

Marketa Croom

Principal

Dr. Yonna Daniel

Assistant Principal



Faculty Handbook

2020-2021

L.W. Burnett

Elementary School

8277 Connally Drive

Douglasville, GA 30134

Phone: 770-651-3500

FAX: 770-920-4263

The following handbook is a working document provided to serve as a reference for all staff members. The information contained consists of processes and systems specific to Burnett Elementary and aligned with Douglas County School policies. Any changes or additions may occur on an ongoing basis during the school year. Please keep your handbook up to date.

When questions arise during the school year, please refer to your handbook first. If you cannot find the answer to your question or feel the information is not clear, please ask for assistance. We will try to provide explanations that will clarify any questions. Further, by pointing out information that is unclear, it will allow us to make the handbook changes that will help others. **Each person is expected to review all the information in the handbook and to sign off on a document indicating that you have read the handbook.**

Mission: Burnett Elementary School's "what" is to provide a rigorous learning environment that encourages high expectations for all students through a positive and supportive school community. We believe it is every child's civil right to a quality educational experience that will prepare them for post-secondary opportunities, REGARDLESS of their exceptionality. In doing so, students are afforded opportunities to globally compete in this 21st Century market.

Vision: Burnett Elementary School's "why" submits we are manifesting innovators and thinkers that are successful in life and enrich the lives of others.

We are...

- Creative problem solvers
- Driven to take initiative and ready to roll up our sleeves to get the job done
- Resilient and unafraid to fail...Try - Fail - Learn - Try Again!
- Self-reliant
- Ethical, honest, and trustworthy
- *Committed to every child and will promote a Standard of Excellence*



Mantra: *My Best Under Every Situation...in Character, Conduct, Attitudes, and Actions*

Burnett's Faculty and Staff 2020-2021

<p><u>Kindergarten</u></p> <p>Maria Cooper</p> <p>Christian Crawford</p> <p>Chanel Jones</p> <p>Heather Willilams</p> <p>Robert Hoover-K para</p> <p>Ronda Jackson-K para</p> <p>Regeania Ferguson-K para</p> <p>Regina Adams-K para</p>	<p><u>1st Grade</u></p> <p>Penny Norman</p> <p>Tantra Pickens</p> <p>Tamekia Powell</p> <p>Elizabeth Smith</p>
<p><u>2nd Grade</u></p> <p>Horace Brady</p> <p>Mary Lemon</p> <p>Prisca Nketeh</p>	<p><u>3rd Grade</u></p> <p>Kimberly Haile</p> <p>Mercedes Mitchell</p>
<p><u>4th Grade</u></p> <p>Russell Johnson</p> <p>Juanita McLendon</p> <p>Kristin Murphy</p>	<p><u>5th Grade</u></p> <p>Erica Lockridge</p> <p>Lisa Watson</p>

Special Areas

Lynn Chabayta-Media Specialist

Whitney Forsh-Art

Aqueelah Maxwell- PC

Kwame Paige-Music

Sharonlyn Reese- ELL

Amanda Skinner-Media Clerk

Brandon Washington-PE

Special Education

Nancy Bass-IRR (K-1)

Karen Clark-IRR (2-3)

Margaret Sutherland-IRR (4-5)

Noni Newberry-Sp.Ed Para

Tiesha Morrow-MID

Velrah Callaway-Sped. Ed. Para

Alicia Mills-LEAP

Stella Quist-LEAP

Samantha Remondelli-LEAP

Tamika Walker-LEAP Para

Justine Harris-Pre-K

Support Staff

Tiffanie Wright-Counselor

Shuntay Strachan-Social Worker

Kelli Summerlin-Ed. Evaluator

Morgan Cannon-Psychologist

Cynthia Brooks-ILT

Yolande Brooks-Millender-Title 1 Tutor

Darrion Swint- Title 1 Tutor Para

Office Staff

Marketa Croom-Principal

Yonna Daniel-Assistant Principal

Deidra Hankerson-Office Manager

Annika Jeter-Records Clerk

Lashonda Dunham-O.R./Health Monitor

ASP Director

Tiffanie Wright

<p>Officer Kozzima- SRO</p> <p>Niki McMahon-Technology</p>	<p>School Nurse</p> <p>Amy Reyes</p>
<p><u>Custodians</u></p> <p>TyJuan Brintley</p> <p>Jennifer Copeland</p>	<p><u>Food Service</u></p> <p>Chef Nolley-Café Manager</p>
<p><u>District Support Staff</u></p> <p>Tonya Beasley-PC Evaluator</p> <p>Beth Thompson-PT</p> <p>Kim Benjamin-PT</p> <p>Demetrice Webb-OT</p> <p>Dora McFadden-OT</p>	

Burnett's Emergency Crisis Codes

The following are codes mandated by the State of Georgia. The Douglas County Board of Education will use such codes in emergency or crisis situations.

Code Yellow=Caution Alert

Now what? Continue normal inside activities, but be very cautious. Students may not exit the building.

Tornado Watch-indicates unfavorable weather conditions

Tornado Warning-indicates a tornado has been sighted and reported

Code Red=Intruder Alert (Inside)

Now what? Lockdown immediately! Intruder inside the building. Students should not be seen from windows or doors. Locked...Lights...Out of Sight!

Code Red= Intruder Alert (Outside)

Now what? Lockdown immediately! Intruder outside the building. Students should not be seen from windows or doors. Locked...Lights...Out of Sight!

Code Blue=Silent Evacuation/Bomb Threat

Now what? Evacuate the building immediately! You must be 1000ft away from the building. This code will **not** be announced publicly. We will utilize a silent notification method.

Code Green=Go

Now what? Please exit the building immediately! You must be 1000ft away from the building. Emergency vehicle access should be ensured.

This code **will be** announced publicly. When the fire alarm is sounded, students and staff need to wait until an announcement is made to evacuate the building.

Who's checking what during the drills?

Principal- Mrs. Croom	5 th Grade Hall & Restrooms
Office Manager - Ms. Hankerson	Front Hall & Restrooms
Office Clerk-Jeter	Front Office & PRC
ILT- Mrs. Brooks	Back Hall & Restrooms
Media-Chabayta and Skinner	Media Center & Cafe
SRO-Officer Kozima	Adjoining hallway
Counselor-Wright	4 th Grade Hall & Restrooms
Custodians 1	Traffic Control
Custodian 2	Playground

Red Emergency bags should be kept close to the classroom door so they can be taken any time the teacher and students must leave the room. Make certain information contained in the emergency folder is current in the event there is a substitute in the room when we have a drill or an actual emergency situation.

The Red Emergency Folder must contain the following:

- Class Roster
- Emergency Contact Sheet for Students
- School Map
- Drill Slips
- Pen/Pencil

Burnett Elementary Schools

Expectations for High Student Performance

The faculty and staff of the Douglas County School District are committed to using effective instructional practices in every classroom. Our goal is that all students at Burnett will receive a high quality (digital or traditional) educational experience, everyday.

