSC. Some cases have resulted in the revocation of teaching certificates, termination, and criminal charges being filed against school employees. All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information. School business should not be publicly broadcast or posted on public websites. School activities, events, and business are not personal matters and should not be treated as such.

LUNCHROOM - Teachers are assigned duty with a team of teachers to assist supervision of the lunchrooms and the outside areas. **If you must switch duty, please notify the team coordinator, Assistant Principal(s), and Front Office.** Please work with your team as directed to fully supervise students. Make sure that students wipe tables and pick up trash during your lunch duty.

LUNCHROOM PROCEDURES – Students are to stay in an orderly, quiet line entering the lunchroom. Students are always to be courteous and use good manners. Teachers should be certain that students do not leave napkins, straws, cartons, or other litter on the floor or tables. Each teacher should have a student check around the tables to be sure nothing is left, and students should clean the tables off for the next class. It is suggested that teachers follow these guidelines in order to eliminate as many problems as possible:

1. Teachers should remind students they are to put paper and milk cartons in the trash cans only. Be especially careful since the room is used for other functions.
2. Students are to be orderly but are allowed to talk.
3. Students are not to take any item out of the lunchroom (chips, fruit drinks, ice-cream, etc.)

4. At the beginning of your lunch duty, each teacher is to check the tables before students are seated.
5. If tables are not clean, notify the custodial staff.
6. Walk around and circulate the lunchroom area to make sure students are not hanging around stairs outside theatre or behind wall of cat-walk. Only 8th graders with exemplary grades, attendance and behavior are allowed to eat outside.

LESSON PLANS – Teachers may use the County form or another format that has been approved by the assistant principals. Lesson plans are to be kept in a plan book. The plan book or folder should include the coming week's work and should be written in such a manner that another teacher, substitute, or administrator could easily interpret and use them in case of an unforeseen emergency. A list of responsible students in each class should be included. It is often wise to keep a log of notes sent home or telephone conferences by making notations on the last few pages of the plan book. **THE LESSON PLAN BOOK SHOULD BE PLACED NEAR THE DOOR IN YOUR CLASSROOM SO THAT THE PRINCIPAL AND ASSISTANT PRINCIPAL CAN FIND IT WHEN THEY COME TO OBSERVE.**

MAILBOXES- Each teacher has a mailbox in the front office. Please check your mailbox upon arriving at school and after school. In general, students should not be sent to obtain the contents of your mailbox, as it may contain a memorandum or bulletin for teacher use only. Students are not to be asked to deliver permanent records, other students' work that are used to determine an average or to record grades at any time. Notes of information to the principal should be given to the school secretary. Mailboxes should not be used to store materials beyond one day – keep your mailboxes cleaned out.

MAKEUP ASSIGNMENTS - Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The teacher shall courteously and promptly allow the students to make up the missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time limit specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent will be able to pick up the work at the end of the day following the request. Classwork and tests missed due to unexcused absences may be subject to a 10% grade reduction.

Any student who serves a short-term out-of-school suspension shall be allowed to make up missed assignments and tests. It shall be the student's responsibility to obtain the missed work from the teacher(s) and complete the work within one week of returning to school. The teacher(s) will promptly and courteously allow students the opportunity to make up missed assignments and tests.

MANDATED REPORTING - Mandated reporters must report when they have "reasonable cause to believe that suspected child abuse has occurred." The old standard was reasonable cause to believe that a child has been abused. The addition of "suspected" lowers the threshold for what you must report. In other words, adults caring for children must report incidents not only when they think abuse has occurred, but when they suspect that child abuse may have occurred.

If you are an educator, you must make a report, immediately but no later than 24 hours, to your local DFCS office or law enforcement and are subject to criminal penalty for failing to do so.

MEDIA CENTER PROCEDURE

- A. General Procedures-The Media Center will be open from 8:30 a.m. – 4:15 p.m. Monday through Thursday; and until 3:30 p.m. on Fridays. Students may also come during their lunch period by picking up a pass at least one hour prior to need.
 - Teachers may send up to five students at a time without prior notification. Any time more than five students are sent, the teacher must remain with the students.

- A student pass should be issued to let the media staff know what the teacher is having the student do while in the media center.
- Teachers should not schedule media activities for substitutes.

