

HARDAWAY HIGH SCHOOL

2017-18 FACULTY &

FINANCIAL GUIDELINES

HANDBOOK

# **INTRODUCTION**

Welcome to Hardaway High School! I would like to thank you for agreeing to accept the important role of educator. You are *the most* important element when it comes to serving our customers (students). Any organization has regulations and procedures, and learning them all is no easy task.

This **Faculty Handbook** is designed to guide you throughout the year. In it, you will find information regarding policies, regulations, procedures, programs, schedules, facilities, and organizations of the school.

## **MISSION:**

To inspire and equip all students to achieve unlimited potential.

## **VISION:**

MCSD is the beacon of educational excellence where all are known, valued, and inspired.

**MOTTO:**     "We Finish to Begin"

## **HARDAWAY TRADITION:**

Named after Mr. Benjamin Hurt Hardaway, Jr., Hardaway High School has been the home of academic excellence for over 40 years. In that 40 plus year span, Hardaway has built and maintained a tradition of all-around excellence. Hardaway was named a National School of Excellence in 1985 and a Georgia School of Excellence in 1985 and 1999. Pride is synonymous with Hardaway High School. Former students give back to their alma mater through the HHS Alumni Association.

## **ALMA MATER:**

In halls of learning, friendship glows,  
Voices swell for all to know.  
Our Alma Mater stands above,  
Guiding all with love.

To show the way toward goals so high,  
Our Golden Banner waves,  
Sing praises to her glory – **HARDAWAY**

# FACULTY HANDBOOK - A to Z

**ABUSE/NEGLECT:** In Georgia law, it designates education professionals as mandated reporters of child abuse. [OCGA 19-7-5(c) (1)]. The reporting protocol for MCSD indicates that an education professional needs to report possible abuse/neglect as soon as there is any indication of abuse and/or neglect. If you suspect abuse/neglect please let the designated counselor know as soon as possible for reporting purposes. Emailing abuse and/or neglect information is highly discouraged since the information is sensitive in nature and poses a privacy breach. The MCSD has an open email records policy which means there is a potential for others to see information sent via email. The reporting individual is encouraged to speak directly with a school counselor and/or administrator. Please be advised that some instances of reporting may require your presence during the reporting process in order to convey the most accurate account.

**ADVISEMENT:** Advisors are expected to implement the curriculum provided. The advisor should act as a mentor and guide. Teachers-as-Advisors is our school's personalized climate research/evidence-based practice used for calculating CCRPI.

**ANNOUNCEMENTS:** Announcements will follow the Moment of Silence & Pledge of Allegiance at the beginning of 1<sup>st</sup> period. If you would like to make an announcement, e mail Mrs. Hampel and copy Mrs. Felicia Harris by 3:00 pm the previous day. **If approved, announcements will be read no more than 3 days.**

**ASSEMBLY PROGRAMS:** Teachers should escort their class to the auditorium following the outlined assembly procedure. This procedure will be shared prior to each assembly. Do not dismiss the students and then follow. Escort them to the assembly. Teachers are to remain in the sections with their students to ensure appropriate behavior. Students should leave their books in the classroom they are in at that time; secure classrooms. Students will return to that class following the assembly. **All professional staff members are to report to all assembly programs unless specifically excused in writing by the Principal.**

**ATHLETICS:** Athletics play a major role in the development of our students. Any student that wishes to participate in any sport or activity must meet the GHSA eligibility requirements and have a cleared physical form on file. All coaches and sponsors must be familiar with the eligibility requirements set forth by the GHSA. The coach/sponsor is responsible for submitting the appropriate eligibility forms to Kendall Mills (AD) in a timely manner. It is the sponsor's responsibility to ensure that no ineligible student participates in extra-curricular competition. No student should participate in any activity without a completed parent consent form, a cleared physical form, and a student-athlete contract. These must be kept in a notebook.

At the end of the semester, a list of ineligible students will be published and sent to each coach/sponsor. Check this list carefully. If the student fails 3 or more classes in a semester, he/she loses eligibility for the next semester.

## Scholarship Signings:

Scholarship signings will be held before/after school hours.

**ADVISEMENT BELL SCHEDULE:**

Group A	Group B	Group C	Group D	Group E
7:30 - 8:00 Teacher Planning				
8:00 - 8:10 Supervision				
8:10 - 9:05 1st Period (55)				
9:10 - 9:25 HR/Advisement (15)				
9:30 - 10:20 2nd Period (50)				
10:25 - 11:15 3rd Period (50)				
11:20-11:45 A Lunch	11:20-11:45, 4th Pd (25)	11:20-12:10 4th Pd (50)	11:20-12:10 4th Pd (50)	11:20-12:10 4th Pd (50)
11:50-12:40 4th Pd (50)	11:45-12:10 B Lunch			
	12:15-12:40, 4th Pd (25)	12:45-1:35 5th Pd (50)	12:15-12:40, 5th Pd (25)	12:15-1:05 5th Pd (50)
12:45-1:35 5th Pd (50)	12:45-1:35 5th Pd (50)		12:40-1:05 D Lunch	
			1:10-1:35, 5th Pd (25)	1:10-1:35 E Lunch
1:40 - 2:30 6th Period (50)				
2:35 - 3:25 7th Period (50)				

**REGULAR BELL SCHEDULE:**

Group A	Group B	Group C	Group D	Group E
8:00 - 8:10 Supervision				
8:10 - 9:07 1st Period (57)				
9:12 - 10:04 2nd Period (52)				
10:09 - 11:01 3rd Period (52)				
11:06-11:32 A Lunch	11:06-11:32, 4th Pd (26)	11:06-11:58 4th Pd (52)	11:06-11:58 4th Pd (52)	11:06-11:58 4th Pd (52)
11:37-12:29 4th Pd (52)	11:32-11:58 B Lunch			
	12:03-12:29, 4th Pd (26)	12:34-1:26 5th Pd (52)	12:03-12:29, 5th Pd (26)	12:03-1:55 5th Pd (52)
12:34-1:26 5th Pd (52)	12:34-1:26 5th Pd (52)		12:34-12:55 D Lunch	
			1:00-1:26, 5th Pd (26)	1:00-1:26 E Lunch
1:31-2:23 6th Period (52)				
2:28-3:25 7th Period (52)				

Supervision of students begins at 7:50 am daily. Students should report to the *cafeteria, courtyard, or flag pole area*. Students will not be permitted to enter the building prior to 8:00 am without a pass. This includes cutting through the hallways to get to a designated area. Students may get to the designated area by following the sidewalk between the gym and the 400 wing. Parent drop-off is located along the front drive near the Gym and 400 hall. This location is marked. Parents should not enter the bus lane at any time.

