

Faculty Handbook 2019-2020



Bishop Hall Charter School

“The choices we make dictate the lives we lead”

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Personnel

Superintendent of Thomas County Schools (229-225-4380) Dr. Lisa Williams

Bishop Hall Charter School Board of Directors

Dr. Terry Solana, Chairperson
Mrs. Missy Stanaland, Vice-Chairman
Dr. Cynthia Drayton
Mrs. Lana Hicks
Mr. Grant Plymel
Dr. Lindsey Stevenson
Mr. Morris Williams

Bishop Hall Charter School (229-227-1397)

Administration

Mr. Chris Huckans – Principal
Dr. Verna Wiggins – Assistant Principal
Mrs. Michele Dechman - Instructional Coordinator
Mr. Darrell Brinkley – Blended Learning Coordinator

Faculty

Ms. Regina Beasley, CTAE Department/WBL Coordinator
Mr. Darrell Brinkley, English Department Chair
Mr. Austin Davis, Science Department Chair
Mr. Billy Esra, Mathematics Department Chair
Mr. Chris Huckans, Social Studies Department
Mr. Tyler Jackson, CTAE Department
Mr. Christopher Miranda, English Department/E-Library Coordinator
Mrs. Louise Phillips, Math Department
Mr. Jeremy Rich, Social Studies Department Chair
Mr. Dan Salveter, Social Skills
Ms. Shantel Thompson, Science and Mathematics Departments/Testing Coordinator
Mr. Scott Trammell, SWD
Mr. Chad Ward, Physical Education Department Chair

Office and Support Staff

Ms. Stacey Davis, Registrar
Ms. Shae Lee, RN
Ms. Gwen Mitchell, Student Services Coordinator
Mr. Wes Sampson, Technology Specialist
Mr. Dan Salveter, LCSW

INTRODUCTION

This handbook is intended to be a “tool” to assist staff members as they carry out their important work at Bishop Hall Charter School. Like any tool, its purpose is to facilitate the efficient and effective accomplishment of a task by an individual. In order for this to happen, it must be used as it was designed.

Staff members should use this handbook as a “working document” and review it on a regular basis. This handbook has been amended for the 2019-20 school year. A hard copy of this handbook is available in the front office and a digital copy can be found on the BHCS Website. Teachers are asked to read the handbook and become familiar with the information it contains. The detailed table of contents has been developed to make it easier to locate specific topics. Since this is a working document, it can be revised as the need arises. Staff members are encouraged to make suggestions for improvements or revisions.

MISSION STATEMENT

Our mission is to provide students with academically sound and individually relevant curricula and social services within a safe, caring, and challenging environment which builds self-respect, self-reliance, and healthy decision-making skills. We seek to foster understanding of cultural, ethnic, gender, and racial diversity amongst our faculty, staff, and student body. Ultimately, our goal is to equip students with the necessary skills to become successful, lifelong learners and socially competent, productive members of the global community.

Bishop Hall Charter School is committed to all students graduating as productive citizens in a global society. **We believe that:**

- every student must make a cognitive choice to join in partnership with the school to aggressively pursue his/her education.
- students should be provided with a variety of instructional approaches to support their learning styles.
- our school should enable students to become confident, self-directed, life-long learners and contributing members of society; *and*
- our school should be a safe, orderly and stimulating environment that encourages learning and academic excellence.

ATTENDANCE

Teacher Sign In and Out

Teachers must sign in and sign out each school day. The sign-in/out sheet is located in the teacher workroom.

Faculty Absences

If a staff member finds it necessary to be absent, he/she should notify Chris Huckans at 229-225-6868, before 9:00 p.m. in the evening and no earlier than 6:00 a.m. in the morning. Please contact the school beginning at 7:00 a.m. When you know ahead of time that you will be out, please notify Mr. Huckans as soon as possible in order to arrange for a substitute teacher.

EDL/FAMLA

All employees who are required to miss work for more than 10 (ten) consecutive days for any medical reason, personal or family, must fill out the EDL/FAMLA leave applications.

Professional Leave

Professional leave can be granted for specific activities which have a direct beneficial relationship to the school or school system. Teachers should complete the leave request in PD Express.

Personal Leave

Personal leave is available to all faculty members. Employees may use up to three (3) days of sick leave each year as personal leave. Personal leave will be deducted from the total number of accumulated sick leave days credited to an employee's account. Personal leave is defined as any leave deemed necessary by the employee and approved by the principal and superintendent ten (10) days prior to the proposed leave date. Personal leave will not be approved on a day preceding or succeeding a school holiday. Faculty members are requested not to use personal leave during the first two weeks and the last two weeks of the school year, pre-planning, and post-planning.

Sick Leave Bank

The Sick Leave Bank (SLB) has been established to provide additional sick leave to members whose personal sick leave and other available leave has been exhausted and who are unable to perform their assigned duties for an extended period of time due to their own catastrophic illness or the catastrophic illness of their child, spouse, or parent. Employees must be a member of the SLB to be eligible to participate. Membership is optional and voluntary. SLB membership applications will be accepted only upon hire and during the annual benefits enrollment period. The SLB guidelines, membership/withdrawal application, and request form can be found on the system's Employee Benefits webpage. All SLB applications and request forms need to be submitted to Miranda McCinnas, the system's Employee Benefits Coordinator.

Vacation Leave - 12 month contracts

Twelve month employees will be allowed two weeks (10 days) of vacation annually. Vacation days will be accrued at one day per month with a cap of 10 days per year provided that the employee works at least one half of the working days per month.

Vacation days earned in any fiscal year must be taken prior to the first teacher planning day of the next fiscal year unless a written exception is approved by the Superintendent by August 1. Any employee on a twelve month contract who is a classroom teacher and responsible for student instruction may not take vacation days during any of the 180 school days in which students are present.

Jury and Witness Leave

Employees who serve on jury duty shall be permitted to retain remuneration received for these services. Such absences shall not be deducted from the employee's sick or personal leave.

Employees must provide a copy of the jury summons to their immediate supervisor as soon as possible after receiving such summons.

Subpoenas

Employees will not have leave deducted in cases where:

- The employee is subpoenaed as a witness in a case not involving financial or personal interest on the part of an employee.
- The employee is subpoenaed by a court as a result of incidents occurring which are related to employment with the Thomas County Board of Education.
- The employee is subpoenaed by a court to provide official records of the Thomas County School System for review.
- The employee is subpoenaed in line the of duty as a witness on behalf of the Board.

In no case will leave with pay be granted for court attendance as a witness where an employee is engaged in personal litigation; however, employees who have accrued personal leave or vacation leave may apply for approval to use this leave for this purpose.

SUBSTITUTE TEACHER INFORMATION

Substitute Teacher Folder:

- Attendance reporting procedures for individual classes taught.
- Seating chart (if used by the classroom teacher).
- Schedule of classes taught, including beginning and ending times.
- A list of students by period who can be depended upon for assistance.
- Information concerning emergency fire and tornado drill procedures.
- List of duty and description of duty responsibilities.

In addition to this folder, the substitute should also have lesson plans, textbooks and/or teacher editions, etc. A roster of students for each period should be included for taking attendance each day. When absent, teachers should get another teacher to cover their duty or inform the substitute of the duty so he/she can fulfill it. When an absence is planned, leave class assignments and handouts in your substitute notebook in your classroom.

