

PHILOSOPHY

Bonaire Elementary School is committed to the mental, physical, social, and emotional development of its students, enabling them to become productive citizens of our ever-changing world.

Every child is a worthwhile individual and has the right to be respected regardless of race, creed, sex, handicap, or socio-economic status. Each child is taught that he/she should accept the responsibilities that accompany these rights.

Every child is provided a strong foundation in the basics of language arts and mathematics as well as science/health, social science, physical education, computer education, and fine arts with emphasis on utilizing instructional strategies that compliment each student's learning styles.

Every child is encouraged to develop a sense of self-awareness, self-worth, and pride in his achievements. Opportunity is afforded each child to plan, work, and play together. The child is guided to respect the work and judgments of each of his fellow students and to cooperate with them.

Bonaire Elementary School is committed to working together with home and community members to provide experiences for its students that will lead to the development of useful citizens who are self-controlled, self-directed, and respectful of others.

Bonaire Elementary School is constantly engaging in self-evaluation and updating learning techniques so as to provide a meaningful, educational experience for each child.

OBJECTIVES

The objectives of Bonaire Elementary are:

1. To provide an environment conducive to good physical and mental health.
2. To teach the basic skills in the areas of language arts, mathematics, science/health, social science, physical education, computer education, and fine arts, and to continuously evaluate student progress, reteaching when necessary.
3. To provide opportunities for creativity, intellectual curiosity, and development of a positive self-concept.
4. To prepare students to solve problems, to think critically, and to accept responsibilities in an ever-changing world.
5. To promote education and guidance in maintaining healthy bodies for use in wholesome play and recreation.
6. To encourage an understanding of the needs, hopes, and fears common to all mankind and to be sensitive to the world around them and to the human condition.
7. To treat each child with understanding, genuineness, and caring.
8. To help students develop an awareness and concern for our threatened environment that will stimulate them to action.
9. To promote experiences for pupils to become effective members of our democratic society.
10. To guide each student to develop self-discipline and effective work habits, enabling them to advance successfully to higher levels of learning and into appropriate social and occupational roles.

- - STUDENT POLICIES - -

ATTENDANCE

For a student to do his best work, he must be in school every day that he is able. Irregular attendance is one of the chief causes of failure and withdrawal from school.

Students arriving at school before 8:00 are to go to the lunchroom. Breakfast is served between 7:45 and 8:20 A.M. All students arriving between 8:00 and 8:30 A.M. are to report directly to their homeroom as soon as they arrive at school unless they are eating breakfast. They will remain in their homeroom until the teacher gives them permission to leave on necessary errands. Early morning assignments are encouraged daily and mandatory when a teacher is attending a meeting (assignment should be indicated on the board).

A child who has been absent must bring an excuse signed by his/her parent stating the reason for the absence on the day he returns. Students, upon returning to school, will receive make-up assignments from their teacher. It is the student's responsibility to make up work and tests. Teachers should remind students and parents concerning this matter. When students are out due to extended illness, do not overload them with make-up work. Give only the work that is necessary to master the skill missed.

Students departing school before 12:00 p.m. are counted as absent. Students arriving at school before 12:00 p.m. are counted as present. Students must be in attendance for a minimum of at least one-half of the instructional day to be counted present for the day.

Tardiness: Any student arriving at school after 8:30 A.M. should report to the office, accompanied by their parent, first to sign in. Students will be issued a tardy slip in the office. Teachers are to ask students for these slips. Students should not be permitted to class without a tardy slip. These tardy slips will help serve as documentation. Three unexcused tardies or early dismissals are equal to one unexcused absence.

If a school bus arrives after 8:30 a.m., the student will not be considered tardy; and no tardy permit is necessary.

Hospital/Homebound Program: This refers to those students who have a medically diagnosed physical condition that restricts them to their home or a hospital for a period of time that will significantly interfere with their education. Please notify Mrs. Allen when you think your student might qualify for this service.

Please notify Mrs. Zanders of any hospitalized students in your class, so the school can send them a get-well greeting.

Leaving School: If it becomes necessary for a child to leave school prior to dismissal time, the parent must come by the school's office and sign the student out. If the child returns before the end of the day, he must be signed back in.

Sick Students: Teachers are asked to send a note (stating problem) to the office for the Med Tech to call home when the student is persistent and/or obviously ill.

REPORTING CHILD ABUSE

Any school system employee who has reason to believe that a child under the age of eighteen has had physical injuries inflicted by a parent, guardian, or someone else, other than by accidental means, or has been neglected, exploited, or sexually assaulted should report such

suspicious immediately to a school administrator. Law mandates this report. This report needs to be made as early as possible.

In cases where the parent or guardian is suspected, appropriate investigative agencies may be allowed to interview the child at school without the permission of the child's parent or guardian, provided, that the principal, counselor or designee is present throughout the interview.

ADVICE FROM FAMILY AND CHILDREN SERVICES

If a child discloses to you, do not ask the child leading or probing questions. We are not in the business of investigating. Contact school administrators/counselor with the information received from the child.

DFACS will acknowledge only that the referral came from the "school" rather than a particular teacher, counselor, or school administrator. Even so, the nature of the information given to DFACS may point to individuals and that cannot be avoided.

If a person calls or goes to the school, school personnel should say that they are not free to discuss anything at the time. They should refer them to the school administrator or counselor. They are not obligated to explain anything to alleged perpetrators nor do they have to talk to their attorneys unless they have been subpoenaed and are in court or in a deposition.

Teachers, counselors, and administrators should avoid using the term "child abuse" in front of a child who is reported. When the child tells the parent that the adults at school called it "child abuse", it often makes the parent even more upset. Unfortunately, sometimes, threats or anger are directed at the school.

Always remember to respect the rights of the child by not discussing the case with personnel who do not have the "need to know".

CONDUCT

Do everything possible to aid orderly movement of traffic in the halls by observing rules of friendliness and courtesy.

Remind your students to keep the restrooms clean. Remind your students to report any vandalism immediately. **If a student says it is an emergency, you must allow the student to go to the restroom.** During class restroom breaks, allow only four (4) to five (5) students to go in the restroom at one time – assign a monitor.

