TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Personal Performance Appraisal</td>
<td>2</td>
</tr>
<tr>
<td>General Policies and Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Attendance Reports</td>
<td>3</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>3</td>
</tr>
<tr>
<td>Check Outs</td>
<td>4</td>
</tr>
<tr>
<td>Counselor</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Fund Policy</td>
<td>4</td>
</tr>
<tr>
<td>Field Trips</td>
<td>5</td>
</tr>
<tr>
<td>Health Room</td>
<td>5</td>
</tr>
<tr>
<td>Homebase Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Lesson Plans</td>
<td>5</td>
</tr>
<tr>
<td>Library Rules</td>
<td>6</td>
</tr>
<tr>
<td>Fire Signal</td>
<td>6</td>
</tr>
<tr>
<td>Money Collected and Accounting</td>
<td>7</td>
</tr>
<tr>
<td>Passes</td>
<td>7</td>
</tr>
<tr>
<td>PTA</td>
<td>7</td>
</tr>
<tr>
<td>Report Card Level, Conduct Codes, Marking System</td>
<td>7</td>
</tr>
<tr>
<td>Student Council Elections</td>
<td>8</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>8</td>
</tr>
<tr>
<td>Tardiness</td>
<td>8</td>
</tr>
<tr>
<td>Team Leaders</td>
<td>9</td>
</tr>
<tr>
<td>Policies, Procedures, and Schedules</td>
<td>9</td>
</tr>
<tr>
<td>Substitute Teachers</td>
<td>9</td>
</tr>
<tr>
<td>Supervision, Grade Books</td>
<td>10</td>
</tr>
<tr>
<td>Classroom Discipline</td>
<td>11</td>
</tr>
<tr>
<td>Classroom Rules, Regulations, Discipline Procedures</td>
<td>12</td>
</tr>
<tr>
<td>Suspension</td>
<td>13</td>
</tr>
<tr>
<td>Classroom Maintenance, Purchasing</td>
<td>14</td>
</tr>
<tr>
<td>Teacher Duties</td>
<td>15</td>
</tr>
<tr>
<td>Textbooks</td>
<td>15</td>
</tr>
<tr>
<td>Things to Do First Day</td>
<td>15</td>
</tr>
<tr>
<td>Tornado Drill</td>
<td>15</td>
</tr>
<tr>
<td>Recommended Actions</td>
<td>16</td>
</tr>
<tr>
<td>Tornado Drill Map</td>
<td>17</td>
</tr>
<tr>
<td>Fire Drill Map</td>
<td>18</td>
</tr>
</tbody>
</table>

**EQUAL EDUCATION OPPORTUNITY AND NON-DISCRIMINATION STATEMENT**

It is the policy of the Decatur City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, color, creed, religion, belief, national origin, ethnic group or disability.
The mission of Brookhaven Middle School is to develop responsible individuals who are equipped with the skills that will encourage them to become life-long learners, capable of making responsible, intelligent decisions in the new millennium. This goal will be achieved by a well-trained professional staff who be offering a diversified curriculum in a safe and nurturing environment.
PERSONAL PERFORMANCE APPRAISAL
Faculty members shall be evaluated on an annual basis. The policies and procedures for the observations will be explained to the faculty members at a later date.

GENERAL POLICIES AND PROCEDURES
The following is a list of policies and procedures, covering a variety of topics concerning BMS:

A. A Board Policy Manual is available to all staff members on line at Decatur City Schools website. One copy is kept in the teacher lounge, one in the school instructional media center and one in the principal’s office for your use.

B. Communications – Communicating is an important function of any organization. The following is a list of policies and procedures concerning communicating:

1. Faculty Meeting – As a general rule, the faculty meetings will be held on a Monday at 3:15 p.m. Faculty members should reserve Monday for this purpose. Faculty meetings will be announced. Faculty members should not make appointments after school on Monday so they can attend any and all called faculty meetings. It is the intention of the administration to handle as much school business as possible through the Morning Reports and planning periods to reduce the need to have faculty meetings.

2. Announcements – Daily announcements will be printed on the Morning Reports. Read the announcement intended for students as soon as you receive this report. Check with the next class to make certain they have heard the daily announcements. Occasionally, it may be necessary to make announcements via the intercom. Instruct students to listen carefully to all announcements, as they will be held accountable for the information sent out on Morning Reports and announcements made via intercom. Students are also accountable for the messages on the message board in the cafeteria.

3. Teachers wishing to have announcements made MUST have the announcement turned in to the school office BEFORE 8:00 a.m. that day. The announcement should be concise, clearly printed, or written, dated and signed (NOT INITIALED) by the teacher. This same procedure will be used to request messages to be placed on the message board.