Each teacher should have a three-day emergency plan available in case of unplanned absences. These plans should be general enough to be used throughout the year and supplemental to the subject. Do not put materials in the emergency plans that will be covered in class. The lesson plan folder must include both detailed plans and copies of any handouts; these plans should be ready to use if an unexpected absence occurs.

Key points regarding substitute/emergency lesson plans:

- Sufficient academic work to keep students on task for a full class period is essential. Directions must be clear and concise. All copies of worksheets should be ready for the substitute.
- Assignments should be pertinent to the topic/subject area and not “busywork.”
- Tests should not constitute an emergency plan. If at all possible, substitute teachers are not to be given the responsibility of administering any type of exam or measurement of evaluation which may reflect upon a student’s grade.
- Do not leave videos unless they are connected to specific, structured assignments.

LEAVING SCHOOL

Teachers leaving the building during the day must sign out and sign in on the form located in the main office. Teachers must have permission from an administrator prior to leaving. If an illness which will require a substitute teacher occurs during the day, please notify the principal.

PROFESSIONAL LEARNING

Educators in Thomas County are fortunate to have a wide variety of opportunities for professional growth and development. The BHCS administration wholeheartedly supports teachers’ efforts to grow personally and professionally. Teachers are encouraged to submit suggestions for professional learning activities (either for individuals or groups). In addition to out-of-school professional learning activities, BHCS provides in-house professional learning opportunities. The professional learning topics will be selected as a support to the goals and strategies of the School Improvement Plan. Professional learning activities at BHCS will be coordinated through a variety of venues, including collaborative meetings and professional learning days.

WORKSHOPS AND CONFERENCES

While the administration certainly understands the benefits of teachers attending conferences to stay up to date with the latest advances in their subject area and to network with peers, funds are limited and must be approved prior to submitting professional leave forms. To attend a conference, follow this procedure:

- Contact the principal to see if funds are available to attend the conference. School funds are used as reimbursements for most travel expenses. The principal should be made aware of all arrangements prior to submitting professional leave forms. Teachers should not assume they

- are going to be reimbursed for conference attendance.
- Leave forms must be completed through PD Express and will be approved by the principal. Teachers should keep a copy of the approved leave form for their records.
- To be reimbursed for workshop registration, travel, etc., submit a travel form to the principal. The travel form is located on the Thomas County Schools website under Financial Services. Receipts must be attached to the reimbursement form. Reimbursements will not be given for items when a receipt is not attached. Teachers cannot take funds from activity accounts to pay expenses and then turn in travel reimbursement claims. A copy of the approved PD Express should be attached.

STUDENT ATTENDANCE

Accurate attendance reporting is an important part of teacher duties and responsibilities. Student attendance is calculated on a per class basis. Therefore, it is imperative that teachers take attendance for each period. Attendance is kept using Infinite Campus for homeroom and should be kept in the D2L platform for periods 1-6.

General Procedures

It is extremely important that teachers keep up with student attendance as they are personally liable for the students under their supervision.

- At the beginning of each period, record all absences on the attendance screen of your grade book.
- Students must turn in excuses to the registrar. Students are responsible for providing documentation that meets state guidelines for excused absences. Absences that do not meet the approved reasons will be classified as unexcused.
- The registrar will record all virtual attendance, suspensions, non-instructional absences, instructional absences, and hospital homebound absences.

Tardy Procedures

Students who arrive on campus after 8:25 am must sign in at the front desk with the registrar. Tardies will only be excused for the same reasons as absences.

Admission Slips

The administration will determine whether an absence is excused or unexcused from the note brought from home by the student. Students will be allowed to have a maximum of five (5) days excused per semester from parent notes. Days missed due to medical reasons will be excused once an official doctor's note is received in the attendance office. BHCS reserves the right to verify doctor's excuses. Only the following reasons constitute an excused absence:

- Personal illness (medical appointment).
- Death or serious illness in the immediate family.
- A court order or an order from a government agency mandating absence.
- Recognized religious holiday.
- Voting in a public election.
- Conditions rendering attendance impossible or hazardous to student safety.
- Visitation with a parent or legal guardian who is in the military service who has been called to duty for or is on leave from overseas deployment to a combat zone or combat posting area.
- All students serving as pages of the Georgia General Assembly and/or traveling on a school sponsored trip.
- Students in military families whose parents are currently serving or previously served on active duty in the U. S. armed forces or in the Reserves or National Guard on extended active duty "may be granted excused absences, up to a maximum of five days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.
- Any other absence recognized as unavoidable by the principal or superintendent.

Parents should include the following information on all notes:

- Name of the student.
- Date of the note.
- Date of the absence(s).
- Reason for absence(s).
- Parent signature.
- Phone number of a parent.

Attendance office personnel should write any information missing on the note. All excuses are housed in the attendance office. Absences that do not meet the above stated reasons will be classified as unexcused.

Early Dismissal

- Students who have a need to leave school prior to 2:25 pm must bring a note to the front office from their parents indicating the need to leave early. Students should do this in the morning before school starts. Parents or guardians must sign a student out at the front desk.
- If a student becomes ill during the school day, his or her parents will be contacted by phone indicating the student's need to go home. If a student says he/she is sick or if he/she appears to be sick, the teacher should send him or her to the office.

LUNCH PROCEDURES AND SUPERVISION

Some teachers will be assigned lunchroom supervision duty either in the cafeteria or in preassigned areas at Bishop Hall. Lunchroom supervisors should be actively monitoring students in the cafeteria and other assigned areas during their assigned time.

CLASSROOMS

The cleanliness and orderliness of your classroom or teaching area reflects your concern for providing an environment that is conducive to learning and teaching. An attractive classroom with stimulating, interesting displays adds a great deal to the learning experience students have while in the classroom. The cleanliness of our school is a reflection of school pride and spirit shared by faculty, staff, and students. In order to help maintain the pride that is evident here, teachers and students are asked to help keep the school clean. Teachers are also asked to report any maintenance problems immediately on the Faculty/Maintenance/Work Request form located on the Teachers' and Staff's Communication and Resource Pages.

Teachers should be visible from the doorway. For student safety, classroom doors should remain locked at all times. Classroom windows near your door should remain uncovered at all times.

COMMUNICATION PUBLIC RELATIONS

It is the responsibility of every member of the Bishop Hall Charter School staff to do everything in his/her power to maintain a positive public relations image in the community. We encourage the use of newspaper, radio station, and other available media to communicate happenings in our educational program to the community. The administration is responsible for clearing all news releases and working with the normal public relations media.

CALENDAR FOR SCHOOL ACTIVITIES AND EVENTS

A master school calendar is kept by the principal in the front office. Teachers are encouraged to submit items at a minimum of two weeks prior to their scheduled date for inclusion on the school calendar.

DAILY ANNOUNCEMENTS

School announcements will be posted and can be viewed on the monitors in the hallways, media center, and cafeteria. If you need an announcement to be posted, please turn it in to the principal.

WEB PAGE/FACEBOOK

The school web page has been created to improve communication between parents, teachers, and students. Teachers are strongly encouraged to use this tool as a means of improving communication with students and parents and should carefully read the county policy regarding posting student names and pictures.

INFINITE CAMPUS/STUDENT GRADES

The Infinite Campus program provides teachers and parents access to student grades and attendance. Teachers must keep grades and attendance current. Progress reports are issued to students every three weeks. Teachers should make sure they complete the comments section of the grade report to reflect “exceeds expectations,” “meets expectations,” or “does not meet expectations.”

CELL PHONES

Cell phones should never be used during instructional time.