B. Ordering--The media staff welcomes teacher suggestions for purchases. Teachers will be notified several weeks ahead of ordering time to ask for wish lists and suggestions. It is recommended that all teachers keep an ongoing wish list of things needed. Please note that only five copies of any single book may be counted in the media center inventory. All books suggested should be in hardcover if possible. Please note that all overhead bulbs, ink-jet cartridges, and blank videotapes should be ordered through your department chairperson.

C. Copyrights--Copyright law requires that the school have legal rights to all media used within the building. Consequently, please follow the guidelines below:

- You cannot bring in software from home and put it on a school computer unless the license in your software grants that privilege. If so, please keep a copy of that license in your school files.
- You cannot tape shows on cable television at home and use them at school without first finding out the copyright stipulations for that show. (See the media specialist.)
- **Richmond County forbids teachers from bringing movies or other videos from home for use in the classroom.** Borrowing from another school or renting from the public library is acceptable.
- You may not show movies with a rating above "G" without prescreening the movie. You must pre-screen all movies, and if you are not completely sure that it is appropriate for every student in your room, you must ask the media committee to screen it as well. No PG-13 movies may be shown when there is a student less than 13 present in your room. NO "R" rated movies may ever be shown. Remember that you are responsible for every video presented in your room.

PRINCIPAL'S NOTE: **The showing of movies should be kept to a minimum.** Sometimes one or two scenes from a movie can illustrate the point you are making in your lesson without using two hours of instruction time to show the entire movie. Another pertinent fact is that it is likely that most students have already seen the movie anyway.

D. Computers--Any computer problems should be reported to Mr. Spires through a repair request. Always check to see that all cords are plugged in and all connections are secure prior to asking for assistance. Any problems that cannot be fixed on site will be referred to Mr. Spires. Students should not use computers to play games or cards at any time in the instructional day. Instant messaging is not allowed. Do let the Mr. Spires know if you come across objectionable sites.

E. General Services--The media staff can assist teachers in the following: laminating of materials, class instruction on research skills, joint planning of special units, individual instruction on computer problems, and assistance with technology lessons.

NURSE- The nurse will provide her clinic hours at the beginning of the year. Inform your students that the clinic is located in the front office. Students that have prescribed medicine that must be administered during the day must be kept with nurse in the clinic. Aspirin for headaches must come from home with permission to dispense.

PARENT CONTACT & PARENT-TEACHER CONFERENCES -

- Teachers are encouraged to maintain open lines of communication with parents to ensure maximum student progress and include parents in the decision-making processes regarding their children.
- Teachers are expected to make every possible effort to meet with parents before and after school and during planning periods (within reason) for the purpose of holding Parent-Teacher Conferences. They should be prepared to meet any and all parents of the students they teach and be prepared to discuss any issues relevant to any student assigned to them.

- Teachers should maintain a file/folder on each of their students. All written documentation should be kept to show the efforts, strategies, and interventions that have been used to best meet the needs of the child. Keep copies of all written communication to and from parents.
- ***Documentation must be maintained on any student who is failing one or more content area classes—especially reading and math.***
- All teachers will be required to maintain the Infinite Campus Parent Contact Log. Each teacher should make efforts to complete the Parent Contact Log after each correspondence. These contacts may be made via telephone, email, and/or face-to-face. Please note that contact may be made for many reasons—good and bad. Be sure to contact parents with good information as well as with concerns or other issues.

PARKING- Teachers are to park in the front and side parking lots parking lots and not in the front circle area. Please park your car straight within the white lines of the parking space. Our parking space is limited on campus.

PRINTING AND COPYING - Teachers will be assigned a number to use when printing and copying using the copiers and RISO machines. We will have several copiers located throughout the building. Teachers' computers will be configured to print to the closest copier. The number of printers in the building will be minimal. Items requiring copying in large numbers (more than 25) should be copied on the RISO. Working with colleagues to collectively print items in large quantities (such as for an entire grade level) will be beneficial to everyone. Teachers are responsible for ordering paper when the need arises. Supplies money may be used for this. Faculty and staff members should avoid printing personal items and materials on the school's copiers and RISO machines. Students are NOT allowed to make copies for teachers.

PROFESSIONAL ORGANIZATIONS – Our professional teacher organizations exist to help teachers. Only by becoming involved will one receive the maximum benefits. The following organizations are available to you for membership:

- National Education Association
- PAGE (Professional Assoc. of Ga Educators)
- Georgia Association of Educators

Questions can be addressed to our faculty representatives.