4. Telephones – No long distance calls may be made without prior approval of the Principal. If permission is granted, a Long Distance Call form MUST be completed by the faculty member in the bookkeeper’s office AT THE TIME OF THE CALL. A fax machine is available in the bookkeeper’s office for school use. Please log your fax information on the sheet provided. No personal incoming phone calls are allowed in the classrooms containing phones.

5. U.S. Mail – picked up daily from the school office. Faculty members are welcome to put outgoing mail in the office.

Items sent to the Central Office and/or any other school in the Decatur City School System MUST
be put inside pony envelopes in the school office and will, in turn, be picked up. Pony service usually runs at approximately 9:00 a.m. each school day.

6. Communications with the Public – Other than routine correspondence such as progress reports, report cards, etc. to parent/guardian, any written communication from teachers to parent/guardian, news media, or to the general public, MUST have prior approval from the Principal. This policy refers to employees as representing BMS and in no way intends to restrict any employee’s individual rights.

7. Discipline Forms – a discipline form must be filled out completely when referring a student to the office for discipline. Simply state the infraction. Do not editorialize on this form. Also use a ballpoint pen and be sure all three copies are legible.

8. Dress Code – No jeans or jogging suits (male or female) except on Friday. Dress for the job. Look professional.

C. Visitors – ALL VISITORS on the BMS campus MUST register through the office. There MUST be a definite need for visitors to remain on campus for any period of time. Visitors should wear a visitor’s pass issued by the office. If a visitor comes into your area without a visitor’s pass, send him/her to the office. Under no circumstances shall a visitor be allowed to enter through a back door. If the doors are opened, an alarm will sound.

D. Students transferring In or Withdrawing – All new students MUST bring with them a certificate of Immunization, social security card, and proof of residence, to be filed with his/her other records BEFORE the student will be admitted to any class. Students withdrawing from BMS will report to the counselor the day of their departure so that they can be properly checked out and their records cleared.

E. Student Selling – There should be no selling of any item(s) in the school by students. This will include Girl Scouts, Boy Scouts, etc. Fundraising campaigns should be done away from campus. Students SHOULD NOT bring large amounts of money to school FOR ANY REASON.

F. Teacher/Staff Selling – Employees should not conduct any type of activity using school facilities during contract hours or after hours, which results in personal financial gain to the employee. This would include selling Avon, Tupperware, jewelry, clothing, purses, candy or any other item to faculty members or students. Also, we will no longer be able to allow the use of the facilities for sports camps or private lessons where the employee receives the profit from the activity. The school facilities will still be available for camps and private lessons under two options. The employee may rent the facility if they intend to personally retain the proceeds from the activity or they may request the profit from the activity be deposited for use at the school. (See The Alabama Ethics Law, Code of Alabama, 1975, Section 36-25-5 (c)).

ATTENDANCE REPORTS
Absences must be entered in your computer by 8:15 a.m. Student absences will be marked as unexcused. The office will print out attendance by 8:30 a.m. for morning report. If a student enters your classroom before 8:15 a.m., you will need to change his/her attendance to excused or unexcused tardy. After 8:20 a.m., the office will change the tardies. If a student checks out before 11:30 a.m. and does not return during the school day, the office will mark it as an excused absence. When a student brings you a note for an unexcused absence, please send it to the office for correction.

CAFETERIA PROCEDURES
A. TEACHERS – All teachers are responsible for order in the cafeteria and are to correct anyone observed misbehaving.
1. Be prompt when entering and leaving the cafeteria.
2. Teachers need to sit facing their students in order to maximize supervision.
3. Before leaving the cafeteria, the teacher needs to check his/her tables and floor underneath them. Please don’t send the entire class to empty trays all at once.
4. Please assign table cleaners.
5. PLEASE READ THESE PROCEDURES TO THE STUDENTS PERIODICALLY.

B. STUDENTS – All students are to remain at school for lunch.

1. Students move quietly in the halls to and from the cafeteria. Be quiet in line while waiting to enter the serving area. Tell the server what you want without her having to ask you. Be very quiet in the serving area. Regard the rights of others and do not step ahead of someone already in line.
2. Students stay in single file (DO NOT BUNCH UP AROUND THE DOOR TO THE SERVING AREA) while in line and have money ready to give to the cashier.
3. Take a tray for your food even though you bring your lunch from home.
4. Once the students are seated at the table, they may only get up to take their tray. If they forget something (fork, etc.) they must check with the teacher first before getting up.
5. Students may talk quietly to other students who are sitting immediately around them; not to students at other tables, in other classes, or in line.
6. Even if students do not have a lot of eating time, they need to eat first and chat afterwards.
7. Students are responsible for leaving their table and the floor clean. Carry away from the table all paper, dishes, etc., and deposit them in a proper place.
8. Carbonated drinks are not allowed in the cafeteria.
9. Fast food from outside the school is not allowed. (McDonalds, Hardees, etc.)
10. Students should be seated at their table with their trays returned ready to be dismissed one or two minutes before allotted time. Students are dismissed together and should line up in the hallway while waiting for the teacher.
11. NOTE: All students in the cafeteria are under the supervision of all teachers. Teachers have the duty to address any problem immediately, even if not their students.