COMPUTERS AND THE INTERNET

All use of computers, computer networks, and the Internet at BHCS must be in support of education and research. Students, faculty, and employees must never access or attempt to access obscene material via the Internet. All use of the Internet must be consistent with the school system's Acceptable Use Policy.

Faculty, staff, and students should not install or play games on school system computers unless the games are content-based and serve a significant educational purpose. Faculty members and other employees are not allowed to play computer games on any school system computer in classrooms or in offices. All non-instructional games should be deleted from the hard drives of all school system computers. Students should not be allowed to play non-instructional computer games on school system computers.

FAX MACHINE INFORMATION

The fax machine at BHCS is located in the front office. The fax number is (229) 558-9420. Teachers may use the fax machine both to receive and send fax messages.

MAILBOXES

School personnel are provided mailboxes in the front office for receiving out of school correspondence and intra school communications, etc. Mailboxes should be checked upon arrival at school.

PARENT CONFERENCES

Teachers are encouraged to meet with parents with regard to student performance, behavior, etc. All teachers are expected to follow the guidelines below with regard to these conferences:

- All parent conferences should be arranged through the Assistant Principal. Teachers should not meet with parents unannounced in a one-on-one setting in their classrooms. If a parent shows up at your door unannounced, calmly ask them to walk down to the principal's or the assistant principal's office with you and see if a counselor or administrator is available to meet at that time.
- Teachers are expected to attend all scheduled conferences. If an extenuating circumstance dictates that a teacher miss the conference, the following should take place:
 - The teacher in question notifies the assistant principal immediately and leaves a copy of the student progress report, attendance report, behavior summary, and any other information which may be relevant to the parent concerning their child's performance in the class.
 - Teachers should only discuss information concerning the child in question. Behavior, grades, etc. involving other students should not be discussed.

DISCIPLINE

Discipline in the school begins with the efforts of the classroom teacher. The principal, assistant principal, or a counselor cannot do what the classroom teacher can do to assure a classroom atmosphere where teaching and learning can thrive. Effective discipline in the classroom and the school can be a reality only through the cooperative efforts of everyone. We share a common responsibility and commitment to a strong stand on student discipline at all times. We will continue to use guidelines to which each teacher can refer and through which we can establish a pattern of consistent, fair, and firm discipline.

Discipline is considered at three levels: the classroom teacher, the assistant principal, and the principal. At each level, a number of options may be considered and applied as appropriate to the situation.

Teachers should be extremely knowledgeable of the discipline section in the student handbook.

Teacher Options

- Change of seating
- Teacher-Student Conference
- Parent Contact
- Teacher-Counselor Conference
- Teacher-Parent Conference
- Teacher-Detention
- Administrative referral (Teachers should be aware that in situations involving violence, threats of violence, drugs, weapons, alcohol, tobacco, any other felony offense or the following harassment issues: student on student, student on teacher, or sexual harassment, the teacher is required by board policy, and some cases by law, to report each incident immediately to an administrator.)

Assistant Principal

- Counselor-Student Conference
- Counselor-Administrator Conference
- Counselor-Parent Conference
- Parent Contact
- Home Suspension
- Conference Contract
- Administrative referral

Principal/Administrator Options

- Administrator-Student Conference
- Administrator-Student-Parent Conference
- Administrative Detention
- Assignment to Saturday School
- Student Disciplinary Contract
- Home Suspension
- Referral to law enforcement
- Referral to Disciplinary Hearing

PROBLEMS TEACHERS SHOULD HANDLE

- Chewing gum, talking, failure to do assigned work, unprepared for class, etc.

NOTE: A referral to an administrator for any of the above should not be made unless a parent conference, by phone or in person, has been conducted. Teachers should document all parent contacts on the log. It is extremely beneficial to the teacher when a rapport is established early with the parent.

PROBLEMS THAT SHOULD BE REFERRED TO AN ADMINISTRATOR

Use or possession of tobacco, fighting, stealing, uncontrolled rudeness, use of profanity, destruction of property, extreme dress, drug or alcohol use or possession, possession of a weapon or any object which could be perceived as a weapon, harassment of any type, bullying, terroristic threats, extreme disrespect, gambling, etc.

DISCIPLINE REFERRAL PROCEDURE

- Please use Infinite Campus to write a referral.
- Be certain that all appropriate information is provided. Please be specific when providing a written explanation of the offense. Include date and time of the offense. Identify all witnesses who could be helpful with the situation. In any situation that involves a discrepancy with a student, please be sure the incident is on file with the principal or assistant principal and keep a copy for your own records. ***Remember, students (and adults for that matter) have a tendency to “change” their story when they get home. Do not put a situation off until the end of the day; deal with it immediately!***
- Do not send the offending student to the office with a referral.
- If the offense is such that the student needs to report to the principal's office immediately, call for administrative assistance. An example of this type of offense would be fighting.
- Corporal punishment is not an option for discipline.
- Teachers may not search a student or his/her belongings at any time. The Student Discipline Code is the official guideline for dealing with students in disciplinary situations. A copy of the Student Discipline Code is located in the student handbook. Every teacher should be familiar with this code.

TEACHER DISCIPLINE RECORD KEEPING

It is required that all teachers keep documentation of student discipline incidents that are not referred to the office. This can be an electronic folder and should contain documentation of any and all discipline incidents involving a particular student including the following:

- Student/teacher conferences
- Parent/student/teacher conferences
- Teacher assigned detention
- Phone contacts with the parent, date included
- Any other information that pertains to the student's discipline record in the classroom. This information is to be available upon request from the administration.

OUT OF SCHOOL SUSPENSION

Out of school suspension (OSS) is given to students after other discipline strategies have been used. In the case of drug or weapon possession, students will be suspended home immediately. Also, students may be suspended home immediately for fighting, assault of a student or staff member, possession or use of alcohol on school property, and malicious damage to school or staff property. When a student is suspended at home, he or she may not be on school grounds or attend school functions. The registrar will request assignments for suspended students, and these assignments should be turned in to the front office.

DRESS CODE

2019-2020 Bishop Hall Dress Code

1. Bishop Hall has a uniform policy for students. Students must be dressed according to uniform dress code rules whenever on campus during school days.
2. Pants/capris/shorts/skirts
 - **Must have belt loops with a belt**
 - May be cotton, corduroy, or denim material (NO BLUE JEANS)
 - Colors must be solid color khaki (tan), black, dark green, or grey without any logos.
 - Stretch pants, leggings, and yoga pants are not allowed (SEE FABRIC FOR PANTS)
 - Appropriate length shorts: no more than 4 inches above the knee
 - Skirts must be no more than 1 inch above the knee
 - No decorative thread allowed
 - Pants/shorts must be worn at waist with a belt (a string is not considered a belt)
 - Must be hemmed; no frayed, cut, or rolled up cuffs
 - No overalls
 - No pants with drawstrings
 - No sweatpants, unless they are Bishop Hall sweatpants on specific days
3. Shirts, sweaters, vests, slip-over-the-head jackets
 - Only Bishop Hall logos
 - Colors must be dark green, white, black or grey- solid colors
 - Shirts must be polo-type shirts with buttons or oxford-style shirts with button-down collars.
 - Sweaters must be solid Bishop Hall colors (black, grey, white, dark green)
 - Turtle-neck sweaters and mock turtle-neck sweaters must be Bishop Hall colors
 - Shirts may be untucked on school grounds. Students on field trips and other events will be at sponsor discretion
 - No thermal undershirts are to be worn under the short sleeve dress code shirt. Solid, school color (white, black, dark green, grey), short-sleeve undershirts with no writing are allowed under the dress code shirt.
 - Non-full zip hoodies must be either a Bishop Hall logo or purchased as part of a Bishop Hall event e.g. Experiential trip.
 - Appropriate full-zip jacket are allowed in any colors, if appropriate.
4. Sweatshirts
 - Only Bishop Hall colors are allowed with no logos
5. T-shirts
 - Only Bishop Hall t-shirts are allowed
 - Specialty t-shirts from Bishop Hall clubs or activities (blood drive, Peace Jam, Habitat, schoolfield trip) can be worn during the week.
6. Belts
 - Must be worn with pants at all times at **waist level**
7. Shoes
 - No bedroom slippers
8. Headgear
 - Caps, hats, scarves, and headbands are not to be worn inside the building, unless mandated by religious doctrine
9. Accessories
 - Gang-related symbols or accessories are not to be worn on school grounds