To meet this goal:

We will teach the Georgia Standards of Excellence (GSE) with fidelity by:

- Designing challenging lessons aligned to the Common Core and GSE.
- Identifying key concepts using standards-based language.
- Using essential questions to connect instruction to the standard.
- Asking students to summarize their standards-based learning.

We will use a collaborative, team-based improvement process to monitor student progress by:

- Developing formative assessments that are explicitly aligned to standards.
- Collecting, charting, and analyzing student work consistently.
- Consistently analyzing data to determine beginning, developing, proficient, and distinguished learners.
- Using common and benchmark assessments to assess student progress.
- Adjusting instruction based on student needs as identified by assessment results.
- Using a variety of instructional strategies to address student needs.

All teaching and learning activities will reflect a shared understanding of what students should know, do, and understand. Burnett's common framework for instruction will consist of:

- Opening: Activating strategies centered on the standard, element(s), and essential question.

- Mini-lesson: Modeling while referencing standards and key vocabulary, using exemplars (examples of student work that meet or exceed the standard).
- Work Period: Engaging students using high level tasks, incorporating higher-order thinking questions and encouraging authentic 21st Century collaboration skills.
- Closing: Summarizing strategies to assess student understanding.

Our classroom environment will be cultivated by the following:

- Strong student-teacher relationships based on culturally responsive teaching and learning
- The social-emotional needs of our students.
- Established rituals and routines.
- Displayed GSE, essential questions, and key vocabulary.
- Evidence of the GSE framework for instruction.
- Evidence of student work that reflects the GSE.

Our communication with parents will be:

- Respectful, frequent, clear, and consistent.
- Focused on building a partnership with parents for improving student performance and development.
- Embody a welcoming ethos
- Hosted with Class Dojo, IC, and School Messenger
- Monthly newsletters, blogs, Facebook, Instagram, Twitter, and BUES Website

2020-2021 Burnett Elementary School

Instructional Programs and Practices (non-negotiables)

<p>School Wide</p>	<ul style="list-style-type: none"> ● Data and Instructional Meetings every Wednesday ● Weekly Professional Learning Communities (grade level team meetings) ● Ga DOE State Frameworks ● AVID ● Common District Assessments ● MyOn ● Write Score ● Integrated Writing ● Lexiles-2nd -420, 3rd-670, 4th -840, 5th-920 ● Sight Words- K-220 1st -600 ● Envision Math ● K-5 Data Notebook & Goals ● Lesson Plan Framework ● Class Dojo ● Agendas-K-5 ● Saxon Phonics-K-2 ● Bookworms-K-5
<p>The following must be posted in your classroom.</p>	<ul style="list-style-type: none"> ● Mission Statement ● Math Process Standards ● Standards and Essential Questions ● Morning Routine ● Daily Agenda ● What to do when you are done list. ● Accelerated Vocabulary and Content-based Word Walls ● Class Rules, Procedures, and Expectations

Please note: All student work posted in the hallways or outside your door must be updated monthly and have a task card which includes the standard, activity, and depth of knowledge level. Rubrics are optional.

PROCEDURAL ABCs

ABUSE/NEGLECT (CHILD)

State law requires all staff members to report any reasonable "suspicion" of child abuse or neglect. It is not the staff member's role to question the child to determine if there is cause for a referral. Any statements by a child or any visual

evidence should be reported to the designated personnel. At Burnett, any suspicion should be reported to the school counselor, Mrs. Wright. In the event she is unavailable, the next person is the Principal, and then the Assistant Principal.

ACCIDENTS AND INJURIES

Board policy requires that all accidents and/or injuries of students or staff be reported to administration. Student accident reports will be written up by the supervising teacher and logged in on the School Stream account found on the county website. Staff members are to report the accident or injury to the Mrs. Dunham in the clinic.

Each accident, *no matter how minor*, should be reported immediately on the correct form. There may be accidents on school grounds or school sponsored trips; testimony should be included in the teacher's accident report. Be sure to complete incident reports for students or yourself as soon as possible.

When a serious accident or illness occurs, the parent, or someone designated by the parent, should be notified at once and asked to come to school if needed. **All HEAD INJURIES must be reported immediately to an administrator and the health monitor. We will contact the parents and give the option to come to the school.**

The administrative staff, teacher, or any other employee of the school will stand by until the parent or someone designated by the parent arrives and assumes responsibility.

Any student sent to the Reflect and Connect Room/Clinic due to an accident and/or injury should bring a clinic pass with them (except in the case of serious situations). The pass should include the student's first and last name and an explanation of the reason the child is being sent. Mrs. Dunham will contact the parent if necessary.

AGENDAS

Agendas will be issued to all students to foster home/school communication. A teacher must check each student's agenda each day to make sure that it is completed or if there are notes from the parent. Parents are to sign the child's agenda daily to check for notes from the teacher(s), homework, or etc. Students are required to take their agendas home each day and bring them back to school.

ASSESSMENTS

Teachers are expected to maintain assessment records on all students in all subject areas. Records should be maintained by grade books, student portfolios, benchmarks, written records, or electronically. Parents should be informed on student progress on a consistent basis. Please adhere to the assessment policies and protocols as prescribed by the state, district, and school.

ATTENDANCE POLICIES- TEACHER (Leave forms are Mandatory)

- Each staff member must sign in and out daily using an electronic sign-in at <http://dcss/signin/>.
- Do not log in another employee for work.

- All school employees are encouraged to be present every day. The safety of our students is in jeopardy when teachers are absent. Punctual and regular attendance is a requirement and essential for maximum teaching effectiveness.
- Should a staff member need to be absent, leave request forms should be completed and returned to the Principal Croom in advance.

Personal Leave (Code 310) must be requested in writing and the signature of the principal obtained no less than 3 days in advance or it will be denied. Principal Croom must approve personal leave in advance. Personal leave taken without prior approval will be reported as an unauthorized absence and result in pay being docked. No more than 3 employees will be granted personal days on the same date. Personal leave should not be taken during preplanning, post-planning, teacher workdays, or on a day before or after a holiday per board policy.

Unexpected Illness (Code 300)

CALL or TEXT Mrs. Croom at 678-471-2344 (6:00a.m. or before 9:00p.m.) as soon as you know you will be absent. ***Be sure log on to AESOP and make your own arrangements.***

Lesson plans and materials must be provided for the substitute in your Emergency Sub Folder or in your Planned Absence Binder. A leave form must be completed the day you return from an emergency absence or it will be documented as leave (Code 900) without pay. **If a faculty or staff member is absent on the day of assigned duty, it is the responsibility of the teacher to find someone to cover his/her duty. Remember the safety of our students is paramount.**

Once you have accumulated 5 or more sick days, then you will receive a letter indicating that you have over 5 absences. Any additional days will require a doctor's note or excuse for the absence. **Extenuating circumstances will be noted.** The county has allotted 5 days per teacher & para money to pay for substitutes. In the event that the school runs out of money, we will have to pay for any absences or be "creative" with covering classes.

Professional Leave (Code 400) forms must be completed when you are attending professional activities either in the school system or outside the school system. Professional leave forms must be completed in advance of the activity to allow the Principal time to send the form to the central office for approval by the appropriate Program Director.