CHECK OUTS
Students who have a valid need to leave school before the dismissal bell shall be checked out at the office. A parent or guardian must sign out students. Notes or telephone calls shall not be accepted for purposes of check out of a student.

The principal has the responsibility of making decisions relating to checkouts. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

COUNSELOR
Students should be allowed to see the counselors upon request. The teacher and counselor should decide a time.

FACULTY FUND POLICY

1. The faculty has selected the bookkeeper to administer the faculty fund until further notice.
2. No later than October 10th of each year, the bookkeeper will collect a $20.00 voluntary contribution from each faculty and staff member. A member who does not contribute to the fund will not receive any of the benefits. A member who enters second semester may contribute $10.00.
3. If due to great expense this fund should be depleted before the end of the school year, an additional contribution will be requested.
4. In May of each school year, the bookkeeper will make a report to the faculty of all faculty fund receipts and disbursements.
5. The team leaders shall advise the bookkeeper of situations requiring a response by the faculty fund.
6. Flowers will be sent to a faculty or staff member for surgery. ($25.00 limit – one per year) or make a donation to Decatur Foundation or other favorite charity, etc.)
7. A card will be sent for hospitalization of a faculty or staff member’s spouse or staff member’s child.
8. In the event of death:
   a. Of a faculty or staff member or an immediate family member, flowers in the approximate amount of $45.00 will be sent.
   b. Of a parent, brother, sister of a faculty or staff member, a $25 donation to a charity (Hospice, etc. – recipient’s choice).
   c. Of a parent of the faculty or staff member’s spouse, a card will be sent.
9. Gift certificates valued at $25.00 will be given for the following:
   a. Birth of a child to a faculty or staff member.
   b. Adoption of a child by a faculty or staff member.
   c. Marriage of a faculty or staff member.
9. When an employee retires, he/she will be given a gift in the amount of $50 plus one dollar for each year of BMS service.
10. The collection of contributions for showers or gift shall be considered voluntary and not part of the faculty fund.

FIELD TRIPS
Field trips are a tool of instruction. As such, they should meet specific unit objectives. They should have an introduction to prepare students for the visit and there should be a significant post-trip evaluation.

Regulations for field trips are:
1. Teachers must request a trip at least two weeks prior to the desired date by completing a “Request for Field Trip” form. These will be submitted to the principal for approval or disapproval.
2. Teachers must secure a parental consent form for each student.
3. A trip list must be submitted to the assistant principal one day in advance stating student’s name, trip time, and destination.
4. All out-of-state field trips must have the approval of the superintendent as outlined by Board of Education Policy 1.007.
5. All grade level teachers must agree upon the desired activity. Criteria regarding field trip should be predetermined.
6. A copy of the carrier’s insurance must be posted with the office.
7. Teachers must ensure each student has a notarized medical release form on file in the office before attending a field trip.

HEALTH ROOM
Teacher should not allow students to abuse the health room privilege. A student should not be allowed to come to the health room unless the teacher feels there is a good and necessary reason. It is rare that we have a volunteer in the health room.

HOMEBASE PROCEDURES
Homebase will begin with a moment of silent reflection, followed by the Pledge of Allegiance to the flag. Teachers will then call roll, enter attendance, and conduct a dress code check for student violations. Any student violating the dress code will be subject to disciplinary action. First, second, third dress code
offenses – student required to change, violations documented by teacher. Fourth dress code offense –
student sent to office for disciplinary action for defiance.

LESSON PLANS
Teachers will be responsible for developing engaging lesson plans designed to promote student
achievement. Lesson plans will be turned in to the Principal/Assistant Principal each Monday by 8:00
a.m. No exceptions unless emergency condition exists.

LIBRARY RULES

CHECKOUTS
1. Students are not allowed to check out more than 3 books at any one time.
2. Books are checked out for one (1) week and may be renewed one time.
3. Students are held responsible for materials they check out as well as money owed the school
   (fines). Students are to pay for lost books. If found, money will be refunded after the fine has
   been deducted.
4. Students check out books only for themselves. Students are not to give their library number
   to another student.

FINES AND OVERDUES
1. Fines are 5 cents per day for each overdue book. Weekends are counted as one day.
2. Students who have been out should bring their note (for an excused absence) by the IMC
   upon their return. Fines will be charged until we have a note confirming an excused absence.
3. Students having an overdue book fine do not have check out privileges until this is cleared.