****The Principal and Assistant Principal have the final say on any questions concerning the dress code.***

FACULTY DRESS CODE

The first impression we make on others is very important, and our style of dress is a critical factor in making a good impression. Always come to school prepared to meet with parents or other members of the public. All faculty members should strive to dress in a manner that conveys professionalism.

As a result, all teachers must follow the same dress code as students. Jeans or tennis shoes may be worn as classroom attire on teacher workdays and Fridays only. Flip flops are not appropriate on any day. Faculty dress standards are expected at all school-related functions.

STUDENT SUPERVISION

All teachers should be in the Media Center or in their classrooms by 8:05 each morning. This is a good opportunity to greet each student, as well as provide supervision in the hallway. This is also a good time to monitor minor student infractions such as inappropriate appearance or attire, food/drink in the hallways, public display of affection, etc. Teachers are reminded that they can handle all of these problems with an extremely low level of intervention. Students are required to obey all reasonable teacher requests. Teachers should not physically remove any item from a student's person. Ask the student for his/her name and then ask for the item. If the student refuses, bring him/her to the office immediately. Each staff member should help monitor student behavior. Teachers are reminded that they should label every item taken from a student and give the item to the registrar or the assistant principal. Teachers should keep students in their classrooms at all times. Any student out of class must have a signed agenda book.

As students are dismissed at the end of the day, teachers should position themselves in the hallway outside their classroom until the halls are relatively clear. Teachers with after school duty will need to move to their duty stations as soon as possible.

All teachers are expected to help with hall supervision during class changes. Students who are loitering in the hallway should be directed to move into their classroom. Remember, that most discipline situations can be avoided if they are handled early. Students will do what is expected of them; therefore, set high expectations. Sometimes we have to remind certain students of our expectations!

Teachers are expected to provide direct supervision of students assigned to them at all times. Any teacher needing to leave their classroom due to an emergency should request that another teacher provide supervision in their absence. An important factor in student supervision is that teachers are in the classroom, ready to begin as soon as students arrive. All research shows that appropriate daily planning eliminates most classroom behavior problems. All faculty members must realize that student supervision must be maintained in all areas of the building at all times. This means that each teacher must accept the responsibility to correct student misbehavior at any time and in any place.

It is the responsibility of the school to provide a safe and secure environment in which all students can learn. Teachers should never put students out in the hall unsupervised for any reason. If the student needs to complete an assignment, then the teacher should make arrangements with another teacher for that student to be under his or her supervision. Students should never be out of the room without written teacher permission i.e. signed agenda book.

Duty Stations for 2019-2020

First Semester

Front of School: Dan Salveter

8:00-8:20

Cafeteria: C. Ward, J. Rich

2:25-2:45

Bus: S. Thompson

Media Center: A. Davis

Front of School: S. Trammell, D. Brinkley

Second Semester

7:45-8:10

Front of School: D. Salveter

8:00-8:20

Cafeteria: S. Trammell, A. Davis

2:25-2:45

Bus: C. Miranda

Media Center: S. Trammell

Front of School: T. Jackson, D. Brinkley

REQUIRED EVENTS

While most individuals are involved with their students outside of regular school hours already as a coach, sponsor, or support person, etc. there are a few school events involving parents which require your attendance. Below is a list of events that teachers are required to attend:

- Fall Open House, any other Open House events
- Winter Graduation
- Spring Graduation
- Parent Nights

Bell Schedule 2019/20

Monday-Thursday

8:00 – 8:20	Breakfast
8:20	First Bell
8:25 – 8:30	Homeroom (Tardy @ 8:25)
8:33 - 9:28	1 st Period
9:31 – 10:23	2 nd Period
10:26 – 11:16	3 rd Period
11:16 – 11:46	1 st Lunch
11:49 – 12:39	4 th Period for 1 st lunch students
11:19 – 12:09	4 th Period for 2 nd lunch students
12:09 – 12:39	2 nd Lunch
12:43– 1:30	5 th Period
1:33 – 2:25	6 th Period

Friday Club

8:00 – 8:20	Breakfast
8:20	First Bell
8:25 – 8:27	Homeroom (Tardy @ 8:25)
8:30 - 9:12	1 st Period
9:15 –10:00	2 nd Period
10:03 – 10:45	3 rd Period
10:48 – 11:28	Club
11:31 – 12:09	4 th Period
12:09 – 12:44	Lunch
12:47– 1:32	5 th Period
1:35 – 2:25	6 th Period

WEAPONS

BOARD POLICY: Descriptor Code: JCDAE Weapons

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

BOARD POLICY Descriptor Code: JCDAE

Bullying

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section

- 16- 5-23.1 or visible bodily harm as such term is defined in Code Section 16- 5-23.1;
- b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. **The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.**

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

CHILD ABUSE/NEGLECT

BOARD POLICY: Descriptor Code: JGI

Child Abuse or Neglect

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Thomas County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

EMERGENCY INFORMATION AND FIRE DRILLS

Fire drills will be held throughout the year. All staff members should take these exercises seriously and exit the building as quickly as possible in an orderly manner during a fire drill. Please discuss the importance of the exercise with your students, including the proper escape route to take in case of a fire. Fire drill or tornado drill maps are posted in all classrooms at BHCS. Always close all doors and windows during a fire drill. Teachers should take their class roster as they evacuate the building. Teachers should always assume that every fire alarm represents the real situation.

SEVERE WEATHER DRILLS

Each year, BHCS participates in the statewide tornado/severe weather drill. In preparation for a tornado or a tornado drill, please explain where students must go in case of a tornado. Emphasize to students that these drills are to be taken seriously. Teachers are to take their class roster.

SCHOOL CLOSINGS – INCLEMENT WEATHER

When the threat of inclement weather exists, staff members should listen to local radio/TV stations for school closings. Teachers and students will also receive a recorded phone message regarding school closings.

BOMB THREATS

It may be necessary to evacuate the building due to a serious threat of explosives.

THEFT OR DAMAGE

In the event of some type of theft or damage to your classroom, vehicle, equipment, etc. please notify an administrator immediately. Do not touch anything. All teachers/coaches should maintain a current equipment inventory of their classroom or extracurricular activity.