BEHAVIOR MANAGEMENT PLAN

School is an important phase in the social, intellectual, and physical development of a child. The forming of good character and desirable traits of citizenship are equally as important as the acquisition of knowledge. Little character training or learning can take place where discipline is lacking.

It is the responsibility of the teacher to maintain discipline and good citizenship practices in the classroom, in the halls, on the campus, and at all school events. It is the responsibility of the principal and the administrative team to assist the teacher with handling special or unusual behavior problems. Each student will receive a copy of the plan. This copy is to be stapled in each student's agenda.

Possible consequences to be used by the teacher are listed in the behavior management plan. Teachers may decide (preferably by grade level) what consequences they will use and when they will use them.

Documentation is very important for conferences with parents and administrators; it is essential when determining a conduct grade. The method of giving a conduct grade is left up to the individual teacher's discretion with prior approval of the administration. Parents and students should be informed of the method you use. Teachers may continue to count the number of infractions as equaling a particular grade, or the number of times a parent had to be contacted, etc. Each nine weeks period starts a new slate; old infractions are disregarded.

Examples of Classroom Consequences:

1. Natural Consequences as a Result of Procedure Infraction: Student breaks in line; send the student to the back of the line. Student runs in the hall; send the student back to walk, etc.
2. Time-Out: (a) Have the student sit in a designated time-out seat for a short period of time. (b) Send student to another teacher's room with assignments for a 30-minute period. Arrangements should be made with the other teacher prior to infraction.
3. Contact Parents: Parents should be contacted of habitual and/or serious problems. Parental support can be most effective. Parents must be contacted prior to administration's involvement with the exception of a serious infraction. Administrators will be happy to meet with you and attend any conferences. Keep us informed.
4. Stay Inside During Recess with Assigned Work: Each grade level will assign a teacher to remain inside to supervise students needing to miss part of their break. All other teachers must go outside and position themselves in all areas of the playground to supervise the students. Failure to properly supervise may result in serious injury.
5. Writing Assignment: Students may write a page or answer questions concerning their behavior. Parents should sign, and students should return to the teacher.

Rewards:

Teachers are to continue to reward students for good behavior. This can be done as simply as a positive remark or classroom treats.

OFFICE REFERRALS

Automatic Referrals:

Students who are continuously being physically aggressive, even after punishments and parental contact has been made, need an office referral.

Serious physical aggression (incidents that involve one (1) student deliberately causing injury to another): Send for an administrator to come to your room. Do not send fighting students alone to the office as there may be problems on the way.

Blatant disrespect toward adult (students who are outright disrespectful verbally or in mannerisms, or outright refusal to obey): Send for an administrator, or bring the student to the office. Ask a neighboring teacher to look in on your class.

Vandalism to school property such as throwing wet paper towels on bathroom ceiling, defacing bathroom walls, etc. should be sent to the office.

Other Referrals:

Students who have constantly disobeyed the rules may be referred to the office after you have tried several consequences, verbally contacted parents, and documented efforts. Please discuss the situation with the administration before sending the student. This will enable us to be in a better position to handle the problem more effectively.

These methods are recommended for maintaining discipline in the classroom:

1. Neatness, attractiveness, orderliness, a definite understanding between teacher and student, and a systematic way of doing things in the classroom.
2. A pleasing personality, a clear, distinct and well-modulated voice, a strong character, and an understanding of both subject matter and children on the part of the teacher.
3. Arriving well ahead of the students with plans ready for the students as they arrive. Teachers must be in their classrooms by **7:55 A.M.** Teachers should meet in the halls after **7:55 A.M.** only when there is an emergency grade level meeting.
4. An interesting, well-planned, and well-organized program with as many students as possible participating.
5. Awareness of the efforts of the slow learner as well as the fast learner. Praise or special recognition of some sort for every child for schoolwork, sports, playground activities, citizenship, special projects, etc.
6. Special assignments assigned and adjusted to the interest and ability of the student.
7. Frankness, firmness, sincerity, impartiality and consistency on the part of the teacher.
8. Letting the students know what she/he expects from pupils during the first days of the school year and maintaining that standard throughout the year.
9. Respecting the children's confidential discussions and sympathetic understanding of their outside problems.
10. A controlled temper on the part of the teacher at all times. **Yelling and/or screaming at students will not be condoned.**

Corrective measures will not include:

1. Ridicule
2. Standing in the corner with the face against the wall
3. Physical contact of any kind
4. Repetitious writing of sentences/phrases. Example: "I will not do so and so."
5. No students should ever be placed in the hallway for disciplining action.

Corrective measures will include:

1. Counseling by the teacher
2. Separation from others of the class within the room
3. Missing part of recess
4. Telephoning parents
5. Creative writing on why the student misbehaved or why a student should behave. Also, this should be reasonable and not get out of hand.
6. A behavior checklist followed up by a behavior modification program
7. Parent sitting in class with student

Consequences administered by office:

1. Counsel with student
2. Action Plan
3. Time-out
4. Parent Conference
5. Behavior Contract
6. In-School Time-out
7. Out-of-School Suspension
8. Break Detention
9. After-School Detention

Suggestions that may be helpful to teachers in their relationships:

1. Do not say anything to a student that you would not say in the presence of his parents.
2. When correcting a student, remember not to ridicule him.
3. Let students know what is expected of them and be fair and firm.
4. Use good judgment and good planning which will allow the principal to back your decisions and actions.
5. If you are out of the room for no valid reason and students misbehave while you are gone, do not bring them to the office and expect them to be disciplined. It is very hard to support you when you are neglecting your duties.
6. Sending a student to the office should be done only as a last resort and normally the principal will have been notified prior to the referral to the office.
7. Use positive approach rather than negative reproach.
8. Do not touch students with your hands.

In order for our total school atmosphere to reflect that of order, it is important that you correct any child you see misbehaving – no matter what grade he is in or who his teacher might be.

DISMISSAL

All walking students and car riders, grades Pre-K through 5th grades, are dismissed at 3:30pm.