CONDUCT
1. Work quietly – do not abuse the rights of others to have a quiet place to work.
2. Passes are to be left in the basket at the circulation desk and will be signed when the student
   leaves.
3. No more than ten students at a time are permitted PER SUITE to come to the IMC on passes.
4. Students are to come to the IMC with a purpose – reading, research, browsing, etc.
   Textbook work permitted only if students are also using IMC materials.
5. We abide by the school rules of no gum, no candy, etc. Also, we do not lean back in chairs or
   move chairs. Students are not to talk or wave to students in the hallways.

ALSO
1. IMC is open from 7:45 a.m. until 3:15 p.m. on all regular school days.
2. Teachers: please send notes with students specifying what you want.
3. To avoid conflicts and discipline problems, teachers should use the calendar in the back of the
   IMC to indicate dates and times for which they would like to bring groups.
4. Place books back in the right place. If you have problems, please ask for help. For ease of
   identification, books are pulled to the edge of the shelf.
5. The librarian will be happy to assist. Before asking for assistance, try using the computerized
   card catalogue.
6. Bring your own materials – the IMC does not furnish paper, pens, pencils, staplers, etc.
7. Books, materials, and equipment are to be checked out and returned at the circulation desk.

FIRE SIGNAL
When the fire alarm is heard, the building must be immediately evacuated. Teachers shall instruct each
class on the following procedures periodically:

2. Move quietly in single file out the nearest fire exit. DO NOT RUN!
3. Travel a safe distance from building and wait.
4. Call roll.
5. Any student temporarily out of class, should exit at the nearest fire exit, move quickly around the building outside to the group from which he/she came.
6. All clear is one long ring on the school bell.

MONEY COLLECTED AND ACCOUNTING
During the school year, teachers may have to collect money from the students. A receipt should be given to the student. Any money collected should be brought to the bookkeeper (in the monies collected envelope), who will receipt it to the teacher. Money should be collected from students and turned in to the bookkeeper as early in the day as possible. **ALL** money must be turned in to the bookkeeper each day.

PASSES
Any student who leaves your area must have a pass. All teachers are responsible for checking on students in the hallways and elsewhere.

PTA
The school’s obligation for interpretation of all facets of the middle school program remains a necessary component of school-community relations. The PTA can be the primary instrument for this communication. Therefore, it is expected that all teachers will attend all PTA meetings unless the absence is approved by the principal. All teachers are encouraged to join the PTA.

REPORT CARD LEVEL AND CONDUCT CODES AND MARKING SYSTEM

Conduct Codes:
1. Outstanding student
2. Conscientious worker
3. Cooperative attitude
4. Efforts are improving
5. Accommodations made
6. Inconsistent effort
7. Comes to class unprepared/does not dress out for PE
8. Tests or assignments missing
9. Inadequate participation/inattentive
10. Excessive absences/tardies
11. Excessive talking
12. Disturbs learning situation
13. Uncooperative/disrespectful
14. Call school to schedule a conference

Marking System:

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<th>Percentage</th>
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</thead>
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<tr>
<td>A+</td>
<td>97 - 100</td>
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<tr>
<td>A</td>
<td>93 - 96</td>
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<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
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For a student to be considered for retention, he/she must have obtained an F average for the year in one (1) of the following subjects: Math, Science, Social Studies or Language Arts.

It is also very important to consider more than just their academic grades. We must also look at the age, physical development, history of retention, and the emotional effect that failure would have on them. Consider the affect on students who will be with them the next year.
Students in special education cannot be retained unless their IEP recommends that action.

The principal, assistant principal or guidance counselors will meet with each team of teachers to record the two semester’s averages in order to make the decision of pass/fail for each student.

**STUDENT COUNCIL ELECTIONS**

**REQUIREMENTS:**

**PRESIDENT**
1. Must be in the 8th grade
2. No 7 or 8 in conduct
3. No more than one 6

**VICE-PRESIDENT**
1. Must be in the 7th grade
2. At least a C average
3. No 7 or 8 in conduct
4. No more than one

**SECRETARY**
1. Must be in the 6th grade
2. At least a C average
3. No 7 or 8 in conduct
4. No more than one 6

**REPRESENTATIVES**
The candidate in each office with the most votes will become that class officer (i.e., 8th grade – President). The 2nd, 3rd and 4th leading candidates will become grade representatives.

**Responsibilities:**

1. Members must attend all meetings (approximately one meeting per week). Two unexcused absences are grounds for dismissal.
2. Maintain grades of no lower than a B average.
3. **GOOD CONDUCT** at all times. Only one conduct grade of “6” allowed during the year. Bad behavior is grounds for dismissal.
4. Be a positive influence on others. A student council member should lead by example.
5. Participation is a must. Organizing projects and working on committees is what the job is all about.
6. Unselfishness. A member must be concerned with the needs of others. Ask not what the student council can do for you ask what you do for the student council and BMS students.
7. **REMEMBER**, you were elected by the students of BMS, to perform your duties and responsibilities effectively.