UNIDENTIFIED GUEST, SUSPICIOUS INDIVIDUALS or UNUSUAL CIRCUMSTANCES

Within a very short time, teachers and students should get into a daily "routine." It is extremely important that all teachers recognize individuals and things that do not fit into this routine. Every individual who enters Bishop Hall Charter School is required to "check in" in the main office and wear a "Visitor" badge. If an individual seems vague or refuses to identify him or herself, teachers are asked to discreetly send someone to the office to get an administrator. (This includes all former students, parents, salesmen, etc.) Teachers should contact the office or an administrator immediately in the event of suspicious individuals or suspicious situations on campus.

EVALUATIONS

The Teacher Keys Evaluation System will be used to evaluate teacher instruction and duties.

EXTRACURRICULAR ACTIVITIES EXPERIENTIALS

Twice a year, Bishop Hall Charter School offers off-campus learning experiences to students. All students are encouraged to participate in these experiential activities. Students may, however, be prohibited from participation at the discretion of the administration.

These experiential trips may consist of day or overnight trips. Faculty members are responsible for planning and implementing these experiential activities. Male and female faculty members must be present as sponsors if the experiential is overnight and has both gender students participating. Faculty must submit requests for paid leave on PD Express. Important reminder: appropriate student behavior on the bus is expected at all times. Faculty sponsors are responsible for maintaining order on the bus and assuring that students positively represent Bishop Hall at all times. This includes appropriate dress. Students may only be released to their parents.

PERSONAL TRANSPORTATION FOR OFF-CAMPUS EVENTS

Thomas County will not allow non-school employees to serve as drivers. Avoid asking parents to provide transportation for students in their personal vehicles. Teachers should not use personal vehicles to transport students to and from events. If it becomes necessary to use a private vehicle for school business (either transporting students or transporting other adults), the insurance company of the private vehicle is the primary insurance company. It is the responsibility of all employees to have appropriate private coverage when using private vehicles on school business. Students should not be allowed to drive their own vehicles or ride with other people for experiential or other off-campus events.

FACULTY MEETINGS/ STAFF DEVELOPMENT

Weekly faculty meetings are conducted on Friday afternoons. Faculty members are expected to attend all meetings. Teachers who have a conflict must inform the principal prior to the meeting. Staff development will be held each Tuesday from 2:45 until 3:30; attendance is mandatory. Each department will hold a weekly departmental meeting.

PURCHASE ORDERS

All purchasing for BHCS is done through the bookkeeper. Prior to making a purchase, see the bookkeeper to get a purchase order prepared. You will need to provide details of items you wish to order, the cost of the items, address and fax number of the vendor, and the account from which the purchase is to be made. A purchase order will be prepared, and it will be approved by the principal. The original approved copy is given to you, and it is your responsibility to fax it to the vendor. Upon receipt of the merchandise that has been ordered, give the packing slip to the bookkeeper signed by you indicating that you have received the items and payment will be made upon receipt of the invoice. Before payment can be made for any purchase at BCHS a purchase order must have been approved prior to ordering. Any request for a purchase over \$500.00 and under \$2499.00 must have two written bids. Any request over \$2500.00 must have three written bids. There are no exceptions to this policy.

REIMBURSEMENT CHECKS

A reimbursement check can be issued for an approved Purchase Order. You must document a reimbursement with a paid receipt, sales ticket, cash register tape, etc. The document must show the date of the purchase and the store/vendor name. Receipts may not contain personal purchases even if you plan to deduct them. All items on the receipts must be for school/club purposes only. Cash register tapes with purchased items circled will not be accepted. We do NOT pay or reimburse anyone for sales tax. Tax exemption forms are available from the bookkeeper. Only employees may obligate the school for purchases, make purchases for the school, or handle school money in any way.

COLLECTION OF MONEY FROM PARENTS/STUDENTS

All money collected from parents, students, business organizations, or any other entity by a teacher, club sponsor, coach, or other agent of the school must be documented by giving receipts. A completed Record of Deposited Funds form must be turned in to the bookkeeper with the money collected. Exceptions to giving receipts would be carwashes, chicken biscuit sales, school store sales, etc. Coaches, sponsors, etc. should never use money collected to make purchases, reimburse or pay

someone, or use the money in any other way. All money collected must be deposited to the bookkeeper in a timely manner.

DEPOSITS

A Deposit Form must accompany all money turned in for deposit. All deposits should be made on a daily basis. All money received from students must be receipted and a copy of the receipt attached to the deposit slip. Students are not to deliver money to the bookkeeper for securing of funds. If the bookkeeper is not in the office, all money should be placed in the school safe located in the main office. Notify the bookkeeper if you place money in the safe.

GRADING/PROGRESS REPORTS

Grades must be kept in Infinite Campus and updated every 3 days at a minimum. Grades on assignments and report cards shall reflect academic proficiency. Progress reports will be sent home with students at the end of each three week period. Final report cards will be mailed to students approximately six days after the end of the school year. Parents who do not receive report cards on the dates printed on the school calendar should call the school.

Grading criteria: In semester classes, students' grades are derived by averaging the first and second nine weeks grades or the third and fourth nine weeks grades, as appropriate. In classes in which End of Course Tests are administered, the End of Course Test will count 20% of the final average. Students must earn a minimum of 23 credits to graduate. Half unit credits may be awarded to transfer students or to students enrolling in dual enrollment courses with administrative approval.

MAKE-UP WORK

Students are responsible for completing make-up work with each individual teacher, subject to the teacher's make-up policy.

WRITING AS A PUNISHMENT

The assigning of writing as punishment (including paragraphs and/or papers, as well as writing sentences) is not an appropriate form of punishment. To do so would teach negative attitudes toward writing.

CREDIT/COURSE RECOVERY

Two opportunities are available for students to recover credit for failing course grades. To be eligible for *credit repair*, a student must have earned a grade of 60-69 in the course. Credit recovery programs are completed using a variety of resources, such as A+LS and Georgia Virtual School.

To be eligible for *credit recovery*, a student must have failed a course, and the failing grade is recorded on the student's transcript. The failing grade is not replaced by the grade earned in the course recovery program. Course recovery programs are offered through the summer school program. Course recovery for EOCT courses does require students to take the EOCT at the completion of the course.

AWARDING CREDIT

Teachers will award credit when all coursework and mandated testing is complete. Teachers should turn in credit award sheets on Fridays to Dr. Wiggins. Teachers will enter a final grade and any state mandated testing scores in Infinite Campus.

GRADE CHANGES

Once issued, no final grade shall be changed unless there is sufficient evidence to document that the grade was calculated incorrectly, or documentation is presented that warrants a change. In such cases where final grades are to be changed the principal will sign off prior to the changes being made.

PARENT PORTAL

Parents can view attendance and grades for their students using D2L.

PARENT CONTACT

Communication between teachers and parents should be frequent, especially if the student is in danger of failing a course. D2L provides the opportunity for both parents/guardians and students to access academic progress on a regular basis. In addition, teachers may communicate with parents through email, phone calls, letters, and progress reports. Contacts should represent active communication between the teacher and parent and should serve to prevent failure from occurring.

It is the responsibility of each teacher to document the implementation and evaluation of all Individualized Education Plans, 504 Plans, and/or Response to Intervention strategies.

GRADUATION REQUIREMENTS

Course Requirements for Promotion

10th Grade: Literature/Composition, Math, Science, Social Studies, 1 other course

11th Grade: Literature/Composition, Math, Science, Social Studies, 2 other courses

12th Grade: Literature/Composition, Math, Science, Social Studies, 2 other courses

GRADUATION REQUIREMENTS

English: 4 units

Mathematics: 4 units

Science: 4 units

Social Studies: 3 units

Physical Education: 1 unit (Health/Personal Fitness)

Pathway Courses: 3 units (Adv. Academic and/or CTAE and/or Fine Arts and/or Foreign Language)

Additional Electives: 4 units

Total Units Minimum: 23

Test Information

Beginning with the students who enter grade nine for the first time after August 2011, the End of Course Test (EOCT) will contribute 20% to the course grade (for those core courses in which an EOCT is mandated).