ATTENDANCE- STUDENT

Attendance/ Tardies /Early Checkouts

- Attendance must be taken daily in Infinite Campus. Record days present and absent on the report card at the end of each nine weeks and on the permanent record at the end of the school year or on the date the student withdraws from school.
- If a student is absent for more than one day, please reach out to parents to check on the student.
- Students are tardy to school after 7:40 a.m. They must check in the front office. Please do not mark them tardy unless they have a tardy slip.
- All absence notes must be sent to the office by 8:00 a.m. We will no longer accept notes/messages via Class Dojo. Students with excessive unexcused absences & tardies will be referred to the Principal, Social Worker and Counselor.
- At BUES, for emergency student checkouts, parents will buzz the front door and an office staff member will allow no more than 1 visitor in the office at a time to check out their child. If a parent is experiencing an emergency and needs to sign their child out, they may contact me at 7706513512.

- For scheduled appointments, parents will schedule a time to checkout their children with the front office. Upon arrival, parents will buzz the front door, announce themselves, and will enter the office to check out and retrieve their child/ren.

BEHAVIOR EXPECTATIONS

Burnett Elementary School recognizes that behavior is the responsibility of the individual. It is the faculty's and staff's responsibility to help children learn self-control and the appropriate behaviors necessary to be successful. Our goal is to ensure that our students and faculty have the opportunity to learn and work in the safest environment possible. To accomplish this, the policies of Douglas County and Burnett Elementary School must be followed in a consistent, professional manner. Each teacher will address violations of these policies anytime or anywhere while at school or at school functions. Severe violations of the policies will be handled by the administration. Together we can provide our students with a positive, orderly instructional climate.

Classroom Environment:

Each teacher will design a "Reflection Station" inside the classroom when students can go for self-reflection. In this space, teachers will post the "Think Tank Procedures". Think Tank is an opportunity to embed three tenets of SEL (Social Emotional Learning), which are self-awareness, self-management, and responsible decision-making.

	You must know your students in order to support their needs.
Step	Actions taken by teacher for minor infractions
1	Reflection Station-Think Tank Procedures(not to exceed 10 min.)
2	Reflection Station-Think Tank with Talk Ticket in a neighboring classroom (not to exceed 10 min.). Student must return with completed Talk Ticket (ticket back in the door). Review the TT with the students (not to exceed 3 minutes).
3	Consequences as determined by your grade level (may include detention, loss of a classroom privilege, and a call home to the parent.)
4	Counselor Intervention (Restorative Practices Small Impromptu Conference)
5	Parent-conference (Restorative Practices Small Impromptu Conference)
6	Office referral to be completed in Infinite Campus. See appendix for directions. <i>Croom or Daniel will assist in escorting students to the Reflect and Connect Room(formerly OR) once the referral has been input into Infinite Campus. Please</i>

refrain from sending students to the Reflect and Connect Room without an administrator's permission.

Minor Infractions	Major Infractions
<p>(Utilize the 6 step discipline plan)</p> <ul style="list-style-type: none"> ● Disruptive classroom behavior (verbal outbursts, excessive talking, horseplaying, etc.) ● Inappropriate café or hallway behavior ● Minor damage to school property ● Minor teasing of others ● Refusal to follow directions 	<p>(Immediately contact an administrator)</p> <ul style="list-style-type: none"> ● Bullying ● Provoking a fight ● Sexual conduct ● Inappropriate use of technology ● Forgery ● Skipping class ● Theft ● Vandalism ● Possession of weapons ● Possession of drugs ● Misuse of Technology ● Academic Dishonesty

Classroom Procedures

Teachers are to handle discipline problems within the classroom. Consideration should be given to the student's value system, frustrations, emotional stability, and mental health when administering consequences. Discipline should be designed to help the student acknowledge and correct inappropriate behavior and not designed just for the convenience of the teacher.

Teachers will refrain from yelling at, embarrassing, or discussing confidential information as it pertains to our students. Teachers who yell at students have demonstrated poor control and set an improper example for students. In dealings with students, **the adults must always be cognizant of the effects of their comments, attitudes, behaviors, dress, etc. and always strive to set a proper example.** Examples must live and teach what they profess to believe and set a proper role model for students.

As professional educators, teachers are expected to handle the day-to-day classroom problems. Teachers are to keep a discipline log so that documentation of student problems will be available if a student is referred to the office. ***It is imperative that teachers contact parents on a regular basis as well.*** Additionally, teachers should keep a log of parental contacts in Infinite Campus.

A student should not be brought to an administrator or the Reflect and Connect Room without previously having exhausted all classroom behavior plan interventions. If an office referral is determined to be the appropriate course of action that may

warrant more than 60 minutes in R & C, the referral should be completed in Infinite Campus and an administrator should be notified. The incident and consequences will be logged in the computer by an administrator.

Please refer to the Douglas County Discipline Policies posted on the Douglas County School System website. You may use this as a guideline to establish your classroom rules. Rules should be clear, concise and specific. If a student violates any portion of this code, it is your duty to take the appropriate action.

Burnett's School-wide Classroom ROAR Expectations
Respectful
On-task
Actively Engaged
Responsible

Hall Procedures

Students should never be in hallways unattended. Classes will be escorted to and from locations by an adult. Please remember our hallways are "Tiger Zones" and when present in the hallways, students will follow the established expectations—feet always touching a paw print, single-file, and silent. Many students' artifacts are on display in the hallway, and are not to be touched. Everyone must remember that instruction is taking place throughout the school day; therefore, students, faculty, and staff should be mindful of not disrupting the learning of others.

Cafe Procedures

The goal of the Burnett Elementary School lunchroom is to create a pleasant atmosphere where students and staff can eat, visit, and enjoy a nutritious meal and a break in the academic day. Social interaction is important and students will be encouraged to converse in a manner that is respectful of others.

- Students will wash their hands prior to going to the cafe. Tables will be arranged to have students remain 6 feet apart while in the cafeteria serving line receiving food.
- It is highly recommended that payments be made using [School Cafe'](#).
- Students in grades K-1 will eat their lunch in the cafe using social distancing protocols.
- Students in grades 2-5 will get their food, they will go back to the classroom to sit at their desk to eat. This will allow for more distance between students than if they were sitting in the lunchroom.
- Students will go to the cafeteria to get their meals at this time and then go back to their classrooms to eat. Some of the food choices students will have when they go through the line include:
- Breakfast: breakfast biscuit, cereal, steak biscuit, french toast sticks, blueberry pancakes, sausage biscuit, chicken biscuit, breakfast pizza, pancake on a stick
- Lunch: chicken sandwich, PB&J sandwich, hot dog, breaded ravioli, taco salad, quinoa bowl, cheeseburger, hamburger, stuffed crust pizza, BBQ sandwich, chicken tenders, turkey/cheese subs, mini corn dogs, popcorn chicken

- Other items include: yogurt cups, fruit, tater tots, baked beans, corn, salad, green beans, carrots etc.
- The food mentioned above are just examples. Items will be individually wrapped or put in individual bowls. Items will be put in a sack for students to carry back to the classroom. All food will be covered.
- Large trash bags will be given to teachers and after students eat in the classroom, their trash will be collected and discarded in large trash cans located on each main hall.
- Parents will be encouraged to send water bottles to school for their children.
- Students will then sanitize their hands again.
- Teachers must ensure students arrive at the cafe on time. Monitors will assist students in maneuvering through the lines, gathering their items, and heading back to their classrooms (2-5).