**SICK LEAVE**

It is the teacher’s responsibility to call his/her team leaders and give lesson plans to this person for each day the teacher will be out of school.

**EACH TEACHER IS RESPONSIBLE FOR ACQUIRING HIS/HER SUBSTITUTE TEACHER.** If a teacher is too sick to contact a substitute, then he/she should call the substitute coordinator for a substitute. **DO NOT CALL THE COORDINATOR IF YOU ARE TAKING PERSONAL**
OR PROFESSIONAL LEAVE. All substitute teachers should be chosen from the approved list provided by the Central Office. When you call a substitute, please give him/her your name, school, and telephone number so he/she can call you if he/she needs to cancel.

TARDINESS
School begins at 7:55 a.m. and ends at 3:00 p.m. A student who arrives at Homebase after 8:00 a.m. is tardy must stop at the front office, and may be given a writing assignment for an unexcused tardy.

On their third tardy to Homebase, students should be sent to the office for a conference with the principal on tardies.

A student is required to be in all classes on time. On the fourth and fifth tardies to class each semester, he/she will be given a writing assignment. All sixth and subsequent tardies each semester will result in referral to the office for disciplinary measures.

TEAM LEADERS:
Dr. Collier will choose the team leader for each suite. It will be up to the team leaders to facilitate Team Planning sessions. They will also represent the team in contacting the principal as members of the Principal’s Advisory Council. Other members of this council are the assistant principal, a guidance counselor, a physical education teacher, a related arts teacher, and the librarian. Members of this group will have three primary responsibilities. First, they are the liaison between the administration and the entire faculty. Second, they are responsible for keeping the other faculty members informed of any significant curriculum changes. Thirdly, they will serve in helping to make decisions that will determine school programs and procedures. Thoughts and suggestions of the remaining faculty members will be presented to the advisory council for consideration.

POLICIES, PROCEDURES AND SCHEDULES
I. DAILY WORK SCHEDULE
   A. Faculty members are to report to work each morning by 7:45 a.m. and remain on duty until 3:15 p.m.
   B. Faculty members are not to leave campus during the normal school day unless they have attempted to contact an administrator and signed out in the book located on the office counter.
   C. Faculty members are to check and empty their mailboxes each morning upon arriving at school and each afternoon before leaving campus. Students and/or student aides are not to be sent to the office to check teacher’s mailboxes.
   D. Please do not leave large unnecessary objects in your mailbox.
   E. Students are not allowed to use the copy machine in the office. Teachers are not to send students with items to be copied by the office staff.
   F. Faculty members must refrain from conducting business NOT related to school duties.

II. SUBSTITUTE TEACHERS
   A. When a faculty member is going to be absent from school, he/she MUST leave the following items in his/her mailbox – (NOT IN THE SCHOOL OFFICE) OR ON HIS/HER DESK:
      1. Key(s) to storage, file cabinets, etc.
      2. DETAILED lesson plans
3. A list of classroom rules and regulations
4. Names and room numbers of suite team leaders or another colleague for the substitute to rely on for assistance. One or both MUST be located near your classroom – (Notify those teachers that they are your substitute’s contact teachers)
5. Name of one (1) dependable student per period the substitute can rely on to ask questions if needed.
6. Specific information, by period, regarding students with special health restrictions, students to watch for, etc.
7. Schedule of classes (regular, advance, etc.)
8. Lunch schedule, cafeteria seating
9. Class rolls BY PERIOD. Please delete any students who has changed class periods or withdrawn.
10. Written Fire Drill & Severe Weather Procedures.
11. Area supervision assignments
12. Location of resource materials, (transparencies, handouts, textbooks, etc.)
13. Leave a list of homebase for attendance (Send to office by 8:15 a.m.)

III. SUPERVISION
1. Teachers are legally responsible for the care and safety of all students assigned to his/her class.
2. If a student is absent from class and his/her name does not appear on the Daily Absentee sheet, NOTIFY THE SCHOOL SECRETARY IMMEDIATELY.
3. Unless it is an extreme emergency, teachers are not to leave their classes unattended.
4. If the need arises that a teacher must leave his/her students, arrangements must be made with another teacher or someone from the school office to supervise those students during the teacher’s absence.
5. The supervision of students is not limited to the classroom. Teachers are to help supervise students during assemblies, class change, the lunch period, and immediately before and after school. Before and after school duties are assigned to all professional staff members. It is your responsibility to be on duty during your assigned time.