Bus Students: Students who want to ride home on a different bus other than their assigned one will not be allowed to do so unless they have a note signed by the child's parents. The note must be signed by the principal and presented to the bus driver. The bus driver has the authority to refuse transportation to an unauthorized passenger. Children who normally ride the bus cannot go home by any other means without a note from their parents granting them permission and signed by the principal. These notes need to be sent to the office in the morning to be signed. They will be returned to the teacher's box.

We will start calling buses after 3:30pm over the intercom. Buses are continually called until the last bus arrives. The teacher is responsible for obtaining proper transportation for those students who have missed the bus as a result of negligence. The teacher must stay with the student until he/she is picked up.

Teachers should not leave their rooms unattended while students are present. If an accident occurs because of no supervision, a court case could arise. Please notify the office of where your students will be.

The method of lining up buses is subject to change when the present method fails to work.

EMERGENCY STRIP (RED)

Each teacher should keep the red strip posted by the door. Only send the red strip to the office for an emergency. Office personnel will come immediately to help you upon receipt of the strip. Students need not know the purpose of the strip.

EMERGENCY LOCK DOWN

If the office announces, "**Code Red**", this is the signal to secure your students in your classroom. Lock your door and make sure you have all your students.

FIELD TRIPS

Grade levels may seek approval for up to two (2) field trips per year. Procedures for field trips are listed in the Field Trip Manual (refer questions to Mrs. Soltis). Grade Chairperson is responsible for field trip details. Notify the lunchroom of the date of the field trip as soon as the trip is approved so the food can be ordered (at least two (2) weeks ahead so food can be ordered). If you have a student on medication, please let our Med. Tech. know at least 3 days in advance so she will have time to prepare their medication packet. Teachers will be responsible for putting their milk on ice and double-checking count on the pre-boxed prepared lunches for each class.

The board of education permits field trips only with the approval of the superintendent or his designee. A field trip is defined as a planned educational experience that meets one (1) or more curricular objectives, is directly related to classroom instruction and in which expected educational benefits couldn't be met through any other resource.

It shall be permissible for classes under the supervision of the classroom teacher to make trips of an educational nature to points of interest in accordance with the above. In all cases, adequate adult supervision must be provided. A permission form signed by the parent is required for all students who participate in activities away from the school. No permission forms or information relating to a trip may be sent to parents until after the principal receives written approval of the trip from the superintendent or his designee.

No trips should be planned the week prior to or during system-wide testing.

Transportation:

The Director of Transportation is authorized to approve the use of school buses for approved field trips and school-related activities. System transportation shall be available on school days only for trips within a 60-mile radius. The Director of Transportation, upon request by the principal, may make an exception to this limitation if bus(es) and driver(s) are available for extended trips. The principal must contract with the transportation department for such trips and must bear all costs, including transportation.

The school shall be responsible for funding the total cost, including transportation, of all approved trips.

FIRE DRILLS

Fire drills will be conducted ten times during the year. Some drills will be announced, some not.

You MUST post a Fire Evacuation Plan by the door in your room. Teachers are responsible for being familiar with and following designated routes.

The teacher should be the last person out of her room during a drill. Emergency Booklets will be used to indicate that all students are accounted for. Please let Mr. Payne know if you need an emergency booklet.

Teachers will take attendance sheets and/or grade books out with them during a drill.

It is the teacher's responsibility to know and account for each student. She should call roll upon arriving at her designated spot on the field.

If possible, windows should be closed as a class leaves the room. Classroom doors should also be closed.

Teachers will be responsible for supervising their class at the time of the drill. If a class is with a specialist (Art, Music, PE, etc.), the homeroom teacher is expected to join her class on the field.

GIFTED PROGRAM

The elementary gifted program is a state program designed to meet the educational needs of students who demonstrate a high degree of intellectual ability. The K-5 program in Houston County is called FOCUS. The referral and placement process is coordinated by the school's Gifted Eligibility Team.

Guidelines for Make-Up Work for FOCUS Students:

FOCUS students are to be held responsible for mastery of all standard curriculum objectives. However, because of the unique nature of the gifted program and the workload that FOCUS students are expected to carry, they will, in most cases, be excused from daily and related homework assignments given while attending FOCUS classes. While all classroom assignments are important, requiring FOCUS students to make up work is actually a penalty to the gifted student. Following are guidelines to be used when making decisions regarding work missed while students are attending FOCUS classes:

1. In most cases, students should be excused from the daily work and homework assigned during the class periods missed.
2. It is the responsibility of the teacher and the student to determine mastery of objectives reflected in daily work/homework assignments missed while attending FOCUS. Mastery may be determined by oral review, teacher observation(s), quizzes, and/or a few selected problems.
3. Tests, science labs, and other major or long-range assignments should not be made up before or after school. It is the responsibility of the student and the classroom teacher to make alternate arrangements to assure that the assignment is completed in a reasonable time period agreed upon by the teacher and the student.
4. Time spent in the FOCUS class is governed by state regulations. Therefore, students are not to miss any of the scheduled time for FOCUS. Assignments due on the day the student is assigned to FOCUS class are to be turned in the next scheduled regular class time.

GRADING

1. Each student in grades 1-5 will be given a report card reflecting his/her progress every nine weeks. Refer to the schedule of grading periods for dates.
2. 1st and 2nd grades will use E, S, N, and U on report cards. (No + or – may be used with these grades).
3. Grades 3, 4 and 5 will use letter grades on report cards.
4. Conduct, PE, Art, and Music – will receive S, N, and U.
5. Special Education students should receive no lower than a C in academic subject unless the student absolutely refuses to attempt to complete an assignment. Document special education modifications in your lesson plan book.
6. Parents are to sign the report card and send it back to the student's homeroom teacher the following day. This signature does not indicate approval or disapproval but rather that the parent has received the card.
7. Specific comments on report cards need to be written every nine weeks.
8. Student work is to be sent home on a day chosen by each grade level for parent signatures. Teachers are to document any zeros assigned and report this information to parents also.
9. **Parents should be kept up-to-date on students having problems with their assignments. When you keep a parent fully notified, the principal is in a better position to give support. Notes of praise and commendation are important and should be sent home on a regular basis. Deficiency Slips should be sent home to parents of children who are failing or who are not doing work commensurate to their ability. These slips should be sent to parents any time a student begins to fail in his/her work. A failing grade cannot be given if a deficiency report has not been sent home. If deficiency slips are not returned, some type of documentation of parent contact must follow.**
10. **Zeros are not permitted. Every attempt should be made for the student to makeup the missed work so that a grade can be recorded. No grade below 60 should be entered into SmartWeb. The papers may reflect the true grade for the parent to see.**

HOMEWORK

Homework used properly can be one of the most valuable teaching aids a teacher can use. Homework should be given as a review of previously covered material. Emphasis on homework should be on the student's completing the assignment, not on the accuracy of correct answers. Homework can then be used to plan further instruction. Assignments should be based on individual needs of the students.