PROFESSIONALISM - Every teacher should read Georgia's Code of Ethics for Educators. The Professional Standards Commission has adopted this code as the standard which represents the conduct generally accepted by the education profession. It provides for accountability within the profession and defines unethical conduct justifying disciplinary sanctions. A professional teacher does things that are correct. He/she does not have to be told how to treat fellow educators or his/her students. If the teacher disagrees with building policy or judgments that are made by the administration, he/she has the right and opportunity to discuss his/her feelings with administration.

RECORDS SECURITY - Permanent records and report cards must not be taken from the building or the counseling area at any time.

REPORT CARDS RETURNED – Only one copy of the report card will be sent home for the parent. Returned report card jackets must be checked for a parent request for a teacher conference.

REQUIRED MEETINGS - All professional personnel are required to participate and be active in the school Parent-Teacher Organization, graduation, prom, faculty meetings, and some fine arts performances. We are a team. **Attendance is noted for annual evaluative purposes.**

RIGHT TO REQUEST TEACHER QUALIFICATIONS -

Per Title I requirements, parents may request the following information on their child's teacher:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

ROUTINE PRACTICES FOR TEACHERS – (tasks below may be assigned to a student helper)

1. Adjust blinds uniformly.
2. Empty pencil sharpeners.
3. Eat only in lunchroom, not in classrooms.
4. Leave furniture in classrooms.
5. **Be at your door to dismiss and to receive students.**
6. Turn out lights and close doors.

SCHEDULES -

Teachers are required to post their Daily Schedules in their lesson plan notebook. If a schedule changes, a revised schedule should be printed and placed in the notebook. The posted schedule must be up-to-date at all times. Students in Grades 6-8 will receive printed schedules each nine (9) weeks. They should keep their schedule in one of their notebooks.

SCHOOL COUNCIL - School councils are designed to provide advice, recommendations and assistance, and represent the community of parents and businesses. The 2019-2020 Belair School Council will begin meeting in September.

SCHOOL FOOD SERVICES -

- All students eat at no cost to the parents/guardians.
- Lunches will be prepared for **ALL** field trips. Teachers **must** notify Ms. Tamecka Crawford at least three (3) weeks in advance when planning a field trip so that food can be ordered.
- Teachers should not plan any classroom parties during lunch hours.
- Other points of attention include:
 - (a) Check to ensure that students clean up around their assigned tables before leaving;
 - (b) See that students pick up all paper around trash cans; uneaten food and food scraps are not to be left on table;
 - (c) Good table manners should be taught and maintained by each teacher as part of health instruction;
 - (d) Lunch monitors will supervise elementary students in the cafeteria. Classroom teachers are to take students to the cafeteria and supervise them through the serving lines regardless of grade level
 - (e) Middle grades teachers must stay with their classes and supervise them during the entire lunch period.
 - (f) In addition, **teachers are expected to pick up their classes on time and escort them out of lunchroom.**

SIGNING IN—You will be given a key fob which you will use check in and out. There is a scanner attached to the computer in the front of the main office. It is important that you scan your key fob when you get here in the morning and again when you leave in the afternoon. You will also check in and out if you leave campus during the school day.

SPEAKERS OR RESOURCE PERSONS - Teachers who wish to use resource persons for the classes or club meetings **must clear these people with the principal or assistant principal.** No

one should be asked or invited to any school function or activity before this clearance is made. All guests are to stop by the office and get a visitor's pass before entering any classroom.

STATE AND STANDARDIZED TESTING -

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming. Several of the assessments are utilized as part of the system's promotion/retention policy. The following specific tests will be administered at Belair during the 2018-2019 school year:

Kindergarten: GKIDS

Grades 1 and 4: CogAT

Grades 3 – 8: Georgia Milestones. Benchmarks, EOCs (End of Course tests)

Georgia Alternate Assessment (GAA) as determined by a student's IEP.

The school Principal or Assistant Principal(s) shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the school. Promotion and retention of students in Grades 3, 5 and 8 are based on meeting standards on the required portions of the Georgia Milestones Assessments (GMAs).

STEALING, PREVENTION OF - Teachers are urged to take every precaution to avoid tempting children in the classroom to take articles that belong to others. Money and other small valuables (such as jewelry, watches, pens, etc.) should not be left in the classroom when the teacher is out. School money left at school and stolen must be replaced from personal funds. Lock your door when you leave the room. Do not leave a purse lying unattended on a desk, etc. **Money collected from students should be turned in to the bookkeeper daily—not left in the classroom. Also please caution students about theft prevention and leaving their belongings unattended.**

STUDENT ABSENCES, TARDIES, AND EXCUSED EARLY DISMISSAL - Each teacher is responsible for determining the cause of absences of any student in his/her homeroom class. Be sure to keep a careful check of attendance. A telephone is in the faculty room for this purpose. Every student who is absent must, on the first day back, take to his/her homeroom teacher a written excuse from either parent or doctor. When a student is tardy to school, he/she should report to homeroom if the homeroom is still in session. If homeroom has ended, the student is to report to the office.