Important Reminders:

- Please do not threaten to withhold once-a-year events from children, such as holiday parties or Field Day. All students can earn the right to attend or gradually lose their rights to attend parties or Field Day.
- During traditional learning, do not leave your students in your classroom or the building unsupervised.
- Be kind but firm.
- Keep your perspective and sense of humor. Avoid using sarcasm with students. While some are more global in their thinking, many are still very literal and may take things out of context.
- Talk with your students in private and avoid public shame or embarrassment.
- Never discuss students with other students, parents, or community.
- Know the difference between empathy, sympathy and apathy:

<p>Empathy the feeling that you understand and share another person’s experiences and emotions: the ability to share someone else’s feelings.</p>	<p>Sympathy the feeling that you care about and are sorry about someone else’s trouble, grief, misfortune.</p>	<p>Apathy the feeling of not having much emotion or interest: an apathetic state.</p>
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Students must NEVER be put in the hallway alone as a punishment OR sent to a lower grade. This is not only a supervision issue but a degrading practice. Elementary school events make memories that last a lifetime, so let’s try to make them good ones.

CLASS DOJO

As best practice, it is expected that all teachers have an effective communication plan in place. Burnett Elementary School fully embraces Class Dojo www.classdojo.com. It is an expectation that Class Dojo be used daily and parent communication logged in Infinite Campus. Be sure to sign families up the first 10 days of school.

CHILDREN OF STAFF MEMBERS

School age children of employees who wait for their parents before or after school, or who assist during pre-planning and/or post-planning must be under the control and supervision of the parent. Children of employees should not attend faculty meetings or be allowed to roam the school building (teacher mailroom, lounge, adult bathrooms, and so on). Please gain approval from Mrs. Croom prior to bringing your family members to spend the day or week with you. If your family member will

be volunteering, please make sure they received the child abuse training prior to working with you and your students. The training is offered at the beginning of the school year and throughout with prior notice.

CLASSROOM APPEARANCE and Social Distancing

Each teacher shall maintain a classroom that is **neat, orderly, and instructionally oriented** to motivate children. Please do not bring any additional furniture to your classroom unless it has been approved by an administrator. **Classrooms should be free of clutter by organizing materials and furniture.** Due to fire regulations, **no more than 20% of the classroom can be covered with paper. There should be a clearing of 24 inches from the ceiling. Please remember the following:**

- You have control over how you design the perimeter of your classrooms.
- Fill the walls with only essential items for learning.
- Think about ways to add more space by minimizing space (bulky furniture, multiples of the same, etc.)
- Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Avoid community supplies when possible. .
- Clean high touch surfaces between different groups.
- Participants/children should wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
- Wherever feasible, encourage bag lunches from home.
- We will stagger arrival and/or dismissal times. We will call one bus at a time for dismissal.
- We will minimize crowding at drop-off and pick-up times.
- Masks are required in common areas for staff.
- Only two students will be permitted to enter the restroom at a time. We will stagger their entrance.
- Only essential visitors will be allowed to enter our building (maintenance, mail, food delivery, outside Burnett instructional staff)
- We will encourage social norms and health etiquette (cover your cough with a tissue, wash hands, no touching)..
- For schools, we will move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.

COMMON ASSESSMENTS

Common assessment will be given throughout the year. A pre and post will be given in addition to formative assessments. In a classroom or across the grade level - after the common assessment you will meet with your team to look at the work and the errors made to discuss plans for remediation or acceleration. In addition, there should be a follow-up assessment to determine if the standards have been mastered.

GKIDS-GKIDS Readiness Check is to highlight knowledge and skills critical for student success in learning - this assessment is solely to guide instruction.

STAR Reading- a comprehensive examination that tests the range of students' knowledge of reading and language in grades

Dibels- a series of short tests that assess K-8 literacy. It is a set of procedures and measures for assessing the acquisition of a set of K-8 literacy skills, such as phonemic awareness, alphabetic principle, accuracy, fluency, and comprehension.

Scholastic Reading Inventory-T a criterion-referenced test intended to measure reading comprehension and match students to text so they can read with confidence and control.

The district is planning to implement **BEACON** as a formative assessment. **BEACON** is a through-year, computer adaptive, formative interim assessment system administered in ELA and mathematics in grades 3-8. It measures progress throughout the school year, allowing educators to target instruction and make informed decisions. It is mapped to the Georgia Standards of Excellence (GSE), adjusts difficulty to meet students where they are, and minimizes testing time.

Additional information is forthcoming from the district. In the interim, to learn more about BEACON, please visit Georgia Department of Education.

COMMUNICATION

Be sure to read the Peek of the Week every Monday. Good communication is important to the smooth operation of school. A great deal of information will be sent via e-mail. Staff members are expected to check their e-mail, at a minimum, every morning and every afternoon before leaving for the day.

Voicemail and email should be checked daily, but not during instructional times. Make sure you delete your messages regularly so that your voicemail will not get full. Answer your email within 24 hours or less.

Your **webpage** is a primary tool for you to communicate with the BUES community. Be sure to keep it current and accurate. How you set it up and maintain it is a direct reflection of who you are. Keep this current. It is part of your duties and responsibilities.

You are required to keep a **communication log** in Infinite Campus.

Mailboxes are located in the teacher's workroom on the front entrance hallway. Faculty and staff should check their assigned boxes in the morning and afternoon. **Students are not allowed to pick up information from teachers' boxes due to confidentiality.**

COMMUNICATION WITH OTHERS.

Each grade level will send home a monthly newsletter to highlight specific events that may be taking place, special information that needs to be emphasized, etc.

All teachers should make an effort to communicate effectively with parents of children experiencing difficulties; therefore, the only time a parent receives information regarding his/her child's progress should not be a midterm or report card. Letters,

telephone calls, or holding conferences often will help keep problems from escalating or may prevent potential problems. A good rule of thumb is a bi-weekly update minimally.

Don't forget about those students who are doing well. Sometimes we tend to overlook those students. Please consider taking the time to contact a parent to let him/her know his/her child is a great model for others. Every child's parent should receive at least 2 personal contacts per year by way of a phone call or conference.

All class/school-wide letters, articles, and flyers must be approved prior to sending home by the Principal. Provide the front office with a copy of all flyers.

CONFERENCES & NOTIFICATIONS

Parent conferences are vital to student success. Through a conference, a parent can learn what steps have already been taken to diagnose and remediate a problem or what steps have been taken to enrich the program of a child working above grade level. Conferences also allow teachers an opportunity to gain insight about the child from the parent's perspective.