A good rule of thumb to follow in determining the appropriateness of the amount of homework assigned is to multiply ten minutes times the grade level. The total amount of time the student spends daily should not exceed the result. Example: A fourth grader should spend no more than forty minutes daily on homework.

Homework should not be given during holidays.

No extra work will be given for the sole purpose of raising a grade.

Make homework meaningful. If you are not going to review it, do not assign it.

Credit can be given for completion of assignments.

Homework should never be assigned as a means of punishment.

LUNCHROOM

Students may pay for their lunches on a daily, weekly, or monthly basis. Students wanting to pay for lunches in advance should go straight to the cafeteria once arriving at school. The lunch money should be placed in an envelope that is marked with the amount, child's name, grade, and the name of the homeroom teacher. If paying daily or buying only milk, the child pays as he/she goes through the lunch line. Checks must be written for lunch payment only and made payable to "Houston County School Nutrition."

A Student may not charge for more than two (2) days without special permission.

Eligibility for free or reduced lunches will be determined in accordance with state and federal guidelines. An application will be given to each child at the beginning of the year or as students transfer in. Free/Reduced Applications will be approved and handled by the School Nutrition Program. An application and postage paid envelope can be obtained in the cafeteria.

Every child **MUST** have a lunch regardless of whether or not he/she chooses to eat it.

All students must accompany their class to the lunchroom. They **may not** remain in the room.

Carbonated drinks or drinks in glass containers are not permitted in the lunchroom.

Water purchased from the water machine must be purchased before 8:30 or on the way to lunch.

Students will be allowed to leave the lunchroom only with permission from the lunchroom monitor for valid reasons.

Food, drinks, and straws may not be taken from the cafeteria.

The table and area must be left clean before students leave the lunchroom. The trays should be taken to the proper window.

Make sure students enter through the doors closest to the office and exit through the doors closest to the library.

Stoplight – The purpose of the lunchroom stoplight is to control the level of noise. Students should pay attention to the light as it will indicate a warning (yellow) if the noise is beginning to increase. A red light and buzzing sound will indicate a level of noise that is too loud. **STUDENTS WILL BE PENALIZED FIVE (5) MINUTES OF NO TALKING WHEN THE RED LIGHT AND BUZZING SOUND IS ACTIVATED.**

Cones for silent lunch will be placed on individual tables at the discretion of the monitor.

Teachers are responsible for stressing the lunchroom rules and consequences to their students.

1. Enter and exit lunchroom in an orderly, quiet manner.
2. Use quiet voices (No talking with light out).
3. Keep hands, feet and objects to yourself.
4. Sit facing your tray.
5. No sharing.
6. Stay seated at all times.

A student may be relocated in the lunchroom at the discretion of the administration, teacher, or monitor in order to prevent discipline problems.

3rd, 4th, and 5th grades will participate in self-serve. Please remind your students to move through the line promptly as they select pre-portioned items.

Any students requiring dietary consideration must pick up a form from the lunchroom manager to be completed by the student's physician.

MEDICATION

The following procedure in accordance with Board Policy JGCD will be followed when dispensing prescription and non-prescription medications:

Prescription Medicines: The administration of prescription medicines to pupils by school personnel will be done only when ordered by the student's personal physician.

All medication must be presented in the original prescription labeled bottle to the Med Tech with the student's name, date, instructions, name of drug, and name of physician.

If you are going on a field trip and have a student taking medication, please let the Med Tech know 2 days in advance so she will have time to prepare a medication packet.

MINIMUM CLASS TIME FOR INSTRUCTION (State Mandated)

	<u>Total For Year</u>	<u>Average Per Day</u>
Language Arts (Balanced Literacy Components)	360 hours	120 minutes
Social Studies	90 hours	30 minutes
Mathematics	180 hours	60 minutes
Science	90 hours	30 minutes
Health and Safety	30 hours	10 minutes

CLASS PARTIES

Class parties are limited to twice yearly: Christmas and End of the Year.

These parties are to be planned by the teacher and room mothers. It is the teacher's responsibility to contact the room mother concerning these parties.

Students do not exchange gifts for Christmas, birthday, etc.

Parties are to begin at 2:30 p.m.

Valentine's Day - We do not have a Valentine's party since there are only 2 designated parties during the year. Children can distribute materials on the bus, in the lunchroom or at recess time as long as they follow the normal rules and procedures. Materials are not to be distributed in the classroom as this is considered "instructional time." The actual distribution of the cards between the kids is not done during the instructional day. If goodies are brought on this day, you are welcome to take them out at break and enjoy them. They can take the cards out at that time and enjoy looking at them and sharing with their friends.

Board policy prevents children from celebrating birthdays at school. Parents may not bring/send food, balloons, flowers, or invitations for this purpose. Teachers are not allowed to give students' phone numbers or addresses to parents.

Some students, due to religious beliefs, may choose not to participate in school parties. If you have a child to whom this pertains, you must make arrangements for him/her prior to the party.

PLEDGE TO FLAG, MOMENT OF SILENCE, ATTITUDE BOOSTER AND STUDENT RECOGNITION PROGRAM

According to State Law, the Pledge of Allegiance is to be said and a Moment of Silence must be observed. The Pledge of Allegiance will be announced each morning after the Moment of Silence. Students do not have to participate in the Pledge of Allegiance if their religion prohibits this practice.