School ends daily at 3:25 pm. Students must leave the building by 3:30 pm. Students are encouraged to participate in extracurricular activities; however, students who are participating in activities should be in the

area of activity. Students should not loiter in the building or on campus. Parents are expected to pick students up by 3:45 pm. Students that are not picked up by 3:45 pm will be subject to disciplinary action. At 3:45, any student still on campus must report to the courtyard. Students should remain in the courtyard area until their parent picks them up.

Students who stay after school for extra help, detention, participation in extracurricular activities, etc. are expected to be picked up immediately following the event. General supervision of students will end daily at 3:45 pm.

### **BOARD CONFIGURATION:**

- **Standard:** standard should be written. Students must learn the language of the standard.
- **Do Now:** Activity (reading, writing, editing, or problem solving).
- **Work Session:** include elements of Gradual Release.
- **Formative Assessments:** How will you know students understand? What will I do if they don't?
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The bell will dismiss students. Do not offer free time or allow students to pack up/line up. ***If the day's activity ends before the bell, students should be participating in a review/recall activity.***

**BOOK BAGS:** Only drawstring-type bags will be permitted into classrooms. All other types of book bags should remain in a locker.

**BUILDING USE (Master Calendar/Activities):** In order to prevent scheduling conflicts and misunderstandings, all school sponsored activities, athletic events, and field trips will be scheduled through Mrs. Kirkland. All events must be approved by Mrs. Kirkland in advance. This includes events on and off campus. In order to schedule an activity or event, an Activity and Facility Approval Request form must be completed and submitted. This form must be submitted 2 weeks in advance. ***Sponsors of after school activities must stay with students until all of the students have been picked up. You are liable for these students.*** It will be the teacher/sponsor's responsibility to make sure the area is cleaned up and secure afterwards.

All events must conclude by 8:30 pm. The cafeteria will be limited to one event during a particular week.

Teachers who would like to work on the weekends must check out a key from Mrs. Kirkland. Teachers will be responsible for disarming & arming the alarm system. Any reports of security irregularities will result in a suspension of access (See KEYS for more info.)

**CAMPUS AUTHORITY:** Students must be aware that all faculty and staff have authority over students. Instructions from a teacher or staff member are to be followed by every student whether or not that student is assigned to their respective class or area. All faculty and staff members have the responsibility of enforcing all rules, regulations, and policies for all Hardaway students.

**CELL PHONES (STUDENT USE):** Hardaway High School prohibits the use of all telecommunication devices during the instructional day (this includes headphones). Students shall be allowed to possess such devices, however; such ***devices must not be visible and must remain turned off during the instructional day, including class change and restrooms.*** The only exception to the rule is when the classroom teacher incorporates personal electronic devices in the lesson. In these cases, devices should be used for educational purposes. Using the devices for entertainment while completing work is prohibited. **Teachers should take a proactive stance in curtailing cell phone usage during instructional time.** Progressive steps should be taken at the classroom level before making an office referral. This should include restating expectations, teacher detention, loss of privilege, and parent contact. Habitual violators will be referred to the Discipline Office using the behavior referral form.

Students carry electronic signaling devices at their own risk. Hardaway High School assumes no responsibility for the loss, damage, misuse, or theft of the device by any person.

Teachers should not search student cell-phones. If there is an issue, it should be brought to the attention of the administration. School district personnel must have reasonable suspicion that a school rule is being violated and that a search will lead to evidence of the violation.

**CELL PHONES (FACULTY & STAFF):** In order to protect the integrity of the instructional program and to provide the most responsible supervision of our students, faculty/staff should not use cell phones or electronic devices for personal business during instructional (school) time or while supervising students. Exceptions due to extenuating circumstances may be granted or approved by an administrator on an individual basis.

**COMPREHENSION INSTRUCTIONAL SEQUENCE MODEL (CISM):** CISM is the instructional literacy model in Muscogee County School District for grades 6 – 12. Each teacher, with the exception of math teachers, will be required to teach one CISM lesson each nine weeks.

**CLASS SIZE:** MCSD has been granted a class size waiver for the 2015-2016 school year.

9-12 (English, Math, Social Studies, Science, Foreign Language) maximum 37

9-12 (all other subjects) maximum 40

9-12 (CTAE Labs) maximum 33

9-12 (Instrumental Music) maximum 105

9-12 (Choral) maximum 85

9-12 (Physical Education) maximum 45

**CLEANLINESS:** Teachers are expected to take proper care of their room(s). Rooms should be kept neat and straight. Teachers are to keep their room(s) clear of paper and orderly at all times. Students are to be encouraged to take pride in their school and keep the building and grounds clean at all times. Custodians are responsible for cleaning rooms of dust and grime, not the clean-up of paper. Please make a sincere effort to ensure that boards are clean, desks are straight, debris is removed from all desks, and any paper is picked up before your students leave the classroom.

Mrs. Kirkland will oversee the custodial staff. If you have questions or concerns, contact her.

**CLUBS & ORGANIZATIONS Curricular:** As part of its educational program, the school supports the development and operation of an extensive program of extra-curricular activities for students. All clubs and organizations must be approved by the principal. Each club should keep on file the by-laws by which their club or organization is governed. Proper supervision is to be provided for all before/after school hour activities. Do not leave students unattended following an after-school function (the teacher must stay until the last student is picked up by a parent).

**CLUBS & ORGANIZATIONS Non-Curricular (Student led organizations):** Under the Equal Access Act, students may request approval from the principal to organize student led groups that meet on campus. A bulletin board will be dedicated for approved groups to post announcements and flyers. Literature must be pre-approved by an administrator.

**COPIER MACHINES:** Each teacher will be given a code for the copiers. Copiers are located in the teacher work room and in designated departments. Work room copiers should be used when making more than 100 copies. Departmental copiers should be used for print jobs of less than 100 copies. The number of copies per teacher will be based on the available budget. Printing requests should be submitted to Cathy Kirkland using the Gutenberg print management system.

**DETENTION:** Every teacher should have a reasonable after school detention plan for their classes. If a student skips detention, the parent should be notified and the detention should be rescheduled or doubled. Do not refer a student to the office until you have completed these steps. Administrative Detention is reserved for administrative assignments (discipline referrals).

**DISCIPLINE:** Good discipline is absolutely necessary for successful classroom management. Teachers are expected to deal as effectively as possible with their own discipline problems. However, when help is needed the designated assistant principal should be consulted. Every teacher should have a reasonable detention plan.

Teachers should always utilize parental contacts to help solve problems. These contacts should be documented. It is the teacher’s responsibility to keep parents informed of problems with the student.

**Violations fall into 4 categories (see student handbook for a detailed listing):**

**Level I: minor violations** are to be handled by the teacher. Before referring a student to the office, the teacher must have followed the steps on the Classroom Infraction Report. A copy of this report should be attached to the discipline referral.