It is considered a part of your teacher duties and responsibilities to report students who are tardy to your class. You should also tell a student that you are turning him in for a tardy. If a student must leave school during the day, he/she must have permission from the principal, which will be given only if there is a written note from home. A parent or responsible member of the family must sign the student out of school. Permission will be noted on the attendance bulletin.

CHECKING ATTENDANCE EACH PERIOD IS VERY IMPORTANT.

STUDENT ABSENCES (EXCESSIVE) – It is the teacher's responsibility to notify the Front Office of students that have excessive absences. Students with more than 5 absences (excused or unexcused) within a semester are considered to have excessive absences. Any unexcused absence should be reported to the office after you have reminded the student to bring an excuse and have contacted the parent. Absence excuses must be brought to school within two days after the student returns.

STUDENT ILLNESS - Students who complain about being ill are to be sent to the clinic with a pass. The principal or designated official is the only one to excuse students because of illness. Students are not to go home until they have talked with the principal or designated official. Medication is not to be kept by the student. All medications are to be checked in and kept by the school nurse.

STUDENT SUPPORT TEAM (SST) & RESPONSE TO INTERVENTION (RTI)

The Student Support Team (SST) is a regular education, problem-solving process at Belair K-8 School. Student Support Team committees are established to review referrals of students who are experiencing academic and/or behavioral difficulties. The purpose is to provide support to students, parents, and teachers with the outcome being improved student performance. SST committees may include an administrator, counselor, regular education teacher, special education teacher, school social worker, parent, school psychologist, and others, as appropriate for the case under review. The Student Support Team seeks to identify specific needs of individual students and plan alternative instructional strategies for children prior to or in lieu of referral for special services.

Response to Intervention (RTI) is the process of aligning appropriate assessment with purposeful instruction for all students. It is a tiered approach that provides layers of intervention for students needing support requires a school wide common understanding of the Common Core Georgia Performance Standards (CCGPS), assessment practices, and instructional pedagogy. Belair's RTI process includes several key components:

- A 3-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of ongoing assessment data is used to determine which students are not meeting success academically and/or behaviorally.

Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

Teachers are **required** to have the following students in the RTI process at Tier 2 or higher:

- students who are failing courses
- students who have been retained,
- students who are one or more grade levels behind in reading and/or math
- students with attendance issues.

Teachers are required to attend RTI meetings. Teachers must bring current grades, data, etc. relevant to the student of concern. **Documentation in Infinite Campus must include 2 forms: RTI Summary w/ Interventions and Behavioral identification Checklist (Completed before the RtI Meeting).**

SUBSTITUTES - The following are important reminders about the Substitute Calling System and the guidelines that need to be followed at Belair: **Subs used must be on the county list.**

1. Deadline for calling in absence - 6:00 a.m. (unless an emergency).
2. Teachers are also instructed to call extension 102 and let the bookkeeper know you will be out (not necessary on previously arranged absence).
3. All teachers must be registered with the system (PIN number).
4. You will be given a preferred substitute list with phone numbers. Please use it and call the sub of your choice. Make arrangements and then call Subby.
5. Teachers who cancel substitutes are responsible for determining that the cancellation is complete.
6. If a job is not cancelled correctly, and a sub reports, the sub gets paid.
7. If you call in and request a particular sub, the system will call them first. However, if that sub can't be reached or can't come, the system will begin calling other subs. Therefore, if you have not prearranged for this sub, don't leave instructions for them personally. Just leave a general message of instructions, because you don't know who the sub will be
8. Once you have requested personal, professional, or leave-with-pay absence, check with the bookkeeper to verify approval and then call the sub system immediately. There is no need to wait.
9. Parent volunteers are NOT to be used as substitutes.

SUBSTITUTES' PLANS - Each teacher should **ALWAYS** have on hand the following information for a substitute:

1. His/her lesson plan book.

2. A seating plan.
3. The names of dependable students who might be of service to the substitute.
4. A schedule of the day's activities, including duty assignments.
5. All needed instructional resources (Texts, videos, etc.)