- It is **required** that all teachers **hold a minimum of three** virtual conferences per year for each student. The first virtual conference should be held by the **end of September** (Fall), the second conference should be held in **January** (Winter), and the last conference should be held in **April**(Spring).
- **Information related to academic difficulties should be shared with parents as soon as the problem occurs.**
- Students having consistent difficulty in the general curriculum should be followed in Tier 2 with the appropriate strategies and data collection . Students unsuccessful in Tier 2 with data collection and interventions documented may be referred to Tier 3-SST.
- All Tier 2 folders must have a record of a conference with the parents.

CONFIDENTIALITY

Federal law (Federal Education Right to Privacy Act, FERPA) stipulates that all student records are confidential and system employees must follow specific procedures when handling the records. Parents have a right to access any records kept on their child. When dealing with any personally identifiable information on a student, staff members must make certain to follow FERPA guidelines. If in doubt, ask Office Clerk, Principal or Assistant Principal. **Do not discuss confidential information with substitutes, parent volunteers, bus drivers, etc.**

COPYING

The administrative office copier is for office use only. Please use the copier in the workroom (next door to Ms. Hankerson's office). Be proactive and plan ahead for your copying needs. You will be provided a copier.

COUNSELOR REFERRALS

Students may refer themselves by taking a referral slip, completing it, and returning it to the counselor's office. The student will be informed when he/she has an appointment. Students may not leave class to turn in this form during instructional time unless the teacher deems such action necessary.

Teachers, parent, and administrators may also refer students to the counselor by completing the referral form on *School Stream*. The following list of student behaviors possibly indicates a need for counseling and is offered as a general guideline. Please refer students who:

- Are experiencing a crisis (death, divorce of parents, etc.)
- Are new at RES and are having difficulty adjusting to a new school
- Are overly unmotivated and apathetic
- Exhibit a sudden change in school performance
- Are suddenly and/or often truant
- Fall asleep constantly in class
- Are unable to stay on task
- Appear distressed (may cry or become overly introverted)
- Are preoccupied with death, fire or bizarre topics
- Are overly emotional or overly sensitive to criticism
- Are overly irresponsible or dependent upon others to do for him/her
- Are extremely hostile or cruel

Suspicion of child abuse should immediately be reported to the counselor or an administrator. Early notification allows for DFACS intervention more quickly.

DAILY HOURS

The front office will open at **7:00 AM**, each day. All teachers are expected to sign in by **7:30 a.m. during virtual learning and 7:10 a.m. during traditional**. *Visits to the front office should take place before 7:30 a.m.* Teachers are expected to be on duty during those hours. Morning duty assignments begin promptly at 6:50 a.m. for paras. **If it becomes necessary to leave the school campus, the faculty or staff member must gain approval from an administrator.**

DRESS CODE

Staff members are expected to follow the dress code as it is recorded in the Douglas County Board Policy Manual. The code is in policy GBRL that is available on the county website at <http://www.douglas.k12.ga.us> . School spirit days will be held on designated days. **We are all prohibited from wearing the following during the school year:**

- flip flops
- leggings
- cold shoulder blouses
- tank tops
- slides
- jeans
- walking shorts

Professional Jeans Days will be designated on Mondays and Wednesdays with a professional top (polo style, button down, blouse, blazer, etc.)

EVALUATIONS

Each certified staff member will be evaluated using Teacher Keys Evaluation Instrument. The number of evaluations depends on your status (full-4 walk-throughs/2 formal) or (flex-1 walkthrough/1 formal). Counselors, media specialists, and speech will be evaluated with the instrument specifically designed for their specialty. Classified and support staff members will be evaluated using job descriptions. The principal, assistant principal, and instructional lead teacher will visit classrooms frequently. When visiting the classrooms we will be looking for the following evidence:

- Classroom Management
- Differentiation
- Engagement vs. Compliance
- Instructional delivery mode (whole group, small group, collaborative learning, etc.)
- Learning Focused Schools Framework
- Orderly and Clean Room
- RTI strategies for all students and IEP modifications for special education students or Can do Standards for ELL students
- Standards Based Classroom (artifacts and language of standards - teacher and students)
- Student Participation and Engagement

The purpose of frequent visits is to let students know that we are highly visible and available to teachers. We want to help the classroom teacher in any way possible to enhance the learning environment and aid in instruction. Some visits will be very brief and others will extend throughout the entire lesson. Please do not interrupt the flow of your lesson when we enter the room.

EXTRACURRICULAR ACTIVITIES AND FIELD DAY

Extracurricular activities and clubs provide important social opportunities for student involvement, which builds positive attitudes toward school, promotes citizenship and values. The sponsorship of these activities is the responsibility of all staff members. All teachers are encouraged to work with some type of extracurricular activity, committee, or club. It is suggested that part of this responsibility include attending various extracurricular activities during the school year.

Extra-curricular activities and Field Day are privileges for students at Burnett Elementary School. Students may participate in these events if they have:

- Paid all outstanding Media Center fines for lost/unreturned books and other materials checked out
- Paid all outstanding cafeteria charges
- Paid all outstanding After School Program (ASP) charges
- Paid for damaged or destroyed school property that they have caused

FACULTY MEETINGS

Each Thursday will be dedicated to Leadership (Leadership Team only), School as a Whole (all), Professional Development (certified only), or Committee (all) meetings. The administration reserves the right to call additional faculty meetings as necessary. Appointments should be arranged such that they do not conflict with the meeting schedule. A copy of all the meeting dates will be provided for your convenience. Teachers who are absent on faculty meeting days must consult a team member for information upon their return to work.

FEES/MATERIALS

No teacher or other staff member may charge any student a fee as a condition of enrollment for full participation in any class or any part of the instructional program. Furthermore, no teacher or other staff member may require any student or his parent to furnish material, equipment, supplies, or books in lieu of a fee. However, students or their parents are expected to provide paper and pencil for each class as well as folders and notebooks necessary to keep up with class assignments.

FINANCIAL PROCEDURES

All money received in the classroom (check or cash) must be receipted and turned in to the office with your receipt book or report of money collected form, folder and a completed money tally form by 11:00 a.m. daily. Schedule any money collection activities for specific days, or at least limit the number of days on which you receive money. We must document the receipt of all money, and it can become a very cumbersome and time-consuming activity for the Office Manager and yourself. All major money collection activities must be coordinated with the Office Manager.

- **The principal must approve all check requests in advance.** Expenditures made without prior approval will be the responsibility of the individual to assume the cost. Reimbursements will not be made. Collect and receipt all monies according to board policy.
- A PO or check request must come before **ANY** transaction that will result in a payment to a vendor. This includes book orders to Scholastic. When in doubt ask Mrs. Boatwright, Office Manager.
- **We cannot leave any amount of money in classrooms overnight.**

Sometimes when a staff member has a need, the rest of the staff may wish to make a monetary contribution. Collections will not be made door-to-door or at a staff meeting. Contributions are strictly voluntary.

FUNDRAISING REQUESTS

All fundraising requests must be submitted to the principal.