Unprepared	Food/Drink	Defiance	Abuse of Hall Pass
Disrupting Class	Sleeping	FTSD	Out of assigned area/seat
Tardy (1-4 times)	Language (minor slip)	Cell Phone/Electronics	Dress Code

**Level II-A & Level II-B: Major Violations** will result in an immediate referral to the appropriate assistant principal.

4 <sup>th</sup> Classroom Infraction	Bullying	Language (major)	Hazing
Disrespect (major)	Vandalism/Graffiti	Skipping/Cutting Class (5+ min. late)	Tobacco
Disruption (major)	Gang Affiliation Display	Verbal Altercation	Unauthorized area
Habitual Tardy (5 +)	Theft/Possession of Stolen Property	Fighting/Causing Physical Harm	Refusal to cooperate with Staff-Profanity Directed at Staff

**Level III: Critical Violations** need immediate attention. Contact the office to request assistance.

Alcohol	Possession of Fireworks	Dangerous Weapons	Drugs
Assault of Employee	Pornography	Threats	Fire Alarm

In the case of an emergency (major disruption), the classroom teacher should contact the main office via the intercom system by dialing \*.

Discipline referrals will be submitted using the official Discipline Referral form. This form may be submitted electronically via email, or by hard copy. The referring staff member will receive a copy of the referral that includes administrative action taken.

**DRILLS & EMERGENCIES:** LOCKDOWN, FIRE, TORNADO, POWER FAILURE, ETC.

State regulations require monthly fire and emergency drills. Each teacher is responsible for giving all students in his/her classroom the proper instructions. Instructions for each scenario are posted in every classroom. In the case of an evacuation, lock your door behind you and take your grade book with you. Once the class is outside, take attendance.

**LOCKDOWN:** If there is a need to go into lockdown status, the following announcement will be made:

**“Teachers, secure your rooms.”** When you hear this announcement you should lock your door and move away from the door or windows. Do not allow anyone into or out of your room. The lock on the door will be on at all times. During regular instructional time, teachers will fasten a rubber band to the door handle to allow access for administrators. In the event of a lockdown situation, the teacher can quickly remove the rubber band so the door will lock. This eliminates the teacher trying to find his/her keys and having to lock the door. Time is critical.

**E-MAIL:** Electronic mail is public information. Correspondence via e-mail is subject to the Open Records Act. Do not send any inappropriate correspondence. **All mass e-mail requests must be approved by the principal.** E-mail is our main communication tool. Please check it throughout the day and during holidays.

**ETHICS:** Teachers should be ethical and professional in all student/teacher, parent/teacher, teacher/teacher, and teacher/staff relationships. Teachers are to be courteous, fair, and open-minded in all situations that arise and slow to pass judgment until all the facts are clear. Teachers are to refrain from criticizing a fellow worker or tolerate those who do. School issues should be discussed in departmental or committee meetings or in an administrator’s office and never carried into the cafeteria, lounges, or outside the school. Teachers should never discuss students or school problems where students can overhear, misunderstand, or carry misconceptions home. All Faculty members should do what they can to promote the school and the school system in a positive manner.

**FACULTY FUND:** The Faculty Fund will provide a way for members of the Hardaway family to show their joy, concern, or sympathy for each other during various events in our lives. Membership is \$12.00. Staff members may also join by purchasing the Faculty Package for \$25.00.

Department Chairs should make it a priority to let a committee member know when the Faculty Fund is needed by a member of the faculty or staff. Only those faculty and staff members who join will benefit from the fund. **The following guidelines have been established for the operation of the fund.**

**Hospitalizations:** Any member of HHS and their spouses will be sent a card if in the hospital for more than one day. The committee will meet if necessary to determine other arrangements.

**Deaths:** A floral arrangement or equivalent will be sent to any member of the HHS staff, or their spouse, children, and parents.

**Births:** If requested, the Faculty Fund Hospitality committee will assist departments in coordinating a shower for HHS staff members’ first baby. Faculty Fund will provide the cake, plates, silverware, and napkins for the shower. A gift will be presented to members expecting an additional child.

**Weddings:** If requested, the Faculty Fund Hospitality Committee will assist departments in coordinating a shower for HHS staff members’ first marriage. Faculty Fund Hospitality will provide the cake, plates, silverware, and napkins for the shower. A gift or gift card will be presented if a shower is not given.

**Special Events:** The committee will plan special events throughout the school year to promote camaraderie among the HHS faculty and staff.



**FACULTY PACKAGE:** Teachers will have the opportunity to join Faculty Fund, PTA, and give to the Faculty Scholarship Fund by purchasing a faculty package. The package is \$25.00. This will allow staff members to pay with one check. Faculty Fund: \$12.00, PTA: \$8.00, Scholarship \$5:00. Checks made payable to Hardaway High School. Submit payment Melissa Youngs (room 303).

**FAILURE NOTICES:**

**POTENTIAL SUBJECT FAILURE NOTICES**

A possible failure notice is to be sent to the parent of every student who is in danger of failing a course. This notice should be sent no later than April 20, 2018 (attach form or message to Progress Report).

This notice should be signed by the teacher and student. It should be signed by the parent and returned to the teacher. The teacher should keep a copy with the student signature prior to sending it home to the parent. The teacher should keep each copy in his/her files. (These forms available in Guidance).

**SUBJECT FAILURE NOTICES**

This form should be sent to the parents of every student when the decision has been made that a student will fail a course. This should be sent by U.S. Mail and a copy should be retained for your files. (These forms are available in the Guidance office).

**FIELD TRIPS:** Supervising teachers must request field trips at least three weeks in advance. An itinerary, a list of student and parents participating, and educational justification for the trip, whether curricular or extracurricular, must accompany each request. Financial and scheduling constraints will limit the number of field trips allowed. Teachers must refrain from requesting trips that are frivolous or that may not be justified educationally. Requests should be submitted to Mr. Bell.

1. **All trips involving students staying one or more nights must have MCSD Board approval.** These trips are to be submitted to the Superintendent's office during the first week of each month to be included on the Board committee agenda for approval.
2. The sponsoring teacher will submit a request in writing to the Principal at least three weeks in advance of the proposed trip. Approval or rejection of the request will be given to the sponsor.
3. Parent permission forms must be signed by parents or guardians, and turned in to the sponsor at least three days prior to the trip.
4. An itinerary and alphabetical list of students and chaperones participating in the trip will be turned in to the Principal one week prior to the trip.
5. An absence approval list, approved by the Principal, will be e mailed to teachers and recorded in IC.
6. Teachers or sponsors are to remain with and actively supervise students during the field trip and upon their return. If after school hours, arrange for transportation and supervise all students until they have been released to a parent or guardian.
7. One day trips should not leave before 8:00 am and should return before 3:00 pm.