IV. GRADE BOOKS
A. Teachers are responsible for maintaining a grade book. It will be used to keep grades as well as daily attendance.
B. Grade books will be issued to every teacher at the beginning of the school year.
C. Because of scheduling adjustments, it is advisable not to fill in or use the grade book for approximately (3) weeks. Temporary grade sheets will be issued to compensate for the first (3) weeks of school.
D. Grade books MUST contain the following information:
   1. Teacher’s name on the OUTSIDE COVER.
   2. Subject(s) and grade(s) taught on the OUTSIDE COVER.
   3. Current school year (date) on the OUTSIDE COVER.
   4. Grading scale – place a “key” or directions on the INSIDE COVER that explains how the grade book is set up. EXAMPLE: Red-failing grades; blue-semester grades, etc.
   5. Dates AT THE TOP of the page that indicates what grading period and what class period is being reported.
   6. Grade averages should be clearly indicated.
7. System used to determine grades should be posted on the inside of the grade book. This will be checked before a teacher can check-out for the summer.

8. Class rolls should be listed in alphabetical order. Student names should be written in ink.

E. Teachers are encouraged to keep their grades on computer, using the program provided by the school. The Technology Coordinator will instruct you how to use this program upon request from you.

V. CLASSROOM DISCIPLINE

** Teachers, when discipline referral is necessary, ALL 6th grade RFERRALS & ALL 7th grade FEMALES ONLY, will be referred to MRS. JONES. ALL 8th grade REFERRALS and 7th grade MALES ONLY will be referred to DR. PERRY.

A. Proper discipline of students is one of the most important tasks of each teacher. Very little learning can occur in an uncontrolled chaotic environment. It is the first obligation of a teacher to insure the safety of each student in his/her classroom and then to provide an environment conducive to learning.

B. Each certified teacher has been given authority from the State Department of Education to reasonably control the students under his/her jurisdiction. Therefore, each teacher should make every effort to handle his/her own discipline. Teachers should follow a course of action which may be justified in every respect.

D. Teachers should familiarize themselves with the Code of Student Conduct.

E. The following is a list of measures which must be taken by the teacher for better control of his/her classroom.

1. Remember that the teacher’s personality sets the general tone of the class. **Teacher behavior influences what goes on in the classroom.** Be positive in your approach.

2. Start the school year with more control than usual. It is easier to relax than to tighten up.

3. Begin your classes on time.

4. Have back-up lesson plans available at all times to cover the unexpected things that might come up.

5. Make sure that your students have enough work to keep them busy the entire period.

6. Remember that students expect to be disciplined as long as they are treated fairly.

7. Do not scold a student in front of his/her classmates.

8. Never take a student to an isolated area to discipline him/her.


10. Within reason, be consistent in disciplining your students.

11. Remember that many students misbehave in order to get your attention.

12. Do not make threats that you cannot carry out.

13. Develop a routine for all your classroom activities.

14. Never leave an entire classroom full of students unattended to deal with one student.

15. If a student refuses to go to the office when instructed to do so, call the office via the intercom for assistance.

16. Make sure that all students are experiencing some success every day.

17. Make sure all of your students are participating in the learning experience.

18. Anticipate some of the problems that may arise.

19. Maintain a good learning atmosphere at all times.

20. Recognize the importance of allowing your students to “save face” when they have been involved in a disciplinary problem.
21. Remember there is always a reason for a student to misbehave. If you know the reason, it will be easier for you to handle the problem.
22. Be firm and consistent. Do not let your moods decide the days you will clamp down.
23. NEVER punish an entire class unless you can justify each student’s punishment.
24. The Principal or Assistant Principal should not be the first person a parent hears from if you are having continuous problems with a student. Contact the parent before referring to office.

F. Classroom Rules and Regulations
All classroom teachers MUST file with the Principal and Assistant Principal their classroom rules and regulations in writing by the end of the first week of school: Remember to keep them positive.
1. Classroom rules and regulations MUST be distributed to the students the first full week of school and discussed to eliminate any confusion.
2. The classroom rules and regulations MUST be included in the substitute folder.
3. Hall passes MUST be kept to a minimum