GRADING GUIDELINES AND REPORT CARDS Grades Kindergarten:

- First, Second, Third and Fourth 9 Weeks: Exemplary, Satisfactory, Needs Improvement, Unsatisfactory
- Georgia Kindergarten Inventory of Developmental Skills (GKIDS 2.0) report will be sent with the fourth nine weeks report card. First - Fifth Grades:

- A = 90 to 100

- B = 80 to 89

- C = 71 to 79

- D = 70

- F = Below 70 Art, Music, and Physical Education

- S = Satisfactory

- N = Needs Improvement

- U = Unsatisfactory

Conduct Student conduct shall be evaluated as follows:

S = Satisfactory N = Needs Improvement U = Unsatisfactory

Number of Grades Per Nine (9) Weeks

1. The minimum number of grades used to determine the final grade must be nine for each 9-week grading, per subject area. 2. Each elementary school will issue progress reports every 4 1/2 weeks and report cards

at the end of every nine-week grading period. Additional teacher-developed progress sheets may be sent home between reporting periods 3. Progress Reports should reflect actual grades. 4. 55% Rule - no grade lower than 55% should be posted on report cards.

Task Weights

K-2

Homework	10%
Assessments (Quiz, QA, Teacher-made tests, Projects)	25%
Independent Practice/Daily Assignments	65%

3-5

Homework	15%
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Assessments (Quiz, QA, Teacher-made tests, Projects)	30%
Independent Practice/Daily Assignments	55%

☐ Conduct

Student conduct shall be evaluated as follows:

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

☐ Work Recovery

All students will receive credit for satisfactory makeup work after an excused absence. A student will be given as many days as he/she was absent to make up tests and assignments. Teachers are not required to provide assignments prior to an absence.

☐ Extra Credit

Extra Credit opportunities will be provided consistently across grade levels at the discretion of the principal and must be academic in nature.

☐ Notification of Failure

The Principal has established school procedures requiring parent/guardian notification prior to a student receiving a failing grade as a final grade for an evaluation period. All parents must be contacted via phone call before progress report time. The Letter of Concern should be sent home after initial contact is made. Best practices indicate that parents should be notified as soon as a student is failing a subject area.

*A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

Homework

Homework should be a time to practice/review taught skills. It should never be counted for a grade unless it is a project that will be graded with a rubric. Homework should be purposeful, related to classroom experience, and be age and grade appropriate.

The purpose and directions for the assignments need to be clearly communicated and should be preceded by instructions that adequately prepare the child for the task independently and successfully. If two or more teachers are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule. Because students work at different paces, it may take some students more or less time to complete assignments. Please remember, effective communication is critical.

Estimated times for daily homework are shown below. (This time incorporates reading.)

Kindergarten/First Grade	15–20 minutes
Second Grade	20–30 minutes
Third Grade	30–40 minutes
Fourth Grade	40–50 minutes
Fifth Grade	50–60 minutes

Hospitality

All certified staff will be asked to contribute \$15.00 and classified \$5.00 to the Flower Fund. These funds will be used throughout the year, and the assigned committee has guidelines that will be followed regarding gifts for newborns, illness, deaths, weddings, etc. Please let a Sunshine Committee member know of any events where acknowledgment is needed to send cards, flowers, etc. No additional monies will be solicited during the year, unless there are extreme circumstances. Please refer to the Sunshine Committee guidelines for Burnett Elementary.

IDENTIFICATION BADGES

All faculty and staff members are required to wear a county picture ID daily. Substitute teachers and volunteers will also wear identification badge or sticker.

INVENTORY

Staff members must maintain the following inventories: property, textbook, technology, and instructional. Any items purchased with school funds generally follow the program or grade for which they were purchased. There may be some exceptions to this rule when the administration deems it is necessary to meet the instructional needs of the school. We are moving toward computerizing all inventories as much as possible. Any large items that are no longer serviceable should be turned in to the Media Center for proper disposal. Large items that can no longer be used must be sent to the warehouse for disposal.

INSTRUCTIONAL TIMES

Grades K-3

L.A.	180
P.E./Art/Music	45
Math	90
Science/Social Studies	40
Recess	20
Lunch	30
	405 minutes

Grades 4 - 5

L.A.	150 - 160
P.E./Art/Music	45
Math	70-80
Science/Social Studies	45
Recess	15
Lunch	<u>30</u>
	405 minutes

60 hours P.E. per year

30 hours Health per year

LESSON PLANS

Lesson plans are to be developed each week on a common template in accordance with the Georgia Standards of Excellence. It is very important that you follow the curriculum map and pacing guide outlined for your specific grade.

Prepare informal, review plans for the 1st week of school. This will set the tone for the year!

You will need two copies of your lesson plans. One copy will be for your data binder and one copy will be placed in your Grade level liaison's mailbox by 9:00 Monday morning. They will be checked regularly by Croom, Daniel, and Brooks. Please ensure easy access to the following:

- Class Schedule
- Classroom Modifications (PEC, Tier III, ESOL, etc.)
- Instructional Minutes
- Content Areas (Math, ELA, Science, and Social Studies)
- Due Date for Grades Form
- Actual Lesson Plan

Lesson plans must be very specific and well developed. Indicate exactly what you plan to do to meet your goals and objectives so that there is evidence of student learning, i.e., what students should know and be able to do when they leave the daily class and complete the course. Additionally, list all HOTS questions as an accountability measure.

Collaboration with other teammates is expected and required. Please do not send your plans to each other without collaboration taking place. This looks like conversing about the assessments, outcomes, resources, standards, expectations, student present levels, etc. There is power in discussion.

Teach what you have planned. We understand that there are teachable moments, but indicate the changes in your plans.

Allow for your students to move around, interact, and collaborate with one another!

LUNCH- Line A or Line B

Stay tuned

Drop students off and pick them up at the designated time according to the school clock (bell). **Set your watch by the school bell not your classroom clock.**

LUNCH & BREAKFAST CHARGES

<u>Cafe</u>	<u>BREAKFAST</u>	<u>LUNCH</u>
<u>Elementary</u>	<u>\$1.25</u>	<u>\$2.25</u>
<u>Middle</u>	<u>\$1.25</u>	<u>\$2.50</u>
<u>High</u>	<u>\$1.25</u>	<u>\$2.50</u>

Staff	\$1.65	\$3.75
Guests	\$1.65	\$4.00

MEDIA CENTER INFORMATION

1. Copyright—Copies of the Douglas County School System copyright policy are available in the Media Center. Each teacher is responsible for adhering to this policy. The fair use guidelines are included in this handbook.
2. General Collection & Audio-Visual—Please check out the materials at the desk so a record of their location exists in case there is a need for them.
3. Sign-Up Class Use of the Media Center—If you need the media center for large or small group work, please give advance notice so the staff is prepared for your visit and your classroom assignments.