**FOOD & DRINK:** Students are not permitted to bring food (including candy), fountain cups, coffee, or flavored drinks into the building. Students may have bottled drinks sold from machines on campus. This includes water/PowerAde/Minute Maid. Teachers should not distribute/sell food or drinks (including candy) to students. Do not send students to the drink machine with a pass.

If a sponsor decides to have students sell candy, it should be sold off school grounds. Candy sold on campus will be confiscated.

Do not throw food/plates/bowls/cups away in classroom trash cans.

**FUNDRAISING/HANDLING MONEY:** please refer to the Financial Guidelines Handbook in the back of this document.

**GRADING:** Grades should be entered into Infinite Campus in a timely manner. Teachers are expected to meet deadlines. The following protocol will be used:

- Tests/ daily assignments/non projects : 3 school days to input grades
- Major Projects: 5 school days to input grades

MCSD will implement the following as default gradebook weighting set up:

- Formative Assessments-40%
- Summative Assessments-60%

**GUEST SPEAKERS:** All guest speakers must be approved by Mrs. Kirkland prior to extending an invitation. The form is available on the S-Share network.

**GUIDANCE SERVICES:** The Guidance Department supports all programs and activities at Hardaway High School.

Director & Class of 2017:	Heather Osborn
Class of 2018:	Karen Powers
Class of 2019, A-L:	Karen Powers
Class of 2019, M-Z:	James Murphy
Class of 2020:	James Murphy

### **Referrals**

Teachers should refer students to the Guidance Department whenever they see a situation or concern in which they feel intervention is needed. Teachers can make referrals for counseling by emailing the grade level counselor, coming by Guidance to consult with the counselor, or filling out a referral form that can be found in the teacher's workroom. Students can be referred for several reasons:

- Attendance - refer the name of any student when they miss 3 days from your class.
- Behavior – refer, if appropriate, to Guidance before sending the student to the office for discipline.
- Academic – refer students that have low grades, lack of motivation or inadequate progress.
- Personal / Social – refer any concern that you feel needs addressing.

### **Appointments**

Counselors distribute appointment slips to students through Advisement. If a student is unable to keep their appointment at the scheduled time, contact Guidance to reschedule the appointment.

### **Classroom Guidance**

In order to meet some informational needs of students, counselors may contact the classroom teacher and request class time to work with students. This will be agreed upon and arranged in advance.

### **Parent/Teacher Conferences**

The Guidance secretary will schedule parent / teacher conferences upon the parent's or teacher's request. It is important for teachers to be present and remain in the conference until it is completed whenever possible. Teachers desiring a parent conference should make their own arrangements with the parent and counselor.

**HALL PASSES:** The number of students in the hall during class time should be minimized. Every teacher should have a hall pass policy in his/her syllabus. This policy will include an accountability plan. Teachers must keep an accumulative record. It is recommended that students receive no more than 3 emergency passes per 9 weeks.

**10/10 Rule:** students should not be out of the classroom during the first ten minutes of class or the last ten minutes of class.

Any student in the hall during class time must have an official hall pass from their teacher. The pass should include the following: *student name, date, time, destination, and teacher signature.*

**HALL, RESTROOM, AM/PM SUPERVISION DUTIES:** Each teacher is to stand at his/her door during each change of class to supervise students. Each teacher will be assigned a time to check restrooms. **When checking, the teacher should go into the restroom to ensure appropriate behavior.** (Please check the restroom duty roster).

Certain teachers will be assigned early morning or afternoon supervisory assignments. Teachers will rotate every 9 weeks. (Check the am/pm duty roster). These teachers will report to their assigned post at 7:50 am.

**HEALTH CLINIC:** When a student is ill, they must be sent to the Health Clinic with an official pass. The clinic is located across from the Discipline Office. The clinic is open from 10:00-2:00 Mon.- Fri. If the clinic is closed, students should report to the discipline office to see Mrs. Carr.

**HOSPITAL/HOMEBOUND ASSIGNMENTS:** At times it is necessary for students to be placed on hospital/homebound status due to medical conditions that do not permit regular school attendance. The Director of Student Services for MCSD makes this decision. Homebound teachers are directed to obtain assignments from all classroom teachers. Regular classroom assignments are to be given for the time the student is on homebound status. If alternate work assignments are given, the student is not expected to make up the work the class did during the hospital homebound period. The work assigned is in lieu of that done by the students in class. Teachers are asked to respond promptly to the homebound instructor's request for assignments by placing textbooks, assignments, and other pertinent materials in the homebound instructor's mailbox located in Guidance. **If you have any questions or you have not received assignments as scheduled, notify the students' assigned counselor.**

**IN SCHOOL SUSPENSION PROGRAM:** In School Suspension is an important component of our school-wide discipline plan. The ISS Technician will send requests for assignments via email when a student is assigned. The work needs to be submitted in a timely manner. Students are responsible for returning their completed assignments to their teacher upon returning from ISS. This will eliminate any confusion or miscommunication.

Students assigned to ISSP are considered present. They must be given every opportunity to complete the same work that their peers are doing in class. ISS is located in room 610.

**INTERCOM SYSTEM:** Monitor your receiver very closely. Do not assign students a seat within reach of the receiver. The system can be used to call room-to-room by dialing a room number. Students should never use the intercom system. Please limit your intercom use to official business. If you have an emergency, you can reach the front office by dialing \*.

**INVENTORY & EQUIPMENT CHECKOUT:** Room inventories will be maintained by the teacher in the classroom. Equipment that has been tagged by MCSD and engraved should not be moved from room to room. At no time should equipment be disposed of without permission from Sue Hampel. School equipment removed from campus must be checked out through the Media Center.

**KEYS:** Each teacher will receive a key to their assigned classroom. **Always secure your room when you leave. Never allow students to use your keys.** Teachers who wish to work on the weekends should check out a building key from Mrs. Kirkland.

**LAPTOP COMPUTER AGREEMENT:** Effective July 1, 2009, all employees issued a laptop for the performance of school district business must sign an agreement taking responsibility for damage, loss or theft due to an intentional act or negligence. See Sue Hampel.

**LESSON PLANS:** Teachers will prepare lessons that are engaging and rigorous. Weekly plans are due to the TKES Evaluator and Academic Coach on Monday's no later than 8:30 am. Lesson plans should include the following elements:

· The standard(s) that you will specifically focus on each day. Please do not list all of the standards for a particular unit. List only what you will focus on for each day.

Do Now

Your work session labeled with the elements of gradual release.

- Focused Instruction (FI)
- Guided Instruction (GI)
- Collaborative Learning (CL)
- Independent Learning (IL)

Formative Assessment(s)

- How do I know if my students understand?
- What will I do if they don't get it?