G. Discipline Procedures
1. Teachers are responsible for maintaining a climate conducive to learning in their classrooms. They are expected to establish their authority in a manner that will keep misconduct to a minimum and to promote respect, response and cooperation. Teachers are expected to be fair and even-handed in their dealings with all students both in and out of the class environments.
2. Teachers are first line authority figure with whom the students come in contact with one a daily basis. They have the responsibility and authority to maintain discipline in the classroom and other parts of the school. All students are subject to the authority of any teacher in the building.
3. Teachers are encouraged to resolve problems at their level. EVERY TEACHER is expected to cover their own classroom procedures/rules thoroughly at the beginning of the school year and with every new student upon his/her arrival.
4. Teachers are reminded of the various methods at their disposal for handling disciplinary infractions at their level. Several are listed below but are not limited to these:
   a. reprimand/warning (written or verbal)
   b. additional written assignments (subject appropriate)
   c. referral to guidance counselor
   d. teacher detention (notify parent at least one day prior)
   e. parent contact (call, note, conference)
5. Should discipline problems occur in the classroom, teachers will document the action on a Report of Misconduct form. The teacher may talk with the student, refer the student to the appropriate guidance counselor for counseling, impose punishment and/or contact the parent(s). The teacher will retain the Report of Misconduct form after he/she has completed the form to include the nature of offense, action taken, and signature of both the teacher and student. Should repeated infractions occur in a short interval, the same procedure should apply. If the teacher feels that he/she has exhausted all means at his/her disposal to deal with the problem, contact must be made with the parent(s) and so inform them.
Parent contact can be written, via phone, or conference. The phone call/written communication with the parent should state that unless a significant change in behavior occurs immediately the student will be referred to the appropriate administrator for further disciplinary action. Please log all parent contacts throughout the year.

Should there be no significant change in the student’s behavior in class and all of the steps have been taken by the teacher, the student should then be referred to the appropriate administrator for further action. At this point the teacher should complete the Decatur City Schools Discipline Record form. The offense should be a detailed statement telling exactly what the student said or did. Avoid general terms such as disrespectful, disruptive, or defiant. The teacher will attach a Report of Misconduct forms to the Discipline Report form and send the student to the appropriate administrator. The assistant principal will resolve the problem with the appropriate means at his/her disposal. The Decatur City Schools Code of Student Conduct will be used as a guide in all discipline referrals to the office.

Students are not allowed to take names of other students for discipline.

6. Infractions of a serious nature (i.e., any Class II or Class III offenses, witnessed by a teacher either in or out of the classroom setting) will be referred to the appropriate administrator immediately. The reporting teacher will complete the top half of the Decatur City Schools Discipline Record form. (Be sure all three copies of this form are legible.)

7. **Suspension**: Only the Principal or the Assistant Principal can suspend a student from school. Three (3) types of suspensions are administered:
   a. **Home Suspension**: Students are suspended from school and all school activities for a specific length of time. Students can be suspended from school for a period of one to ten school days.
   b. **C.A.S.**: Students are suspended to CAS (Center for Alternatives to Suspension). Students will serve the number of days assigned before they are allowed to return to school. Their daily lessons will be sent to CAS so school work can be completed. **CAS assignments are due to the office by 8:15 a.m. each day.**
   c. **Suspension of Special Education Students**: A special education student cannot be suspended for more than ten days a year without a Manifestation Determination Hearing. The parent must be notified in writing and given an opportunity for input at the meeting. The Principal, Assistant Principal, Counselor, Special Ed Teacher, and parent should be present for the meeting.
   d. **ISS**: This is an In-School Suspension which may be determined by the Principal or the Assistant Principal. Teachers will be responsible for copying and supplying content materials for student assignments. The materials will be stored in the ISS room in a file cabinet by teacher, by grade, and by subject. Each student will be required to contact his/her respective teachers for homework that is given when they are assigned to ISS. A minimum of 10 copies of each assignment should be made by each teacher for this file.
   e. **Morning Detention**: will be held in the ISS room each day from 7:15-7:45 a.m. Students will be assigned to Morning Detention by the administrators. Dr. Perry will supervise and monitor student performance while assigned to detention.
   f. All absences resulting from suspension are **EXCUSED**. Students will be allowed to make up any work or tests they missed while out of school due to suspension.
III. CLASSROOM MAINTENANCE

A. School loyalty and pride are displayed in the manner that we keep our building and classrooms neat and clean. Students should be encouraged in the development of pride to the extent that they will do nothing to mar or distract from the beauty of the school building.

B. Care of Classrooms: The following is a list of policies and procedures which should be observed concerning the care and security of classrooms.

1. Teachers are to look for outbreaks of marking and scratching on desks and walls. Students caught destroying school property will be made responsible for cleaning, repairing, or paying for any damage they incur.

2. Teachers should not use any adhesive materials on the walls that cannot be easily removed (no spray adhesives).

3. At the end of the school day, teachers are to see that the room is in good order—all lights are turned off. Students are not to be left in rooms to work after the teacher leaves.

4. Teachers should not burn candles, or have any open flames, in their classroom.

5. Teachers using the outdoor classroom, Science Lab or Computer Room will be responsible for securing the classroom as their class leaves.

6. Before dismissing a class, students should be asked to gather waste paper and trash and put it in the trash can as they leave the room.

C. All requests for janitorial services should be made to the Assistant Principal, except cases of emergency, for example, when a student is ill, etc.