To earn a high school diploma, students entering grade nine for the first time after August 2011 will be required to pass the course with the increased weight of the EOCT applied to the course grade.

GUIDANCE AND COUNSELING

The role of the guidance department at BHCS is one of support. BHCS has a licensed clinical social worker, an assistant principal, and a student service coordinator available to assist students with academic concerns, career guidance, and personal issues. The counselors are available for crisis management, classroom guidance, and consultations with teachers and parents. They also make referrals and find resources as needed.

Times will arise when counselors will request to meet with individual students. The counselors understand that instructional time is priority and will work with teachers to meet with students at the most convenient times. Because counselors use a variety of counseling approaches, they will conduct small groups dealing with pertinent issues.

REFERRAL GUIDELINES

Teachers' use and support of guidance services with students can increase the learning potential in the classroom. The teacher is the key person in the recognition of needs for each student. The alert attention of teachers to the behavior of each student in the school system will help spot potential problem areas before they get out of hand in many instances. Therefore, only through a combined team effort can the school's teaching goals be pursued.

The following should be considered emergency and referred immediately to Mr. Salveter, the LCSW, or the principal (students in a fragile state-of-mind should be escorted to guidance by an adult):

- Suspected evidence of child abuse – physical or mental;
- A student who cries or gets sick daily;
- A student who becomes unable to function in a normal way;
- Any behavior change in a student which is sudden or unusual;
- A student in a traumatic family experience;
- Indications of mounting hostility between a student and a teacher or his peer group.

Teachers may refer:

- Any student who requests to see a counselor;
- Students who need individual help beyond the time permitted in the classroom;
- Students with learning disabilities;
- Academically talented students;
- Students having difficulty with relationships;
- Observed changes in behavior that cannot be accounted for by the teacher; including changes in work habits;
- Students whose parents request counseling;
- Students who are anti-social;
- Students who are constantly late to school or with their work;
- Students who frequently complain of hurt or aches;
- Students who are fearful or nervous;
- Students who seem to seek only negative attention;
- A student unable to follow rules;
- The class clown;
- Students who are often absent from school or are oftensigned-out.

Referrals are advisable under the following conditions:

- A death in the family or of a close friend;
- A divorce or separation in the family;
- Students moving to a new community;
- Students entering a new or special class;
- Students who exhibit excessive aggressive behavior;
- Students needing pre-counseling before a parent-counselor conference;
- A group of students who are unable to resolve a conflict;
- Students living in a broken home;
- Students in migratory families.

INSTRUCTIONAL TIME

Instructional time is valuable and must be protected. No teacher has the right to make a student late to another teacher's class. For example, PE students should never be held after class, nor should math students be allowed to finish an assignment before reporting to PE. Teachers are expected to provide students with bell-to-bell instruction each day.

AGENDA BOOKS

Students are not to be in the halls during class time except when there is a definite need, and then they must have a signed agenda book. If you see a student in the hall, ask for their agenda book. If the student does not have one, please inform the assistant principal. All agenda books should include date, time, teacher's signature, and destination. Teachers should not allow students to "leave early" to lunch, the end of the day, or any other planned activity. Teachers are directly responsible for the supervision of students while those students are assigned to the teacher's class.

Teachers are reminded not to place students in the halls for disciplinary reasons. If the student is so out of control that they need to be removed from the classroom, call for administrative assistance.

Key Points:

- Students should be dismissed only for the purpose of going to the administrative or guidance offices, the clinic or restroom, or for a task assigned by the teacher.
- Do not send two students on an errand unless absolutely necessary.

LESSON PLANS AND GRADE BOOKS

Effective teaching cannot be accomplished without thoughtful lesson plans. All teachers are expected to plan units and daily lessons that are grounded in the standards and research based best practices. Units are guided by both curriculum maps and instructional calendars. Lesson plans should reflect at least 25% of direct instructional time.

CLASSROOM VIDEO USE

Any program used in the classroom must be directly related to the instructional objectives of that subject area. The school's video collection supports the instructional program and the primary purpose of video selection is instructional. All outside materials must have instructional value.

Reminder: All videos shown to students must be previewed by the teacher and be appropriate for a high school audience. "R" rated videos are not allowed.

MEDICAL ISSUES

BOARD POLICY: DESCRIPTOR CODE: MEDICATION JGCD

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

TRAINING OF SCHOOL EMPLOYEES IN THE CARE NEEDED FOR STUDENTS WITH DIABETES

Georgia law, specifically O.C.G.A. § 20-2-779, requires schools to train at least two school employees in the care needed for students with diabetes. A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as trained diabetes personnel. Training shall be conducted by a school nurse or other health care professional with expertise in diabetes and shall take place prior to the commencement of each school year, or as needed when a student with diabetes enrolls at a school, or when a student is newly diagnosed with diabetes.

Training shall include at a minimum:

1. Recognition and treatment of hypoglycemia and hyperglycemia;
2. Understanding the appropriate actions to take when blood glucose levels are outside of the target ranges indicated by a student's diabetes medical management plan;
3. Understanding physician instructions concerning diabetes medication dosage, frequency, and the manner of administration;
4. Performance of finger-stick blood glucose checking, ketone checking, and recording the results;
5. Administration of insulin and glucagon, an injectable used to raise blood glucose levels immediately for severe hypoglycemia, and the recording of results;

6. Performance of basic insulin pump functions;
7. Recognizing complications that require emergency assistance;
8. Recommended schedules and food intake for meals and snacks, the effect of physical activity upon blood glucose levels, and actions to be implemented in the case of schedule disruption; and
9. The requirements of O.C.G.A. § 20-2-779 and State Board of Education Rule 160-4-8-.18 Diabetes Medical Management Plans.

No physician, nurse, school employee, local school system, or state chartered special school shall be liable for civil damages or subject to disciplinary action under professional licensing regulations or school disciplinary policies as a result of the activities authorized or required by O.C.G.A. § 20-2-779 when such acts are committed as an ordinarily reasonably prudent physician, nurse, school employee, local school system, or state chartered special school would have acted under the same or similar circumstances.

The Georgia Department of Education recommends that all trained diabetes personnel and other school personnel be familiar with the National Diabetes Education Program's publication *Helping the Student with Diabetes Succeed: A Guide for School Personnel*. This resource was developed by the National Institute of Health, the Centers for Disease Control and Prevention, and other organizations and is available here:

<http://ndep.nih.gov/publications/PublicationDetail.aspx?PubId=97#main> School staff should:

1. Observe students with diabetes for signs and symptoms of diabetes stress and should notify the school nurse or trained diabetes personnel of negative signs and symptoms;
2. Be aware of the nutritional needs of students with diabetes;
3. Promote good hygiene to help prevent infection in students with diabetes;
4. Report any blood or other bodily fluid contamination to the school nurse or trained diabetes personnel for cleaning and handling in accordance with Universal Precautions.
5. Encourage independence in students utilizing self-care to maximize the student's abilities and interaction with peers; and
6. Offer emotional support to students with diabetes and refer students to the school nurse, trained diabetes personnel, or other resources when appropriate.