Co-Teaching Modifications, to be filled out by the co-teacher and turned in by 8:30 am Tuesday morning of each week.

**LOST & FOUND:** Lost text books should be returned to the department chairperson. Lost clothing articles are located in the Rubbermaid tub located in the cafeteria. Lost binders and books will be located in the Discipline Office. Students should check for lost items on their own time. Teachers should not write passes for students to check for lost items.

**LUNCH PERIODS:** Teachers are encouraged to eat in the school cafeteria. If a teacher has a split-lunch period and wishes to change lunch periods for testing purposes, clearance must be made with the principal.

**MAILBOXES:** Every teacher is provided a mailbox in the teacher workroom located in room 605. The boxes are alphabetized and should not be exchanged. The mail box should be checked upon arriving in the morning, during planning, during lunch periods, and before leaving in the afternoon. Students are not permitted to check mailboxes.

**MEDIA CENTER:**

All resources of the Hardaway High Media Center are provided to enhance the caliber of research, learning, instruction, and the well-rounded development of individuals at HHS.

**Media Center Goals:**

- To create a welcoming environment that encourages the search for academic information and inspires the development of creative thinking and ideas.
- To build reading literacy through the acquisition of materials to support the curriculum and the promotion of reading for pleasure.

- To promote a cooperative approach that encourages and builds team teaching between the classroom teacher and the teaching media specialist.
- To incorporate the use of technology.

**Media Center Procedures for Students:**

The media center is open from 8:00 AM until 4:10 PM, Monday through Friday. Students must have a pass from a teacher to work in the media center during the school day. Regular book check out for students is two weeks. Books may be renewed; you must have the book to renew it. Reference books and periodicals may be checked out overnight or over the weekend and must be returned by 8:10 AM the next school day. Fines are \$.05 per day for regular checkouts and \$.25 per day for reference books and periodicals. Students may not check out materials if they have overdue items or if they have fines greater than \$1.00.

Students must have a current school ID to check out any media center materials. Students should bring a written pass when they come to the media center – except for lunchtime when they may sign-in on the lunch roster prior to the appropriate lunch bell. Students must pay for all lost items. Any unpaid fines in excess of \$1.00 will result in report cards being withheld. For the protection of our materials and equipment, and in alignment with school policy, neither food/gum nor drinks are permitted in the media center. All school policies are to be practiced in the media center. If you always maintain respect for your school, and others, you gain respect for yourself.

**Media Center Procedures for Class Visits:**

Teachers may come to the media center to make reservations for class visits to the media center on our calendar. Should you choose this option, please consult with the media specialist before entering the reservation on the calendar so that the purpose of the visit is understood and any necessary collaboration can be planned in advance. *Alternatively*, you may complete a Media Center request form online in order to schedule class time in the media center. This form can be found on the S-share under Media Forms. This form should be emailed to the Media Specialist 24 hours prior to the request date. All pertinent information can be found on the form. Teachers are welcome to send up to 3 students to the media center for research, copying, studying, reading, or for checking-out books; visits to the media center should have an educational purpose. The media specialist is always happy to work with teachers to facilitate the best learning opportunities for our students.

**MEDICATION:** If it is necessary for a student to take any form of medication at school, a signed authorization form from a parent must be presented to the office. The medicine will be kept in the Clinic and dispensed there. If the Clinic is closed, students will report to the discipline office. Students must have a written pass to Clinic.

**ONLINE POLICY REVIEW:** All staff members are required to complete the online policy review. It is available on EmployeeNet.

**PARKING:** Faculty and staff will be assigned numbered spaces located in the front and the back of the school. Do not exchange spaces with another faculty member.

**PROFESSIONAL LEARNING COMMUNITY:** Teachers are expected to exhibit a commitment to professional growth opportunities that are designed to support student learning. Teachers will be expected to collaborate through group planning and Data Teams. A monthly calendar will be sent.

**PROGRESS REPORTS:** Progress reports are a major component of the school wide response to intervention program. MCSD has published the dates that progress reports are sent to parents. Every student should receive a progress report from every teacher on Sept. 6, 2017; November 18, 2017; February 7, 2018; and April 20, 2018. Teachers have the option of sending home a hard copy or emailing the progress report to the parent.

School wide response to intervention strategy: Beginning September 6, 2017, students who experience difficulty will receive frequent progress monitoring. For any student with a current grade <75, the teacher will

send the parent a weekly progress report. Teachers may send a hard copy or email. If a hard copy is sent, the parent must sign stating that they have received the progress report. Teachers should enter the activity into the “parent contact log” in Infinite Campus. If the student’s grade increases to >74, the student no longer receives weekly progress reports.

Parents will be encouraged to take advantage of the Parent Portal available through Infinite Campus. Unfortunately, some households do not have access to the technology required to monitor Parent Portal.

**PTA:** All staff members are strongly urged to become members of the PTA. The membership dues are \$8.00 per year for faculty & staff. Teachers may join PTA by purchasing a Faculty Package, or completing the Faculty PTA membership form. Faculty attendance at all PTA meetings is required. Absences must be submitted in writing to Mr. Bell prior to the meeting, except in emergency situations.

**PURCHASING:** Teachers are to follow MCSD policies and procedures when purchasing items and/or services for the school. Please refer to the Financial Guidelines Handbook in the back of this document.

**RELEASE TIME FOR STUDENTS:** Students attending an approved field trip must submit an official “Student Release Form” to each classroom teacher for signature. Students are responsible for all assignments missed.

Scholarship Signings: Scholarship signings will be held before/after school hours.

**RESPONSE TO INTERVENTION (RTI):** All teachers are required to implement strategies to assist students who are having difficulty in the classroom. There are four tiers of intervention. These include:

Tier I, Standards-Based Classroom Learning: all students participate in general education learning that includes:

- Implementation of CCGPS/GPS through standards based instruction
- Differentiation of instruction
- Rigor/Relevance
- Research-based instruction (see Marzano & Payne)
- Progress monitoring of learning through multiple formative assessments

Examples of Tier I Strategies: Canvas Universal Screener, Standards Based Classroom, and common formative assessments (CUA’s and GOFAR – Georgia Online Formative Assessment Resource).

Tier II, Needs-Based Learning: in addition to tier I, targeted students participate in learning that is different by including:

- Research based interventions based on need and resources
- On-going progress monitoring to measure student response to intervention

Examples of Tier II Strategies: Extra time (tutoring before/after school), computer assisted practice (Study Island/Classworks), and Credit Recovery.

Tier III, SST-Driven Learning: In addition to Tiers I and II, targeted students participate in learning that is different by including:

- Intensive, formalized problem solving to identify individual student needs.
- Targeted research-based interventions tailored to individual needs.
- Frequent progress monitoring and analysis of student response to intervention.