The present student recognition program is BEST (Bonaire Elementary Students are Terrific). Every child should receive this award before a second round begins. The counselor will give you more information.

PROMOTION/RETENTION

Please adhere to the Houston County guidelines concerning promotion/retention. Keep the office informed of possible retention. You are required to have two (2) documented conferences with parents discussing retention by the end of March. A form has been made to document the first conference and interventions planned. Make sure you have followed all possible avenues such as Student Support Team help, etc.

SCHOOL PHONE

Students can use the office phone only for emergencies. It is not to be used for personal business, homework assignments or projects. The student must bring the telephone pass to the office with them. The Med Tech will call parents when students are sick.

If you call a parent, please log the call in our Telephone Log Book. When the parent returns the call the information in the log book may keep us from interrupting more than one class if there are several children in the household. The Telephone Log Book is located on the counter near the phone.

Personal cell phones are to be turned off during classroom time.

SUPERVISION OF STUDENTS

It is the teacher's responsibility to supervise students at all times. Teachers should stand in the hall or at the doors when students are changing classes. Each teacher is expected to accompany his/her own class to and from PE, Music, and Art. If it is necessary for teachers to leave their room for ANY reason, another teacher should be asked to look in on the class.

TEACHER-PARENT CONFERENCES

A conference with every parent will be held by the end of the first semester. Two conferences should have been held by March with parents of children who are in jeopardy of being retained. In addition to these days, there will be conferences with parents as the need arises.

Teacher-parent conferences should not be held until the teacher's responsibility to her class has ended for the day – after 3:45 p.m. or before 8:00 a.m. unless special arrangements are made during the teacher's planning period. You may ask a teacher to supervise your class so you may meet in a private environment between 8:00 – 8:30.

By the end of August, all parents should have been contacted (preferably by phone).

Teachers are encouraged not to talk to parents on the telephone when discussing overall progress but to make an appointment with the parent to come to the school where records and work of the child are available. Phone contact is encouraged for solving minor concerns.

KEEPING PARENTS INFORMED CAN ALLEVIATE FUTURE PROBLEMS.

TEXTBOOKS

All schoolbooks lost, marked, or damaged are to be paid for by the student or parent according to state regulation. Suzanne Busbee, AP, is responsible for textbooks.

All textbooks have serial numbers in them that are stamped on by the Materials Center. It is very important that you record this number by a child's name when you issue him/her a book. Record this information on the classroom textbook inventory.

TEXTBOOK REPLACEMENT: If a student loses a textbook, he/she will not be issued another textbook until the lost book has been paid for. Replacement costs are the full price of the book the first year used. Every year thereafter, 10% will be deducted up to 50%. Teachers are to contact parents when a textbook is lost.

BOOK ORDERS: No book orders can be sent during the book fair or during the last six weeks of school.

- - TEACHER POLICIES - -

ABSENCES

Please make an effort to be at school every day. The instructional program is contingent upon your attendance. If it is necessary for you to be out due to illness, please call the SEMS system. In situations where you are unable to stay at work for the remainder of the day, it is your responsibility to remain with your students until a sub can be secured. **The teacher is responsible for entering his/her absences.** Mr. Jones **must** be notified before 11:00 p.m. at home or at school after 7:00 a.m. SEMS procedures will be followed.

Appointments with Dentists/Doctors: Teachers and students should schedule doctor and dentist appointments after school hours.

Personal Leave: Personal leave must be requested and approved by the principal three (3) days in advance. See the secretary to obtain proper forms. *No leave will be granted during CRCT Testing, the last two (2) weeks of school, field day, or any field trip day except for extenuating circumstances.*

Professional Leave: Professional leave requests must be turned in ten days in advance to ensure obtaining a substitute teacher. The request must be turned into the principal first. See the secretary to obtain proper forms. Please note on the form which funds will be paying for the expenses for your leave.

Staff Development: Please notify the principal as soon as you know that you will be attending a staff development workshop. Please remember to complete a staff development form **prior** to attending.

Personal leave will not be granted for professional learning days. If sick leave is used on these days then a doctor's note will be required.

ARRIVAL AND DISMISSAL TIMES FOR TEACHERS

Work Day: An eight (8) hour workday is required for employment.

7:55 – 3:55

Teachers are required to be in their classrooms by 7:55 am.

Teachers may leave at 3:30 for evening classes and/or doctor appointments with prior approval from the principal.

You must get permission to leave on your planning period or lunch from Mr. Jones. You will also need to sign out in the notebook provided in the office.

BOMB THREAT PROCEDURES

If a bomb threat occurs, please follow these procedures:

- Take attendance sheets out with you.
- Take pencil and paper in case a parent needs to sign out his/her child. Students are only to be picked up if they have a doctor's appointment.

- Have students take out something to work on.
- If you have a child with an inhaler, be sure to take it out with you.
- Explain to students we are having a bomb drill – not a threat.
- If your students are at music, art, PE, the specialists will get the students out of the building. You need to meet your class outside.

Specialists are assigned to help with the following grade levels during bomb threats:

Kindergarten – EIP and Reading Recovery
 First Grade – Art
 Second Grade – Library
 Third Grade – Music
 Fourth Grade – PE Teacher
 Fifth Grade – Special Education
 Pre-K –PE Paraprofessional

COMMITTEES

Grade Level Chairpersons: This committee consists of a grade level chairperson from each grade level and a representative from the specialists. These teachers are responsible for meeting with the Assistant Principal for Instruction and Principal for the purpose of gathering information to return to their respective teachers as well as sharing teachers’ ideas with the administration.

Media/AR: A representative from each grade level and a representative from the specialists will be a part of the Media/Accelerated Reader (AR) Committee. This committee will set grade level and school wide AR goals, establish reading incentives, and plan and organize AR activities. These teachers meet regularly with the media specialist to make decisions about purchases as well as policies.

Teacher Empowerment: This committee is comprised of staff members who represent faculty, staff, and the principal. The faculty and staff may bring any concerns or suggestions to any executive member. Task forces are organized to research concerned areas and to offer possible resolution.