Also, teachers should make it clear to their students that a substitute teacher has the same authority over them as their regular teacher. An emergency sub file including the above information and one-week emergency work must be submitted to the assistant principals.

SUNSHINE FUND - Each teacher is encouraged to contribute to the faculty fund in the amount set by the faculty. All gifts and flowers which the faculty wishes to give will be paid for from this fund.

TECHNOLOGY - Belair K-8 School is a 1:1 school. Students in Kindergarten through 2nd Grade will have iPads (with protective cases) to use during the instructional day. They will NOT be allowed to take these devices home. Teachers are responsible for distributing, collecting and charging these devices on a daily basis. Teachers are responsible for teaching students how to properly use, transport and care for the iPads. Students in Grades 3-8 will have laptops (with protective cases) issued to them to use at home and during the instructional day. Teachers are responsible for teaching students how to properly use, transport and care for the laptops. Teachers should remind students to charge their devices overnight. Reminders should be given before afternoon dismissal. As the school year progresses, teachers should assign "paperless" assignments as much as possible. Students and teachers will be trained on how to do this. Devices will only be issued to those students whose parents sign and return the Belair K-8 School One-to-One Technology Agreement. For complete details, see the Belair K-8 School One-to-One Technology Agreement.

Teachers will also receive a laptop to assist them in performing their assigned duties and responsibilities. Teachers are responsible for the proper care and usage of these devices. They will serve as the teacher's dedicated computer.

TELEPHONE USE - Telephones for teacher use are located in the teacher workrooms. The office phones are not to be used; they are used primarily for incoming calls. Please do **NOT** send students to the Front Office to use the phone during instructional time **unless** it is an **emergency** (illness). Students may use the telephone in the front office between classes when absolutely necessary. Calls during class require a teacher's pass.

NOTE: While at school, keep your cell phone out of sight. You should not use your phone while walking in the hallways or in plain view. Cell phones, of course, may be taken on a field trip for emergencies.

TESTS - Each teacher should give ample tests and other graded assignments during a nine-week period so that the nine-week grade will accurately reflect what the student has learned. **Extra credit should be content-related.** The types of tests given should be such that they will challenge the student to think, not guess for an answer. As many subjective type tests as possible should be given. No teacher should make a habit of giving objective tests all of the time. **Graded tests should be returned to students in a timely manner.** Students and their parents should know how well the student performed on the test. All tests are to be noted in your lesson plans. A copy of each semester exam is due to the assistant principal at the designated time.

TRAVEL – When any certified Board employee goes out of town as a function of his/her job, the employee **MUST** submit a Pre-Approval Travel Request at least 2 weeks before the trip. (The sooner the better.) **BEFORE THE TRIP** only the top box should be filled out with the estimates of your expenses. (The form must be filled out even if you will not ask for reimbursement.) After the Superintendent signs the form, it will be returned to you. Until then, you do not have permission to go on the trip. **AFTER THE TRIP** you will fill out the bottom half of the form with your actual expenses. (Please note instructions about what is allowed in the middle of the form.) Then give the form to the bookkeeper. If you are requesting for reimbursement from your club account, you must complete a PAF prior to your trip. If not, you will not get reimbursed.

UNATTENDED CLASSES - Teachers are **not to leave classes unattended** except when it is absolutely necessary. If an emergency should arise and you have to leave your class, tell the teacher next door to check in on your class until you can return. Remember you are responsible for each student in your class, as well as timely preparation for your classes.

UNITED WAY FUND - The United Way Fund is the only charitable organization to which you will be requested to contribute. This drive is conducted during the month of October. The Board of Education has its goal to achieve just like any other business. Teachers are expected to contribute their share of the goal at school. Please do not let your husband/wife contribute your share at his/her job, because we need it for our quota.

VIEWPOINT/NON-PARTISAN POSITIONS -The following excerpt is taken from the County Teacher Handbook: “Sectarian and partisan questions shall be kept out of the schools.” **Teachers must always represent a non-partisan position and viewpoint within the classroom.** Every teacher should strive to attain and maintain an atmosphere such that the student will not be able to identify the teacher with either side of a controversial or political issue. Teachers are to be careful in preparing reading lists for students. It would be wise to include only those books on the state approved library list for book reading assignments. Newspaper editorials, etc., should be taken from established and recognized sources. Teachers must not identify themselves with any viewpoint given in such articles. **Inflammatory statements are not permitted.** Teachers are not to wear pins, badges, or other items that will identify them with any political candidate while at school.