Examples of Tier III Strategies include: SST Team designs program. Extra work in specific areas of weakness, reading intervention, agenda book, include school psychologist.

Tier IV, Specifically Designed Learning: in addition to tiers I-III, targeted students participate in:

- Specialized programs, methodologies, or instructional deliveries.
- Greater frequency of progress monitoring.

As a general rule, 80% of students should fall into Tier I; 10% in Tier II; 5% in Tier III; and 5% in Tier IV. Teachers should be able to identify which Tier each student is in.

**SCHOOL IMPROVEMENT TEAM (SCHOOL DATA TEAM):** The SIP Team meets bi-weekly to discuss issues that will help increase student achievement. The SIP team is the driving force behind many decisions that affect student achievement. If you have a concern or idea, please pass it along to your designated SIP Liaison. That member will submit it to the team for discussion. Meeting minutes will be shared with faculty and staff.

**STUDENT ATTENDANCE:** In classes that meet for 180 days, a student who misses more than 14 days will lose credit. Students who lose credit may complete the appeals process. Attendance will be recorded in IC each period.

When a student returns from an absence:

Students must bring in a note signed by their parent or their doctor indicating the date(s) of the absence and the reason. **The note must be submitted to the 1<sup>st</sup> pd teacher within 3 days of their return to school.** Failure to do so will result in the absence being recorded as unexcused. The 1<sup>st</sup> pd teacher will place notes in an attendance folder. An office staff member will collect the folders no later than 8:30 am. Office staff will code absences in IC.

**Taking Attendance in 1<sup>st</sup> Period:** Teachers will mark students absent in IC if the student is not in the room when the 8:10 bell rings. If they arrive late, they must check-in through the attendance office. Do not mark students as tardy to 1<sup>st</sup> period. This will be handled during the check-in process (absence will be changed to tardy by admin. staff). Teachers should not allow students to enter their room unless they have an official Admit Slip signed by school official. Teachers are not permitted to write tardy passes for students.

To be eligible to participate or attend extra-curricular activities, students must check-in no later than 11:15 am.

**Taking attendance in periods 2-7/Advisement:** Teachers record period attendance in IC.

**TARDY TO PERIODS 2-7 & ADVISEMENT (& RETURNING FROM LUNCH):**

**1-5 minutes late**

Tardy 1 – 3 times: complete steps listed on the Classroom Infraction Report

Tardy 4+ times: submit Classroom Infraction Report each time...send student.

Over 5 minutes late: automatic office referral...send student.

## MONITORING ATTENDANCE:

Teachers are expected to monitor student attendance regularly. Check for status of absences by using the Campus Tools – Attendance Tab. Select daily attendance to see absences for all students by date or search by individual student.

Coaches & sponsors need to monitor the status of participants. Students who are absent from school may not participate in any extracurricular activities (including practice).

### CHECK OUTS:

Students must submit documentation to the attendance office before 1<sup>st</sup> period. If the student has a check out slip signed by an attendance clerk, allow them to leave at the appropriate time. Otherwise, the students may be called for via intercom.

### ATTENDANCE INTERVENTION PYRAMID:

- Classroom teacher will make successful parent contact when a student accumulates 3 unexcused absences.
- Administration will run weekly reports. Official letters will be sent home at 5 days, 7 days, 10 days, and 15 days.
- At 5 absences, parent conference with an administrator.
- At 7 absences, students will be assigned Attendance Recovery. An absence can be removed from the record if student completes a recovery session (4.5 hours outside of normal school day).
- At 15 absences, students will receive Loss of Credit. Student/parents must appeal)

**STUDENT DRESS:** Students are expected to keep themselves well-groomed and neatly dressed at all times. Any student who violates the dress code should be sent to the designated administrator. Females will report to Cathy Kirkland in the main office. Males will report to Mr. Harris in the discipline office.

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operations of the school. It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. **Bandana print and camouflage clothing** is also prohibited.

Clothing must provide adequate coverage at all times. Oversized and undersized clothing is prohibited. Clothing that fails to provide adequate coverage of the body, includes but is not limited to:

- Shirts:**
- All shirts are expected to fit
  - No plain white/black t-shirts. No muscle type shirts.
  - Basketball type jerseys must have and undershirt (sleeves)
- Shoes:**
- Shoes should be worn at all times
  - House slippers are prohibited



**Coats/Hoodies:**

- During inclement weather, coats may be worn.
- Students are not permitted to wear hoods inside the building

**Pants:**

- Pants are to be worn above the waist (no sagging)
- Pants that cannot be worn properly on the waist will require a belt
- No fleece type sweatpants / pajamas / velour / terrycloth pants /swim trunks
- Pants with holes are not to be worn. (*from top of knee to waist band*)
- Leggings are considered undergarments (extremely thin or tight pants are considered leggings)
- Any top or dress worn over leggings must provide adequate coverage all the way around

**Hats:**

- Hats, caps and other head coverings shall not be worn in the building at any time (unless authorized by the principal). This includes ALL head coverings (i.e.: berets, knitted hats).

**Shorts/**

- Athletic/gym shorts are prohibited (except those worn in the gym for PE).

**Skirts:**

- Skirts and shorts which are shorter than **6 inches above the knee *all the way around are prohibited.***

**Accessories:**

- Bandanas are prohibited
- Chains are prohibited (i.e.: wallet chains)
- Blankets are not to be worn or wrapped around students
- Dark glasses may not be worn indoors, except for valid medical reasons
- Combs are not permitted to be worn in the hair
- Ankle monitors should not be visible.

**STUDENT SUPPORT TEAM:** The student support team is designed to provide classroom teachers with strategies for success as it relates to problems with students. It is not an automatic referral committee for special education programs. Teachers are expected to respond to SST requests in a timely manner and attend appropriate meetings. Mrs. Berman serves as SST chair.

**SUPPLIES:** All requests must be submitted in writing to the Department Chairperson. The Department Chairperson will submit requests to Mrs. Kirkland. (The request form is available on the S-share network.)

**TEACHER/STAFF ATTENDANCE:****Absences:**

No professional employee shall absent himself/herself from school duties. Professional employees unable to attend to school duties shall provide notice as soon as possible. Failure to provide adequate notice or a satisfactory reason for such failure shall result in deduction of 1/190 of contract salary. The superintendent has mandated that professional personnel will be required to sign an attendance sheet upon their arrival at school. The attendance sign-in sheets will be located in the teacher work room each morning.

Teachers will be assigned early morning and afternoon supervision duties. These duties will be broken up into 9 or 18 week periods when possible.

Each department head should make sure there is coverage for all classes when a teacher is absent.