ACCIDENTS

When an accident occurs on the school campus, the principal or his designee must complete an accident report. Reports must always be made on the day of the accident and placed on file in the principal's office. In the event of serious injury, teachers shall notify the principal's office immediately. An accident report is to be completed and filed in the event of an injury incurred on campus to a visitor or a system employee. The accident report form can be found on the teacher drive. See Mr. Chris Miranda for the Accident Report Form.

WORKER'S COMPENSATION INFORMATION

Each employee is covered by the Georgia Workers' Compensation Law. A notice is posted on the bulletin board in the teachers' work room and in other locations that explains each employee's basic rights and responsibilities under the law. This notice also contains a listing of the Panel of Physicians for job-related injuries.

Any employee suffering a work-related injury must report the injury immediately to the immediate supervisor. The supervisor will immediately call in a report of the injury to Mr. Chris Miranda, who will contact the Superintendent's office.

In the event that an injury requiring medical attention occurs, the following procedures will be followed:

- If the injury is during work hours, the person taking the initial report at the Superintendent's office will schedule an appointment for the injured employee, using one of the physicians on the Workers' Compensation panel.
- If the injury occurs or medical attention is needed after normal work hours, the injured employee or his supervisor should attempt to contact a building administrator.
- If no administrator can be contacted, the individual should attempt to obtain medical attention from one of the physicians on the Workers' Compensation panel. In the event that these physicians are not available, the employee may obtain assistance from any physician, clinic, or hospital.

- For any injury or medical assistance which occurs outside of normal business hours, the individual or his supervisor shall telephone the report of injury to the Superintendent's office at the beginning of the next workday.

No compensation shall be allowed for an injury or death due to intoxication by alcohol or being under the influence of marijuana or a controlled substance, except as may have been lawfully prescribed by a physician for such employee and taken in accordance with such prescription. If an employee unjustifiably refuses to submit to a drug and/or alcohol test, then there shall be a presumption that the accident and injury or death was caused by the consumption of alcohol or the ingestion of a controlled substance.

MEDICINE/FIRST AID

Medical treatment provided to ill or injured students is limited to basic first aid. Emergency Medical Services will be called in the event that a student requires further medical attention. It is extremely important that teachers report any injury to the office immediately, and complete a written Accident Report form.

The following protocol should be used when a student emergency arises:

1. Do not move the student.
2. Contact either an administrator or the front office and let someone know immediately.
3. Try to identify the student, his or her parents, and get phone numbers.
4. Give all personal information to the office so the parent can be contacted.
5. Keep the students calm.
6. Allow the administrator or school nurse on the scene to determine if 911 should be called.
7. Maintain crowd control. Send bystanders to class, outside, inside, or any place away from the situation at hand.

504 PLANS

Teachers will have students in classes who have medical issues. Some students are served on a 504 plan. Teachers will receive a list of students who have 504 plans. Students on this list have an identified need of which teachers in the classroom should be aware of. Accommodations may need to be made in order to assist these students.

Teachers should make sure they are aware of the students with medical issues, the program that serves the student, the accommodations that are to be made, and the type of documentation that is necessary for these accommodations. Our counselors oversee 504 plans and can help teachers with questions about accommodations. Please do not be afraid to ask questions about this process.

IEP

Teachers will have students in classes who are served through special education. These students have an Individual Education Plan (IEP). Students with IEPs have an identified disability of which classroom teachers should be aware. Accommodations/modifications will need to be made for these students.

Teachers should make sure they are aware of the students with disabilities, the teacher who holds the IEP, the accommodations/modifications that are to be made, and the type of documentation that is necessary for these accommodations/modifications. Mr. Scott Trammell oversees IEP's and can help teachers with questions about accommodations/modifications.

SYLLABI

Syllabi must be common for each course. Syllabi should be distributed to students on the first day of class, and teachers should prepare a sheet for students to sign that indicates that each student received a copy of the syllabus. The course syllabus should include the following information:

- Course description
- Course outline
- Textbook title, cost and responsibility statement
- Teacher expectations
- Course standards
- Teacher rules and consequences
- Grading system--whatever system the teacher chooses to use should be adhered to for the entire semester. It is imperative that grading procedures be consistent among teachers teaching the same course. All electronic grade book categories must also be consistent with the grading procedures presented on the course syllabi. In addition, the final grade in certain core classes will be determined by an end-of-course test (EOCT), which must count 20% percent of the final grade.
- Special projects – Research papers, lab assignments, presentations, models, or any assignment that is scheduled over an extended period of time and carries assignment weights greater than a normal classroom activity should be outlined in the course syllabus. The teacher should be sure the due dates, weight of the assignment, and special instructions are listed.
- Teacher preferences such as “the student must always use a blue pen or he/she must put his/her name and date on bottom left corner”, etc. should be listed in the syllabus. This does not restrict special instructions for certain assignments. This simply identifies to the student and parents special things that you, as an educator, require as part of your everyday routine.

TESTING

Standardized testing is one of the cornerstones of the high school experience. It is important that all faculty members be aware of the types of tests and testing dates. If at all possible, activities should not be scheduled that conflict with testing dates. The testing calendar for the year is included at the end of this section.

Depending on the test being given, teachers may be asked to serve as proctors. It is imperative that teachers attend proctor training and follow testing procedures exactly. Failure to follow testing procedures correctly can result in an ethics violation.

TESTING DATES

July 15-18, 2019	Milestones Retest
August 19-23, 2019	EOC Midmonth
September 16-20, 2019	EOC Midmonth
October 14-18, 2019	EOC Midmonth
October 30, 2019	PSAT 10 th grade
November 11-15, 2019	EOC Midmonth
December 16-19, 2019	EOC Milestones
January 21-24, 2020	EOC Midmonth
February 17-21, 2020	EOC Midmonth
March 16-20, 2020	EOC Midmonth

April 14, 2020	End of Pathways
April 20-24, 2020	EOG Milestones
May 5-14, 2020	EOC Milestones
May 13, 2020	End of Pathways Retest
June 22-25,2020	EOC Summer School

EMERGENCY PREPAREDNESS PLAN

THOMAS COUNTY SYSTEM

BISHOP HALL CHARTER SCHOOL

This Emergency Preparedness Plan has been designed to assist schools and school systems in organizing personnel in an effective manner in the event of an emergency.

EMERGENCY MANAGEMENT TEAM MEMBER ASSIGNMENT

List below the names of the staff member and assignments on the Emergency Management Plan:

1. System Coordinator: **Dr. Lisa Williams** Telephone: **229-225-4380**
2. Assistant System Coordinator: **Dr. Scott James** Telephone: **229-225-4380**
3. System Emergency Team Members: **Dr. Lisa Williams, John Hebron, Joey Holland, Lisa Williams, Dr. Scott James**
4. Chain of Command: System Level: **Dr. Lisa Williams** Telephone: **229-225-4380**
School Level: **Chris Huckans** Telephone: **229-225-6868**

5. Location of System's News Media Area:
Thomas County Board Professional Learning Center 200 N. Pinetree Blvd., Thomasville, Georgia 31792

6. Designated News Media Spokesperson: **Dr. Lisa Williams**

7. List alternative available means of communication: **Two-way Radio, Telephone, Cell Phone, Walkie-Talkie, Runners (Include phone number, channels, codes, etc.)**