Thoughtfulness Committee: This committee includes one (1) member per grade level. The responsibilities include spirit day refreshments, buying gifts for staff members, planning showers for grade level members, reporting sickness/deaths from the families of their grade level, boss’/secretary’s/volunteer breakfasts. etc.

DRESS CODE

Professional dress will determine our dress code. Refer to the Houston County Teachers’ Handbook for specific information. Teachers at Bonaire are permitted to wear blue jeans on School Spirit Days (Fridays). On School Spirit Days (Fridays) teachers are required to wear school spirit shirts if they choose to wear jeans. Please be mindful to present a professional image at all times. If in doubt, do not wear it.

Knee length shorts or shorter are not considered professional attire. Pants must be closer to your ankles than your knees.

DUPLICATING GUIDELINES

CBE students and office personnel will be responsible for duplicating papers.

Turn everything in to be duplicated 3 days in advance.

Items to be duplicated should have teacher's name, number of copies needed, and date turned in. Forms will be provided for each grade level by the office.

It is most economical to run items front and back if possible. Items will be duplicated in this manner unless otherwise indicated. Coordinate with your grade level when the same items need to be duplicated.

"BUSY WORK" WILL NOT BE DUPLICATED.

Duplicate only items needed. You are encouraged to use other methods – board, overhead, etc.

Teacher-generated materials should be free of grammatical and spelling errors. Remember that students as well as parents will see your materials.

Transparencies can be made in the office.

EVALUATIONS

All Houston County personnel are required to be evaluated annually. Teachers are evaluated using the G.T.E.P. (Georgia Teacher Evaluation Program). The school administrators are available to answer any questions regarding the G.T.E.P.

FACULTY BULLETIN / EMAILS/ SCHOOL CALENDAR

Periodic faculty bulletins and emails will be sent to faculty members. Sharepoint will also be utilized to post notices and the school calendar. Each faculty member is expected to read these bulletins/emails/school calendar and adhere to any notices or requirements. Please pay particular attention to items that are due to the office and the time/date they are due. Teachers are to share this information with paraprofessionals.

GRADE LEVEL PLANNING

Mandatory - Each grade will reserve Tuesdays for their grade to plan together during their planning period.

GUIDANCE/COUNSELING

The elementary guidance and counseling program is developmental and preventive in nature. Activities and opportunities are created through classroom guidance, small group, and individual counseling to help meet the needs of all students. Coordination with school staff provides supportive instructional classroom activities that relate to students' educational and personal needs. The following classroom guidance will be incorporated into the curriculum during the school year: Good Touch/Bad Touch, Responsibility/Interpersonal Relationships/Decision Making, Test-Taking Skills/Study Skills, and Conflict Resolution.

Small groups (consisting of 6 – 8 children) are conducted to meet the needs of students experiencing similar problems. In this setting, children begin to verbalize and realize that others share the same problems. Group experiences may include at-risk students, motivation, loss, and family adjustment. Additional groups may be added if the need is apparent. In individual

counseling, a student can become comfortable with having someone at school that can validate his/her feelings without being judgmental. Once feelings are addressed, the student can begin to problem solve, set positive goals, and focus on his/her academic tasks.

This year we will use our BEST program as our Character Education program. The BEST program is designed so that our students can understand and develop character traits that we have been mandated from the State to teach in public schools. In this program our teachers incorporate each week a new character trait into their lessons. Students chosen by their teacher each week as our BEST students receive incentives through the Counselor's office.

Having been trained in specific skills to address children's needs, the counselor is able to intervene almost immediately when a child has a personal crisis. This will allow school staff to continue their academic/administrative responsibilities without significant interruptions. When not working with students, the counselor is available as a resource agent for parents, teachers, and administrators. Strategies and techniques can be offered to assist with students' problems at school or at home that might be interfering with academic performance.

Administrators, teachers, and parents may make referrals. Also, students may refer themselves. All referrals must be in writing. The child will be seen individually or appropriately placed in a small group. It is understood that the child's privacy must be protected; therefore, the counselor honors confidentiality. If appropriate, recommendations will be made by the counselor on ways the classroom teacher may help the child.

LESSON PLANS

Lesson plan books are provided at the beginning of the year for the purpose of recording your daily plans. (Your last year's plan books may be checked out and returned the first six weeks of school through the Assistant Principal of Instruction.)

- **Plans should be neat and legible.**
- **Three days of plans must be available every day.**
- **Subjects and times must be indicated at the top of the page.**
- **Plans should be detailed enough for a substitute to follow if necessary. Page numbers and chapter titles need to be recorded.**
- **Plan books will be checked periodically by the API and/or Principal.**
- **If you are absent, it is your responsibility to have your lesson plans and substitute folder located on your desk or in your top desk drawer.**

LUNCH – TEACHERS

If you purchase a cafeteria lunch you may take it to your room to eat. Please remember to return your tray, utensils, and glass to the cafeteria when you pick up your students.

Tea and ice are provided for teachers during lunch (if they purchase a cafeteria lunch or bring their lunch).

Teachers are expected to pay for lunches on the same day as they are eaten. Board policy allows for one (1) day of charges.

Staff members may have purchased food delivered to them at school from a family member or friend. Staff members can also order lunch to be delivered to the school. **The staff member must place the order and have the correct amount (plus an appropriate tip) in the office prior to delivery. If this becomes a problem it will be stopped.**

NAME TAKING

Children are NEVER allowed to take names for the teacher. This includes taking “good names.”

PARENT TEACHER ORGANIZATION

There are several PTO meetings during the school year. Teachers are encouraged to attend these meetings. PTO is very supportive of our school and we should be supportive of them.

All teachers are required to help with and attend the Bonaire Bonanza in the fall.

PROFESSIONAL ORGANIZATIONS

All staff members are encouraged to join and participate in the professional organizations available. Representatives from GAE (Georgia Association of Educators) and PAGE (Professional Association of Georgia Educators) are faculty members and will contact you in reference to membership information.

ROOM CARE

Good Housekeeping practices should be observed by every teacher and student. This is an important phase of good citizenship training. It is important that visitors form a good impression of Bonaire Elementary.