Meeting Norms

1. Honor time (start and end on time)
2. Everyone actively participate (no grading papers, no texting, no side-bar conversations)
3. Focus on the work at hand (be intentional and talk about student achievement and progress)
4. Be solution-oriented (Action Steps)
5. Assume good will (we are all on the same side fighting for the same outcomes)

PERMANENT RECORDS

All teachers are required to checkout and view permanent records for the students they serve. Permanent records should be stored in the office except when being reviewed. In order to obtain a permanent record, fill out the necessary information on the Permanent Record Review Form located in the front office. All records are due to the appropriate location by 3:00 PM. Under no circumstances are permanent records to be left in the classroom overnight. It is the teacher's responsibility to ensure that all information added to a permanent file during a school year is accurate. The following should be placed in the permanent record: legal documents (birth certificates, immunization records, school transcripts, end-of-year report cards, etc.), placement tests for current year only, test results, promotion/retention letters, SST flags, Brigance screening, Pre-K Program sheet, and EIP checklists.

Playground Procedures

While students will not have access to playgrounds, they will have recess. It will look different than it has in the past, but we want our students to be able to get outside, play, and socialize.

PROMOTION/RETENTION

Any decision regarding the promotion and/or retention of students should follow the DCSS policy IHE. Further information can be found on the county website at <http://www.douglas.k12.ga.us>.

Teachers should **identify any students who may be at risk** of not being ready for the next grade level by the **second week of January each school year**. The **teacher should** have had **conferences with the parents** to discuss the concerns and submitted all grade. **If the child is at risk, the teacher should refer the child to the Student Support Team. All SST referrals should be made before February 1st unless the student is new to BUES.** The Student Support Team will work with the teacher and parents to develop a plan that will help the student succeed and progress to the next higher level of academic achievement.

PUBLIC RELATIONS

All personnel should guard against disseminating inaccurate information concerning the school, its programs, and any person connected with the school. Information given and comments made by school personnel (however well intended they may be) are accepted as fact, and this sometimes leads to misunderstandings and erroneous information.

The faculty and staff have an influential connection with the public. Think and act like a professional. Wonderful things are happening at Burnett Elementary School. Capitalize on those things. Student concerns are confidential and should not be discussed publicly inside or outside of school by staff, substitutes, volunteers, etc.

PURCHASE ORDERS

All purchases will be made on written forms and no person shall be allowed to make purchases in the name of the school without an authorized purchase order. If a purchase is made without prior approval by way of the procedures outlined below, please consider the purchase a donation to the school. The school will assume the responsibility for paying invoices for purchases only if the established purchasing procedure is followed:

1. Fill in complete address, phone number, and fax number for vendor.
2. Fill in complete address for Ship To (your name).
3. Date of purchase order.
4. Fill in the total amount of purchase order.

List items to be purchased.

5. Properly completed purchase orders are to be approved by the *principal before purchase is made*.
7. As soon as your information is complete return the purchase order to the bookkeeper.
8. If special arrangements need to be made, please see the bookkeeper. Everyone must obtain a purchase order from the bookkeeper and have it approved by the principal before the purchase to spend club, department, or school funds.
9. Requisition requests must be made 1 day prior to when the purchase order is needed.

❏ Invoices

When invoices arrive for material orders:

1. Make sure everything was received.
2. Return to the bookkeeper as soon as possible.
3. Teachers must sign off on packing slips, invoices, and receipts, and return to the bookkeeper.

RELEASING STUDENTS FROM SCHOOL

No student is to be released from a classroom to a parent. Teachers will be notified from the office after office personnel have checked out a student procedurally. Students will be released to only those people listed on their emergency cards. In addition, no student may be dismissed from school during school hours except upon authorization from the principal, assistant principal or enrolling parent. The front office will utilize social distancing protocols as indicated by our COVID-19 Handbook.

SCHEDULES

As teachers develop their instructional schedules, they should keep in mind the following guidelines. **For virtual learning, a Monday thru Friday teaching schedule has been provided to you. Your traditional schedule will be provided shortly.**

SECURITY

With so much national attention being focused on school security please continue to follow these guidelines.

- No student is to be checked out from your classroom (unless you are instructed to do so by office staff). All checkouts are to be processed through the office.
- Classes should not be left unsupervised.
- Students who leave your room for legitimate reasons must have a pass.
- Direct supervision is required on the playground.
- Students should never open exterior doors for anyone during traditional learning.
- Notify the office if you see any suspicious individuals.
- Each team must use hand held radios for emergency communication only.
- According to Douglas County Board of Education policy, all outside doors (with the exception of one door at the front entrance) are to remain closed and locked at all times.

SPECIALS/PLANNING PERIOD

Please refer to the class schedule for destination.

- During traditional learning, please drop-off and pick-up students on time.
- Allow students some time to clean up their area before specials, and start lining them '5' minutes prior to specials so that they will have ample time to get there.

SOCIAL NETWORKING

The Douglas County School System recognizes that today's students and parents engage in electronic forms of communication for their daily interactions with friends, family, and their larger social networks.

- Staff members presently using social media sites, such as Facebook, to communicate with friends, family and their personal networks should ensure that their privacy settings are set to "Only Friends." If the "Friends of Friends" or "Networks and Friends" settings are used, staff members open their content to a much larger group of people, including students and parents.
- Employees should not use their District email address or phone number for communications on social media networks for personal accounts. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.
- See Board Policy: IFBG and IFBG-R1 As educators we have a professional image to uphold and how we conduct ourselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity. Some educators feel that being online shields them from having their personal lives examined. But increasingly, educators' online identities are too often public and can cause serious repercussions. One of the hallmarks of social networks is the ability to —"friend" others - creating a group of others that share interests and personal news. The district strongly discourages teachers from accepting invitations to **friend** students within these social networking sites. When students gain access into a teacher's network of friends and acquaintances and are able to view personal photos, the student-teacher dynamic is altered. Friending students provide more information than one should share in an educational setting. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom. For the protection of your professional reputation, the Douglas County School System recommends the following practices:

❑ **Friends and Friending**

- Do not accept students as friends on personal social networking sites (decline any student-initiated friend requests).
- Do not initiate friendships with students
- Remember that people classified as "friends" have the ability to download and share your information with others.

❑ **Content**

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting the site.
- Do not discuss students or coworkers or publicly criticize policies or personnel.
- Do not post images that include students
- Do not reference your students.

SUBSTITUTES-Traditional Learning

When you are out, students miss out on valuable instruction. However, when you need to be absent, you **MUST** have many procedures put in place for your sub.

Sub plans must be sitting on your desk with explicit instructions and all copies made.

Do not leave any new learning experiences for them to teach. Substitutes, no matter how excellent they are, are not the teachers charged with the teaching responsibility for your students. Only leave practice materials. **Make enough copies for your students. It is not the substitute's responsibility to make additional copies.**

Explicit instructions must be available to them for dismissal procedures including where each student dismisses to (bus and number, car, day care and name of daycare). Make a specific list.

Leave instructions for lunch count, attendance, and money. If you have any students with special needs (special ed. services or medication), it is important to leave that information but be very careful disclosing too much information.

Leave a daily schedule and lesson plans with procedures.

Have a short explanation of discipline expectations and a plan for any students with behavioral concerns (ex. severe behavior problems sent to a team member, not the office unless it is physical aggression).