Teacher Report Times:                      Daily                      7:50 am – 3:50 pm

### **Reporting an absence:**

IF PRIOR ARRANGEMENTS HAVE NOT BEEN MADE WITH A SUB:

Teacher should enter the absence into **the AESOP System**. The teacher should then call **Mrs. Kirkland: (706) 566-5797**. This call should be made between 5:00 pm and 8:30 pm the night before or between 6:30 am and 7:30 am the day of.

If an absence is not reported within the times listed above, all personnel will be expected to be present unless there is an extreme emergency. In this case you should call the school and speak to an administrator. Mrs. Kirkland should be your first point of contact if an emergency occurs.

IF PRIOR ARRANGEMENTS HAVE BEEN MADE WITH A SUB:

Inform Mrs. Kirkland prior to the absence and as soon as the sub is secured. She will need to know the date of the absence, reason for the absence and the name of the sub. Make sure you use AESOP and record absence as pre-arranged.

This should only be done if you have personally spoken to the substitute and they have agreed to come in for you. If you are unable to speak with the substitute, you should use AESOP and report the absence as “substitute required.”

Note: If you are going to be absent, you must speak to Mrs. Kirkland about the absence. An email or text will not suffice.

### **Substitute Folder:**

Each teacher is responsible for leaving complete & detailed lesson plans, roll, seating charts, and class schedule for the sub. In addition to this, an emergency set of plans (3 days minimum) is to be placed in the sub folder. Do not leave your Infinite Campus login and password for the sub. It is expected that current and relevant lessons will be left for planned absences. Each teacher should have a sub folder in his/her mailbox or directions as to where it is located in your classroom. This folder should include:

- a. Teacher schedule (include planning & lunch)
- b. Lesson plans that are understandable and usable by the substitute teacher
- c. Classroom rosters, rules, & seating charts
- d. Absence forms. Sub will list absent students and send form to attendance office
- e. Instructions for use of supplies & equipment
- f. General information (announcements, assembly procedures, etc.)
- g. Instructions for emergencies.

### **Court/Jury Duty:**

All employees subpoenaed to serve court or jury duty may do so without penalty. An absence approval form (“Request for Time Off”/Pink Form), along with the original copy of the subpoena attached, must be submitted to Mrs. Kirkland upon receipt of the notice. Upon return to school, a “Certificate of Service” must be turned in for the payroll department. Court appearances for personal business are counted as personal leave. Use the interactive form to request time off.

### **Leaving School During the Day:**

Leaving school during the day is discouraged unless an emergency occurs. Should it become necessary to leave, all personnel are expected **to notify an administrator and sign out in the front office**. If a staff member needs to leave campus at a time class coverage would be required, the staff member should secure coverage and notify Mrs. Kirkland. Appointments should be made for after school hours or when school is not in session. Planning periods should not be used for appointments unless it is absolutely unavoidable. Abuse will result in time away being entered into Subfinder. Planning periods are for instructional planning, not errands.

**Personal Leave:**

All employees may utilize up to a maximum of 3 days accumulated sick leave, with pay, for the purpose of absenting themselves from duties for personal leave. Use the interactive form to request time off.

The superintendent will not grant personal leave for the ten day period at the beginning or end of the school year or for the day preceding or following Spring Break, Thanksgiving, and Winter breaks.

**Professional Leave:**

Professional leave may be requested for educational conferences, workshops, clinics, etc. A "Request for Absence Approval" must be submitted to Mrs. Kirkland two weeks in advance if money is involved. Use the interactive form to request time off.

**TEACHER DRESS:** Teachers are expected to be well groomed and neatly dressed at all times. Please use professional judgment. Please remember that what you wear will serve as a model for the students and each other.

Shorts and sweatpants are inappropriate attire for staff other than members of the Physical Education Department. Jeans should be reserved only for Spirit days (Fridays). Jeans should be neat. Absolutely no ripped or torn jeans.

**TEACHER EVALUATIONS:** MCSD teachers will be evaluated using the Teacher Keys Evaluation System. Training for new teachers and follow up training for returning teachers will be provided.

**TESTING:** Every teacher has a professional responsibility to be aware of the importance of testing and the regulations involving high stakes testing. Teachers will assist in any and every way to maintain a secure and controlled test environment. Any unprofessional behavior, lack of diligence, or neglect could possibly be an issue with the testing policies and procedures section of the Professional Practice Section of the Professional Standards Commission. Test proctoring is required under testing mandates regarding student numbers. Should you be identified as a test proctor the expectation is for you to perform your duties as identified on the Duties and Responsibilities Section of the Georgia Teacher Evaluation Instrument. Test Coordinator: Vicki Berman.

**TEXTBOOK MANAGEMENT:** Teachers are required to check out textbooks to students using the Destiny Software Program. This will be coordinated by the Department Chairperson. At the end of the year, books should be checked back in using the Destiny Software Program. Students must pay for lost or damaged books. See Mrs. Debra Bailey in the Media Center.

**TOBACCO PRODUCTS:** The use of tobacco products is prohibited at all school functions and on school property. This includes e-cigarettes. Please see MCSD school board policy.

**VIDEO USAGE:** Videos should be used sparingly. It is recommended that teachers take advantage of technology and show only abbreviated scenes to reinforce instruction. All requests to show a video should be submitted to the department chairperson. Rated R movies are prohibited.

**VISITORS:** Students are not permitted to bring visitors to school at any time. All visitors are to report directly to the main office and obtain a visitors pass. Only in rare instances will visitor passes be granted. Social visitation is not allowed. If a parent has a legitimate emergency, the student will be contacted. Only custodial parents are permitted to eat lunch with their child in the dining facility (outside food is prohibited). Only custodial parents are permitted to visit classrooms. A written request must be submitted to the principal with 48 hour notice. The visit should not exceed 30 minutes and 1 day per week. Parents may drop off items in the attendance office for students. Students must come by the attendance office in between classes in order to pick up these items. Classes will not be interrupted for messages or forgotten items

Teachers are not permitted to have social visitors during instructional time. This includes immediate family and friends. Teachers should make childcare arrangements.

**WORKERS' COMPENSATION:** Any teacher experiencing an accident on the job must report this to the Main Office immediately. There are strict guidelines for filing workman's compensation claims. Several reports must be filed within 24 hours of an accident (**REFER TO FACULTY AND STAFF ACCIDENTS**). Do not go to a doctor without filing the proper forms unless an emergency exists. Emergency situations occurring after the normal work day must be seen at St. Francis Emergency Room and the employee must file a report first thing the next school day. Failure to follow the prescribed procedures could result in the teacher/staff member being liable for any or all expenses incurred.