8. Date crisis drill conducted: **10/22/19**
Fall: **09/16/19**
Winter: **10/23/19**
Spring: **03/12/20**

9. Is principal familiar with first-aid techniques? **Yes**

10. Staff members trained in CPR: **All Staff Members**

11. Date crisis plan evaluated (annually): **Summer**

12. Superintendent's name: **Dr. Lisa Williams** Telephone: **229-225-4380**

13. Superintendent's Designee: **Dr. Scott James** Telephone: **229-225-4380**

SCHOOL EMERGENCY PLAN

1. Designated School Site Emergency Coordinator: **Chris Huckans**
2. Designated Alternate School Site Emergency Coordinator: **Verna Wiggins**
3. Designated School Emergency Team Members: **Austin Davis, Billy Esra,**

		Jeremy Rich, Dan Salveter, Verna Wiggins, Stacey Davis, Darrell Brinkley
4.	Primary Evacuation and Reunification Site:	Gymnasium / Parking Lot in Back of Building
5.	Off-Campus Evacuation and Reunification Site:	TCS Auditorium
6.	Date emergency drill conducted:	Fall: <u>09/13/18</u> Winter: <u>10/23/18</u> Spring: <u>03/12/19</u>
7.	Designated person(s) to establish emergency kit and prepare contents:	Austin Davis
8.	Designated person to keep central office informed:	Chris Huckans
9.	Designated Staff member to notify parents and spouses of injured:	Verna Wiggins
10.	Designated Staff member to identify injured and fatalities:	Michele Dechman
11.	Designated school personnel to report to the hospital to coordinate information (parent names / phone numbers) from hospital to school and central office:	Tyler Jackson
12.	Designated Staff members to handle telephones:	Verna Wiggins
13.	Designated Staff member to update parents and public:	Chris Huckans
14.	Location of school's news area:	Gymnasium
15.	Designated school news media spokesperson:	Chris Huckans
16.	Location of school's reception area for parents and public:	Gymnasium
17.	Designated person responsible for compiling a roster of students absent from school at time of crisis:	Verna Wiggins
18.	Designated person(s) responsible for releasing students to parents and non-parent adults:	Chad Ward
19.	Designated person responsible for development of updated information sheets for parents, teachers, and others (facts as to who, what, when and how) :	Darrell Brinkley
20.	Staff members trained in CPR:	All
21.	Designated person responsible for letter to notify parents of post-crisis intervention:	Darrell Brinkley
22.	Designated person to coordinate with central office a community form on emergency and identify follow-up activity:	Chris Huckans

23. Designated Staff member responsible for arranging plan of transportation for students, faculty, and parents to home, hospital, emergency shelter, etc.: **Scott Trammell**
24. Name of staff member who will meet the crisis agencies' staff to identify and assist in securing any potentially dangerous utility system(s): **Austin Davis**
25. Designated food service staff member responsible for acquiring and distributing food to emergency personnel: **CJ Wood / Stacey Davis**
26. List alternate available means of communication: **Cell Phones, radios, etc.**
27. Designated staff members to direct traffic: **Jeremy Rich/Dan Salveter**
28. Name of school insurance clerk who checks student's insurance needs: **Stacey Davis**
29. Designated name(s) and telephone number(s) of professional counselors: **Dan Salveter : 229 403-2043, Verna Wiggins : 229 379-1420**

**PUBLIC ASSISTANCE
AGENCIES:**

AGENCY	PERSON IN CHARGE	TELEPHONE
911(Response Person)	Chris Jones	229-225-4190
Hospital		229-228-2000
Ambulance Service	Emergency	911
	Non-Emergency	229-225-4114
Health Department		229-226-4241
Public Works		229-227-7001
Water & Light Dept.		229-227-7001
Sheriff's Department	Emergency	911
	Non-Emergency	229-225-3300
City Police	Emergency	911
	Non-Emergency	229-227-3249
Fire Department	Emergency	911
	Non-Emergency	229-227-7015

31. Did faculty assist in developing the Emergency Preparedness Plan: ☒ Yes ☐ No
32. Method used to inform parents of Emergency Preparedness Plan and revisions: **Parent-Student Handbook, Academic Booster's Meeting**
33. Identify student couriers: **Eric Luna**
34. Designated person(s) to print identification badges for school and emergency personnel: **Stacy Davis**

AT LEAST ONE COPY OF THE EMERGENCY PREPAREDNESS PLAN MUST BE RETAINED ON FILE IN THE PRINCIPAL'S OFFICE AND ONE COPY IN THE SUPERINTENDENT'S OFFICE OF EACH SCHOOL AND SCHOOL SYSTEM.

Emergency Procedures

Fire Drill Procedures

1. All areas of the school display a map located at each exit door outlining the appropriate and quickest route to take to exit the building in the event of a fire.
2. Administrators and directors equipped with radios are assigned a designated area to check off to verify that the class is safely out of the building in the event of a fire.
3. The “all clear” called by each designee is heard by all radios. The principal verifies through the radios that all calls are heard.
4. Once all classes are accounted for, the principal radios that all classes can re-enter the building if this is a drill.
5. The school secretary enters the information on the Office of Insurance and Safety Fire Commissioner web site.

Severe Weather Procedures

1. Students are dismissed into the hallways where their class is located.
2. Students are to sit along the floor with backs to the wall with legs pulled up to their body. Students sit a safe distance from the outside exit doors.
3. Administrators and directors are equipped with radios to verify classes are all safe.
4. Once all classes are accounted for, the principal radios that all classes can return to their class.

School Lock-Downs

1. Each class has an all call button in case of an emergency.
2. If a teacher has a situation all teachers are notified to lock doors, turn out their lights, and sit on the floor away from doors and windows.
3. Lock down can only be cancelled by an administrator.

LIABILITY RELEASE and LIMITED POWER OF ATTORNEY
For Participation in off-campus activities and field trips sponsored by the Thomas
County School District

I, (insert parent/guardian's name) _____, the undersigned, in order
for my child (insert child's name) _____ to participate in off
campus activities and field trips sponsored by the Thomas County School District, do hereby state
and agree as follows:

1. In consideration of permission being granted to my child to participate in field trips and activities being sponsored by the Thomas County School District, I am entering into this release agreement which extends to the Thomas County School District, its agents, employees, volunteers, representatives, successors or assigns, both individually and in any capacity, (hereinafter referred to as releasees).
2. Any chaperone appointed by the Thomas County School District or its designee has my permission to authorize emergency medical care for my child. My religious beliefs do not preclude any medications or normal emergency procedures. My health insurance company and policy number are:

Ins. Co. _____

Policy No. _____

In case of emergency, I can be reached at the following numbers:

_____ or _____

3. I do further and hereby constitute and appoint any chaperone appointed by the Thomas County School District as my attorney-in-fact to make any and all decisions which he or she believes to be in my child's best interest as to the obtaining of emergency medical care. I further agree to be liable for any and all the expenses incurred by my attorney-in-fact while he or she is acting under the provisions of this instrument.
4. I understand that I will be responsible for the costs of any medical treatment provided to my child, and the chaperone(s) are authorized to sign any necessary documentation as my attorney-in-fact at any medical facility providing medical services for my child.
5. I hereby grant Thomas County School District and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my child's health and safety, and I fully release them from any liability for such decisions or actions as may be taken in connection herewith. I further agree to be liable for any and all the expenses incurred by my attorney-in-fact while he or she is acting under the provisions of this instrument. I understand that I am responsible for my child's medical insurance coverage.

Parent/Guardian Signature

Date

Witness

Date