D. All requests for repair/maintenance needs should be reported in writing to the Assistant Principal.

IV. PURCHASING

No person in any capacity (teacher, staff, or student) will take it upon himself to purchase, order, or in any way obligate the funds of BMS or of Decatur City Board of Education unless prior approval has been given by the Principal.

Anyone who violates this policy is responsible for the purchase that they make or cause to be made.

A. **ALL** purchases will require the use of a purchase order number and requisition BEFORE the purchase is made.

B. Any teacher collecting any money from any student **MUST** give the student a receipt.

C. There are two (2) types of funds from which purchases can be made: Fee Replacement Funds and Local Funds

D. **Fee Replacement Fund:** Every teacher is allocated a specific amount of money by the Alabama State Legislature each year for the purpose of buying instructional supplies for their classes. The following is a list of policies and procedures which are to be adhered to when ordering with Fee Replacement Funds:

1. All orders will be made on the city-wide purchase orders or through the purchasing card procedures. These forms are handled through the bookkeeper. The purchase order number must be acquired before purchase.

2. The above mentioned form will be filled out by the bookkeeper and approved by the Principal.

3. All items purchased with Fee Replacement Funds are the property of Decatur City Schools and specifically BMS and not the personal property of the teacher ordering the material(s).

4. Fee Replacement funds may be used to purchase materials and supplies used in the instructional program.
5. Fee Replacement monies CANNOT be used to purchase furniture such as tables, desks, etc.

E. Local Monies: All requests for items which are not purchased with Fee Replacement monies must be bought with local monies. The following policies and procedures will be observed concerning local monies:
1. All purchases made with local monies MUST be approved by the Principal BEFORE the purchase orders are completed.
2. Requests to purchase with local monies will be granted by the Principal according to priorities of the school program as a whole.
3. When ordering, a purchase order number MUST be assigned by the bookkeeper BEFORE the purchase can be processed.
4. The local Purchase Order Form will be completed and processed through the bookkeeper and signed by the Principal.

TEACHER DUTIES
Review Board of Education Policy G.033.

TEXTBOOKS
Teachers are expected to account for all textbooks. Teachers should encourage students to use all books and instructional materials in the proper manner. Students should be told that payment is required for lost and damaged books.

All textbooks must be consecutively numbered for each subject area. Books not in use will be kept in 7C storage.

THINGS TO DO FIRST DAY
Homebase:
A. Check your homebase rolls to see who is present and determine if there are any students who should be some place other than your room.
B. Distribute class schedules to all students, making explanations where necessary.
C. Report your enrollment to the office as soon as possible, count only bodies present.
D. Check students for dress code violations.

Classes:
A. Check your class rolls making sure students are where they are supposed to be.
B. Give an overview of your class and what orientation is necessary.
C. Explain to students the materials that will be needed and where and how they may be secured.
D. Make some kind of assignment for the next day where appropriate.

TORNADO DRILL – (A SERIES OF LONG RINGS ON THE SCHOOL BELLS)
The purpose of the tornado survey and analysis is to locate and delineate by the attached sketch the most tornado resistant area in this school. This area is not considered tornado resistant, but the best available area for locating students during a tornado.

Weather Warning Definitions: In order that actions recommended in this analysis are affected in the correct time frame, the following storm warning used by the Weather Bureau are defined in order of severity.
A. Severe Thunderstorm Watch – means that weather conditions are such that a severe thunderstorm may develop.
B. Severe Thunderstorm Warning – means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
C. Tornado Watch – means that weather conditions are such that a tornado may develop.
A. **Tornado Warning** – means that a tornado has formed and sighted and may affect those areas stated in the bulletin.

**Recommended Actions:** These actions are not intended to be a severe weather plan for this school, but rather to serve as guide for developing a severe plan:

A. **Severe Thunderstorm Watch** – review severe weather plan or operation
A. **Severe Thunderstorm Warning** – relocate all students to areas offering the greatest thunderstorm resistance.
A. **Tornado Watch** – Review Tornado Plan and notify all teachers of impending weather conditions.
A. **Tornado Warning** – relocate students to areas offering the greatest tornado resistance (see sketch).

**General:**
During the warning, the students should be seated on the floor with their backs to corridor walls or glass areas. Coats and jackets could be used to cover heads, arms, and legs, so as to reduce the number of injuries from flying missiles of glass or other debris.

Exterior doors leading into the tornado resistant areas should be opened against the adjacent wall. Students should be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.

The tornado resistant area required for the students in this school was based on an allowance of five square feet of floor area per student. Since the students will be confined in these areas for short periods of time, consideration may be given to reducing this allowance. Where more than one degree of resistance is indicated on the sketch, it is recommended that a test be made to determine the maximum number of students that can be located in the more resistant areas.