Student desks should be left in order, floor free of trash and paper, and instructional materials in proper place. Chairs, books and trapper keepers should be off the floor so the custodians can do a more effective job of cleaning your room.

Tacks and nails must not be stuck in dry erase boards for any reason.

Flowerpots and vessels containing water should not be placed on seats, desks, furniture, or in windows without some kind of protective materials.

Before teachers leave at the end of the day, they will lock all windows. Thermostats, lights, and computers should be adjusted or turned off.

Students' work should be displayed in a neat and attractive manner. Be sure every student assigned to your homeroom roll has work displayed.

ROOM MOTHERS/FATHERS

Teachers are requested to enlist mothers/fathers to help during the year with parties. It is the teacher's responsibility to plan with the room mothers for each party. It is also the teacher's responsibility that room mothers are aware of the rules pertaining to parties/snacks.

SEVERE WEATHER PROCEDURES

A Tornado Watch means that tornadoes might develop. If a Tornado Warning is issued, immediately take your class to the designated areas. Remember to close your classroom door. Have students face the wall and squat with their hands over their heads. Teachers in the portables should take their students to the assigned areas. Regular education teachers will meet their class if they are at specials.

SUPPLIES

Please be mindful of our instructional allotment when ordering – order only what you need – do not over stock.

- - RECORD KEEPING - -

ACCIDENT FORMS

If a student has been injured, it is the teacher's responsibility to complete an accident form to submit to the Med Tech. Parents should be notified of all accidents.

DAILY ATTENDANCE

Daily attendance should be recorded on the computer daily no later than 9 a.m. each day. No student should be allowed to enter his or her class after the 8:30am bell without a tardy slip from the office. The school clerk will only record attendance if you are on extended absence.

Accuracy of attendance is critical – attendance is a legal document.

EXCUSED AND UNEXCUSED ABSENCES

Absence from school is classified as excused or unexcused. Students may be temporarily excused from school and allowed to make up class work. An excused absence does not mean the student is given credit for being at school. It means that the student may make up work missed during the excused absence.

Reasons established by the Georgia Board of Education as excused are:

1. Personal illness and when attendance in school would endanger the student's health or the health of others.
2. A serious illness in student's immediate family.
3. Death in a student's immediate family.
4. Religious holiday.
5. Conditions render attendance impossible or hazardous to student's health or safety.

Students should present a written excuse within three (3) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. Only students who have excused absences may make up work or test missed. The note must contain:

- The date of the excuse.
- The date and day of the absence.
- Reason for absence.
- Signature of parent or guardian.

Upon returning to school, students should complete makeup work missed within five (5) school days. Parents may pick up homework assignments in the school office. The teacher, however, should be given adequate time to prepare homework assignments and materials.

CUMULATIVE FOLDERS

Each student has a cumulative folder that is kept in the office. The folder contains pertinent information such as test scores, personal data, grades, etc. These folders are to be kept in the

office for security reasons. Teachers are responsible for reviewing these records at the beginning of the year for important data. Grades and test scores are added at the end of the year by each teacher. The teacher should update addresses and phone numbers in pencil each year. Cumulative folders cannot be taken from the office except during pre- and post-planning. **INFORM OFFICE PERSONNEL OF REMOVING RECORDS BY SIGNING THE RECORDS SIGN-OUT SHEET.**

SUBSTITUTE PLAN

EACH TEACHER IS REQUIRED TO HAVE A CURRENT SUBSTITUTE PLAN.

Each plan should contain at least the following items: (refer to substitute plan form)

- Daily Schedule – List all subjects and times including Art, PE, Music, Library, and other regular scheduled events.
- Procedures – Describe your daily routine (attendance, lunch count, etc.)
- Seating Chart – This is extremely helpful. If current chart is unavailable, please provide a blank chart for subs to complete when needed.
- Dismissal – A list identifying bus students, as well as walkers, is necessary.
- Duties – **SUBSTITUTE TEACHERS ARE NOT REQUIRED TO SUPERVISE ANY ADDITIONAL DUTIES THAT YOU MAY HAVE. IF YOU ARE ABSENT, IT IS YOUR RESPONSIBILITY TO FIND SOMEONE TO COVER YOUR ADDITIONAL DUTIES.**
- Discipline Procedures – Rules and consequences should be made available.
- Other – List of students leaving classroom for special education, speech, and/or medication.

WITHDRAWAL FROM SCHOOL

If a student is to withdraw officially from school, you should send word to Mrs. Arnett immediately to type up a withdrawal slip. Please adhere to the following steps when withdrawing a student:

- Withdrawal form goes from the office to the library for clearance.
- The library then sends it to the classroom for the teacher to complete. **PLEASE COMPLETE ALL AREAS LISTED ON THE FORM. IT IS YOUR RESPONSIBILITY TO SEE THAT THIS FORM IS COMPLETE BEFORE RETURNING IT TO THE OFFICE.**

The teacher should send the transfer form to the lunchroom for clearance after the child eats but before 2:00 p.m. The lunchroom will then send the form back to the office.

If a student transfers at the end of a grading period, he will take his report card with him. If the withdrawal is at another time, the report card will be sent to the office and sent within his/her permanent records. If a student withdraws before the last ten (10) days of school, we cannot complete his report card

SEND THE FOLLOWING ITEMS TO THE OFFICE WHEN WITHDRAWING A STUDENT: The withdrawal sheets, all items requested on withdrawal sheet, and personal items in classroom should be sent to the school clerk. Please make sure a withdrawing student turns in all textbooks, library books, pays all lunch money, etc.

COPYRIGHT REGULATIONS

VIDEO TAPES:

There are two (2) types of videos – those rented or purchased and those taped off-the-air. If your school has purchased a video with a school purchase order, it may be shown in your school even

if the disclaimer states that it is for home viewing only. A teacher-owned videotape may be shown at school and used over the electronic distribution system. Permission to use the teacher-owned tape must be granted by the principal. Teachers may indeed rent videos to show in their classrooms; however, a permission form must be completed. Both purchased and rented videos must comply with the following conditions:

They must be shown in face-to-face teaching situations. The teacher may not start the video and leave the room. The teacher must show that the video is an integral part of the lesson. The legal test for this compliance is the lesson plan, not the permission form. The viewing must be restricted to educators and students. If visitors are present, the video may not be shown. The teacher must have legal copy of the tape.