WORK DAY - Teachers are to be in their classroom/duty station by 8:30 and are to remain until 4:30. You are expected to report to your classes promptly. Teachers are expected to receive approval from the principal to leave campus during the day and to **sign out and back in** when returning.

Office Staff and Administration work different times to assure all offices (Front office, AP office, and Guidance office) are covered between 8:15 a.m. till 4:45 p.m. The custodial staff opens the building at 6:30 a.m. and secures the building at 6:00 p.m.

PROMOTION, PLACEMENT AND RETENTION POLICY

K-8 Promotion Requirements

ELEMENTARY (K-5)

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools (K-5) and Richmond County Board of Education.

State Promotion Requirements

- No third grade student shall be promoted to the fourth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education*
- No fifth grade student shall be promoted to the sixth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education*

Additional Richmond County Promotion Requirements

Kindergarten

To meet promotion requirements, a student must master essential standards for Language Arts and essential standards for Mathematics as identified on the Richmond County Board of Education report card.

Grades First through Third

To meet promotion requirements, a student must master essential standards for Language Arts, Math, Science, Health and Social Studies as identified on the Richmond County Board of Education report card.

Grades Four and Five

In addition to State Promotion Requirements in grades third and fifth, students in grades first - fifth must:

- a) Obtain a passing grade on the report card in Mathematics and Language Arts; and
- b) Obtain a passing grade on the report card in two of the following: Social Studies, Science and/or Health.

MIDDLE SCHOOL (6-8)

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools and Richmond County Board of Education.

State Promotion Requirements

- No eighth-grade student shall be promoted to the ninth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education*

Additional Richmond County Promotion Requirements

To meet promotion requirements, students in grades six through eight must:

- a) Obtain a passing grade on the report card in:
 - Mathematics
 - Language Arts
- b) Obtain a passing grade on the report card in at least one of the following:

- Social Studies
- Science

c) Obtain a passing average in at least half of all connections courses.

Communication for Grades K-8

If a student is not meeting the above requirements, the parent/guardian will be notified in the following manner:

1. Midway through the first nine weeks (4 1/2 weeks of instruction): A parent conference should be held to discuss strengths and weaknesses and offer suggestions for student improvement. A parent conference shall be scheduled to develop an educational plan for each student experiencing difficulties.
2. End of second nine weeks (18 weeks of instruction): At the end of the second nine weeks, the report card and the report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card envelope will also indicate promotion difficulties. A parent conference must be held for each student not making satisfactory progress toward promotion.
3. End of third nine weeks (27 weeks of instruction): At the end of the third nine weeks, the report card and report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card will also indicate promotion difficulties. A parent-teacher conference shall be held at this time to evaluate student progress in order to determine improvement needed to meet promotion requirements.
4. End of the school year-fourth nine weeks (36 weeks of instruction): Conference must be scheduled for all students who are not meeting promotion requirements. The parent/guardian of a student who has been retained will be notified in the final report card.

In addition to the communication described here, when a student does not perform at grade level in grades levels 3, 5, and 8 on the state adopted assessment (s) specified above the school system will also follow communication guidelines and procedures outlined by the Promotion, Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 2014.



Quality First Teaching for the Professional Educator

- Greet Every student.
- Make sure you have your students undivided attention prior to beginning the day's instruction.
- Teach Bell to Bell. Every Day.
- Have a clear directive plan for delivery of instruction planned upon data gathered through review of pre/post test data, diagnostic data, historic standardized test data.
- Ensure links to prior learning are implicitly made.
- Give access to a wide range of practical resources.
- Ensure key learning points are reviewed regularly throughout the lesson.
- Ensure understanding of vocabulary. Are learners using the correct language?
- Provide a talking partner for pupils to share/explain their thinking.
- Give lots of thinking time.
- Present tasks in a meaningful context.
- Make close observations of pupils to fully understand the mathematical strategies being used to solve problems – get them to 'talk through' what they're doing.
- Have a data-driven plan for remediation or acceleration for all students.
- Give a wide range of contexts for pupils to apply their learning.
- Give opportunities for pupils to make up problems using skills learned.
- Give opportunities for pupils to check their solutions using a range of methods.

- Don't rush into abstract and formal written work before understanding is secure.
- Be prepared to explore, repeat and rehearse steps again to ensure understanding of abstract concepts.
- Conclude each lesson with next steps and how to practice for retention.