TARDY

Teachers should be in their classroom no later than 7:25 a.m. during traditional learning and 7:30 a.m. during virtual learning. It is essential that teachers are on time to meet and greet their students. If you have an emergency or circumstance that prevents you from getting to school on time, please contact an administrator immediately.

TELEPHONE USE

Telephones are available for teachers to use. When making phone calls related to students, it is important that there be privacy in order to maintain confidentiality of student information. When you are talking to a parent about their child and your students are present in the classroom, this is a violation of FERPA. Do not use phones during the instructional periods unless it is for an instructional purpose such as Class Dojo, timer function, etc.

Unless there is an emergency situation, **staff members should not use cell phones to make calls while in the classroom.** This includes checking messages, texting, and sending messages. Please notify the principal or assistant principal of any extenuating circumstances that would necessitate the use of a cell phone in the classroom. **Your cell phone can be used before school, during your lunch, and after school. Teachers are not to use their personal cell phone to allow students to call their parents from the classroom when they are sick or left money or lunch at home. You are required to follow the proper procedure and send them to the office.**

TRANSPORTATION (STUDENT)

Stay tuned...

VIDEO

Movies used in the classroom must be rated G and from the media center. While we want to celebrate our students for their stellar behavior, **movies should be shown as just a reward or incentive.** Fun Friday should not comprise videos only. For content areas, you may show snippets (15 minutes or less) to reinforce a concept being taught. This does not apply to documentaries that are less than an hour that have already been approved by the district. No movies from Red Box, Hollywood video, Netflix should be used in the classroom. **The concern is the amount of instructional time lost due to showing feature length films.**

Burnett Elementary School Faculty & Staff

Handbook Appendices

Letter of Academic Concern

BULLYING REFERRAL FORM

Board Policies

Lesson Plan Template

Characteristics of a Master Teacher

Instructional Minutes

Infinite Campus Communication Log

Burnett Elementary School
Letter of Academic Concern

Date: _____

Dear Parent(s): _____

This letter is to inform you that your child, _____,
is currently failing/struggling in _____ with the grade of _____.

This failure is due to the checked item(s) below:

Failure to turn in classwork /
homework consistently

Low classwork/homework
grades

___ Low test/quiz grade(s)

___ Failure to pay attention in class

___ Disruptive behavior in class

___ Excessive absences and/or Tardies

___ Excessive Talking/Playing

___ Lack of Participation

In order to get on track and in route to being promoted from this class, it is recommended that your child do the following things:

___ Turn in homework consistently

___ Pay attention and actively participate during class

___ Complete classwork / homework in its entirety

___ Gain self-control and cease disruptive behavior

___ Study weekly for tests/quizzes

___ Respond appropriately to authority and constructive criticism

___ Attend school regularly

___ Read daily for 20 minutes

Thank you in advance for your support. If you would like to have a conference, please contact your child's teacher. Sign and return this form as soon as possible.

Parent's Name

Teacher's Name

BULLYING REFERRAL FORM

Person Completing Form: _____

Date of Incident: _____ Time: _____

Date Bullying Referral Form Completed: _____

Name (s) of Victim(s): _____

Name (s) of Bully: _____

How did you become aware of this incident?

____ Informed by the victim(s)

___ Informed by the bully

___ Informed by student(s) not directly involved in this incident

___ Informed by witness

___ Informed by parent

___ Informed by teacher

___ Other _____

Where did this incident happen? _____

___ Bus ___ Hall ___ Recess ___ Classroom ___ Computer Lab

___ Cafeteria ___ Music ___ Art ___ P.E. ___ Other

Describe what happened

Who? _____

What? _____

When? _____

Where? _____

Why? _____

How? _____

Please return **completed** form to Mrs. Wright.

BOARD POLICY REVIEW

Following is a brief description of selected board policies. The complete policy manual, including the full text of the following policies, can be found on the Douglas County School System website. In addition, the principal or assistant principal can obtain a copy of a policy for you if you are unable to access the website.

Child Abuse (JGI)

Any person who suspects child abuse must, by law, cause a report to be made in accordance with Georgia Code, Section 19-7-5. Report suspicions to the counselor, principal, or assistant principal.

Code of Ethics

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct and ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction. *Updated 6-15-09

Communicable Diseases (GANA/JGCC(1))

This policy recognizes the importance of protecting the health and welfare of students, teachers, and other employees from the spread of communicable disease, including AIDS. Definitions and procedures are reviewed and revised regularly as necessary to reflect current medical research and legal opinion.

Complaints and Grievances (GAE (1) (2))

Certified employees shall have the right to present and resolve their complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The policy provides definitions, exclusions, hearing rights, and the appeals process. The channels to be followed by non-certified employees are also described.

Alcohol and Controlled Substances Testing and Drug and Alcohol Free Workplace (GAM/GAMA)

The focus of this policy is to secure the safety of the school and workplace by creating a drug and alcohol-free environment. The policy affects all employees and describes the drug-screening program and the employee assistance program offered by the district. Being under the influence of drugs or alcohol or refusing to submit to a drug screening is cause for termination of employment.

Employee Protection Sexual Harassment (GAEB)

The DCSS will not tolerate sexual harassment activity by any of its employees. This policy applies also to non-employee volunteers who work subject to the control of school authorities. Sexual harassment is described as well as the reporting procedures.

Student Sexual Harassment (JCED)

The DCSS wishes to maintain an educational environment free from sexual harassment. It is a violation of this policy for any employee, student, or third party to harass a student through conduct or communications of a sexual nature as defined. All allegations of sexual harassment shall be investigated and appropriate action initiated.

Equal Employment/Education Opportunities (GAAA/JAA/KN (2))

The DCSS does not discriminate on the basis of age, race, color or national origin, sex, or disability in any educational programs or activities or in employment policies.

Faculty Dress Code (GBRL)

The DCSS considers the teacher as exemplar; therefore, faculty members must be neat, clean and appropriately dressed.

Use of Tobacco Products (GAN)

The use of tobacco by students, employees, or non-employees on school property is prohibited.

Acceptable/Unacceptable Use of Technology Resources (IFBG)

By this policy, the superintendent is enabled to establish guidelines for the acceptable use of the DCSS technology resources. All users of technology belonging to the DCSS acknowledge that there is no expectation of privacy and all use is monitored.

Family and Medical Leave (GBRIG/GCRGG)

Employees of the DCSS who have been employed for a minimum of 12 months and who have worked at least 1250 hours during the 12 month time period immediately prior to requesting leave are entitled to 12 work weeks of unpaid leave in a twelve month period under the Family and Medical Leave Act. The eligibility of leave and the procedures for taking it are further described in this policy.

Travel Procedures: Statewide travel regulations apply to all travel reimbursement payments made from all funds. (Refer to packet).

Seclusion of Restraint of Students –JGF (2): The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

Common Lesson Plan Template

<https://docs.google.com/document/d/1MSs6YEInba4YDBnyU8nM8ePKaVZI-Z7sXV6Mbna11lw/edit>

Professional Learning Community Template

<https://docs.google.com/document/d/1nCzA7DhQh5j6cn6YnseD5-X9nlwQSD0hQ9zh50zIqcE/edit>