If you transmit a tape via your distribution system, each teacher who shows the video must have a permission form and lesson plans.

Unedited off-the-air recordings may be used with the above criteria for a period of ten (10) school days. Off-the-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. The teacher may keep the off-the-air tape for a period of forty-five (45) calendar days for preview; however, he/she may not show it after ten (10) school days have passed. At the end of the forty-five (45) days, the tape must be erased. A teacher may not use off-the-air broadcasts year after year. Only the ten (10) day period is legal.

There is no fair use of any tape recorded from a premium channel. Tapes recorded from HBO, The Disney Channel, Showtime, or any other purchased services are illegal all of the time.

**- - JOB DESCRIPTION FOR THE
ELEMENTARY CLASSROOM TEACHER/SPECIALIST- -**

The elementary teacher is responsible to the Superintendent of Schools for the implementations of school board policies, administrative procedures and appropriate teaching methods relative to the instructional program of the school system. The elementary teacher is under the immediate supervision of the building principal and is responsible and accountable for his/her role as a professional director of the educational program, as a professional individual when establishing relationships with others, and as an individual person.

The role of the elementary teacher in these areas is specially itemized in the following outline:

The Educational Program

- A. Prepares adequate lesson plans.
 - Plans and provides for a well-balanced program, selecting materials carefully to meet the needs of groups and individual students.
 - Makes assignments that are reasonable, specific, clear, and based on the student's potential to achieve.
 - Plans with other teachers, principal, consultant and department heads for more effective teaching. Allows flexibility to guide relations with such individuals.
 - Shows evidence of using and developing district curriculum guides when applicable.
- B. Motivates and Creates Interest:
 - Utilizes various teaching strategies and learning resources to motivate and create interest in learning.
 - Shows willingness to develop or experiment in learning.
 - Maintains an atmosphere conducive to freedom of thought and creative expression and shows respect for pupil's opinions and suggestions.
 - Continually seeks new knowledge and attempts to implement this into the instructional program.
- C. Provides for individual differences:
 - Shows genuine concern for and the understanding of each individual student.
 - Varies content, materials, and activities to meet individual needs.
 - Sets standards for individual achievements in cooperation with the child
 - Guides pupil into efficient study habits.
 - Helps pupil constantly appraise his/her own work.
- D. Uses skill when disciplining in classroom and other areas of assigned responsibility.
 - Maintains control of the classroom appropriate to the learning situation.
 - Assumes responsibility for disciplinary measures unless factors are involved.
 - Leads students to an awareness of acceptable standards of behavior.
 - Shows fairness toward all students and is consistent at all times.
- E. Encourages students' participation.
 - Uses methods and techniques that stimulate creative expression.
 - Provides for purposeful use of each pupil's time, according to individual ability.
 - Involves pupils in the directing and planning of activities compatible with their maturity and experience.
 - Provides opportunities for the development of responsibility and leadership in and out of the classroom.
- F. Submits reports accurately and on time.
 - Uses fair and impartial methods of frequently evaluating each student.
 - Maintains accurate records in compliance with the requirements of the individual school principal, the local board, and the Georgia Department of Education.

- G. Shows evidence of proper concern for school property.
 - Keeps room neat, orderly, and attractive.
 - Provides a challenging learning environment through proper use of chalkboards, bulletin boards, display areas, etc.
 - Uses and cares for equipment and teaching materials properly.
 - Plans and makes necessary arrangements in advance for materials and equipment needed for each learning situation.

Professional Relationships

- A. Shows a high regard for the entire school system in general.
 - Supports and complies with policies of individual school as well as Houston County School District.
 - Is willing to assume a share of the responsibilities for the total school program.
 - Speaks kindly of job assignments and place of employment.
 - Uses professional information discreetly.
 - Recognizes the importance of and deals understandingly with the auxiliary employees in the school system.
- B. Cooperates with other teachers and administrators in meeting demands on the total school program.
 - Is willing to accept responsibility in staff development activities.
 - Participates willingly in in-service education.
 - Is willing to share ideas and methods with fellow teachers.
 - Respects group decisions.
 - Is loyal to co-workers.
 - Accepts services of consultants and principals.
 - Evaluates own teaching effectiveness courageously, accurately and impartially.
- C. Attends professional meetings.
 - Is regular in attendance and displays professional conduct at meetings where presence is expected.
 - Is a participating member of appropriate professional organizations.
- D. Maintains good relations with pupils, parents, teachers, administrators, etc.
 - Is professional in attitude toward and comments about students, school colleagues, the administration, etc.
 - Communicates with parents regarding group goals and accomplishments as well as individual problems and/or progress.
 - Deals with the parent in a fair and impartial manner and always with the attitude that the parent is interested and wants to do what is best for the child.
- E. Shows an interest in community affairs.
 - Is knowledgeable about community affairs and participates whenever possible.
 - Has an awareness of the problems of our changing society.
 - Assists in establishing and maintaining a good relationship between school and community.

Personal Characteristics

- A. Is well groomed and appropriately dressed.
 - Recognizes that a pleasing personal appearance adds to classroom morale.
 - Possesses adequate physical vitality and alertness.
- B. Is punctual at work and for meetings.
 - Strives to be punctual and reliable in the classroom, at all meetings, and with expected reports.
 - Uses professional judgment about absences from work.
 - Possesses the stamina to maintain regular attendance and daily school obligations.

- C. Has a well-modulated voice and uses proper English.
 - Speaks in a pleasant, natural, and well-modulated voice.
 - Uses proper and correct grammar.
 - Attempts to correct personal mannerisms that detract from effective teaching.

- D. Has self-confidence, stability, and adaptability.
 - Exhibits patience, poise, maturity, and flexibility.
 - Maintains appropriate self-control.
 - Is receptive to constructive criticism and change.
 - Shows evidence of ability to inspire and challenge students and associates to greater performance.