**HARDAWAY  
HIGH  
SCHOOL**

**FINANCIAL GUIDELINES**

**2017 - 2018**

**Matt Bell, Principal**

**Cristina Metcalfe, School Secretary/Bookkeeper**

# **HARDAWAY HIGH SCHOOL**

## **FINANCIAL PROCEDURES**

### **(Budgeted and Activity Accounts)**

Sponsors/Coaches are to follow the procedures below when handling money and/or purchasing items or services for Hardaway High School. When in doubt, ask the principal or the bookkeeper for directions or clarification.

## **HANDLING MONEY**

- Money collected must be properly receipted using an MCSD receipt book (or an MCSD signature sheet if item sold is \$5.00 or less) and turned in to the bookkeeper to be receipted in Business Plus.
- Money collected must be turned in **no later than two business days** from the date of the receipt. EXCEPTION: Money from *ticket or concession sales* (games, plays, cookie sales, etc.) must be turned in **no later than 10:00 a.m. on the day following the event.**
- Money collected must *never* be used to pay a vendor directly or reimburse a coach, sponsor or parent.
- Sponsors/Coaches must *never* receipt themselves. Have another faculty member receipt you or turn your money in to the bookkeeper to be receipted directly from Business Plus.
- Sponsors/Coaches must *never* use personal funds to cover school expenses. Reimbursements will not be made.

## **Cash Receipts**

- Receipt Books must be signed out from the bookkeeper. Always keep your receipt book secured when not in use. DO NOT leave it where students have access to it.
- All receipts and receipt books must be accounted for at all times.
- Receipts should be filled out completely by the Sponsor/Coach. This includes date, amount, item paid for, whether cash or check was received and sponsor signature.
- Students are not to write receipts.
- MCSD receipts are 3 parts: White goes to the payer; Yellow goes to the bookkeeper; Pink is to remain in the book.
- The Yellow copy of receipt should never be altered. If you make a mistake, void the receipt and start over on a new one.
- To void a receipt, write the word "VOID" across all three copies. You must have all three copies in order to void. Turn in the white and yellow copies to the bookkeeper.
- All receipts should be written and turned in, in numerical order. Please separate receipts before turning them in.

- When holding a fundraiser where donations are accepted, the counting of the donations must be witnessed by TWO teachers and a written statement signed by both teachers submitted with the deposit.
- Receipts and money must always balance.
- Any returned checks will be handled by the MCSD treasurer's office and its agency, CHECKredi. However, you must verify that all contact information on the check is correct, including the phone number. If CHECKredi is unable to contact the check writer based on this information, it will be your responsibility to collect the outstanding debt.

### **Events using MCSD tickets:**

- All MCSD events that sell tickets must follow proper MCSD procedures.
- Athletics Events: Secure tickets by ordering from the Finance Department at least 48 hours prior to the event date. Tickets can be picked up from the MCPEC building, Finance Dept, 3<sup>rd</sup> Floor.
- Non-Athletics Events: Tickets can be ordered through the MCSD Print Shop (706-748-2377). Print Shop requests are located in the Main Office.
- ALL UNUSED tickets must be returned in person to the Treasurer's Office within 4 business days of the event with a completed Event Report and validated deposit slip. DO NOT send unsold tickets through the pony mail.
- The Treasurer's Office will monitor tickets from the MCSD Print Shop.

### **Concession Reports:**

- Concession deposits follow the same guidelines as ticket sales.
- The report must list the type, quantity and price of items sold, as well as inventory amounts Pre and Post event.

## **PURCHASING PROCEDURES**

- ALL purchases, whether by P-Card or Purchase Orders (PO) must be approved by the principal before the items are ordered or purchases are made. (Athletic purchases must also be approved by A.D.)
- Purchase orders cannot be approved for less than \$150. For items costing less than \$150, a P-Card must be used.
- All purchase orders and/or P-Card purchases for more than \$2500 must be approved by the principal and MCSD Chief Financial Officer before items are ordered.

### **Purchase Orders**

**Plan ahead.** Allow no less than **10 business days** for the Purchase Order to be approved in Business Plus. The length of time it takes for a purchase order to be approved by Finance can vary greatly (sometimes up to 2-3 weeks).

Purchase Orders for payments to out of county schools and GHSA post-season games should be requested as soon as the game is scheduled. PO for officials must be submitted prior to the first game of the season.

- Complete a “dummy” purchase order.
- Turn this dummy copy in to the bookkeeper for the principal’s approval and signature.
- All athletic purchase orders must be approved by the athletic director before turning in to the principal for approval.
- The bookkeeper will then enter the Purchase Request in Business Plus.
- Once a Purchase Order has been approved by the MCSD Finance Department and a PO number has been assigned, a copy of the PO will be emailed to you. At this time, and not before, you may place your order and send a copy of the PO to the vendor.
- After the goods/services are received, get an original invoice from the vendor and turn it in to the bookkeeper for payment. **The invoice must always be dated on or after the date of the official PO.**

## **P-Card Purchases**

- Purchases made using a P-Card must have prior approval from the principal. Fill out P-Card Approval Form and turn in to Mrs. Metcalfe. She will let you know via email whether your request was approved or denied.
- Only the person whose name appears on the p-card is allowed to use that card. The principal will determine how many cards will be issued at our school.
- Cards will be kept in the school safe. Please remember that you will be responsible for the card and its restrictions from the time it is picked up until it is returned.

### **Upon Approval:**

- You will need to check out your card from Mr. Bell or Mrs. Metcalfe.
- Purchases must be paid for when placing the order. You *cannot* wait for the invoice or statement to come in to pay with the P-Card.
- Refer to the next section for MCSD P-Card restrictions.
- After you have completed your purchase, return the card with the receipt to the office and update the receipt form with the actual amount spent.

### **MCSD Purchasing Card Procedures**

- Obtain approval for the purchase from the division head/department head/principal.
- Verify that the purchase is an acceptable use of the card.
- Verify that the purchase amount is within your single and monthly purchase limits. Never split a transaction to fit it within your spending limits.
- Verify that the item is not available through the MCSD Warehouse.
- Verify that the item is not on the restricted list shown in the Purchasing Card Procedure Manual.
- If the single transaction cost is \$2500 or above, obtain pre-approval from the Chief Financial Officer/Treasurer.
- Make the purchase (phone, internet, fax, in-store) using your unique credit card number.
- Confirm pricing, freight charge and tax exemption. If necessary, sales tax exemption certificates are available from the Treasurer’s Office.
- NO SELF-CHECKOUT IS ALLOWED IN STORES BECAUSE OF TAX STATUS. CASHIER MUST BE NOTIFIED OF TAX EXEMPTION BEFORE FIRST ITEM IS SCANNED.



### **MCS D Purchasing Card Restrictions**

- The cardholder shall not use the purchasing card for the following:
- Personal purchases
- Cash withdrawals
- Gift Cards
- Sales tax (NO SELF CHECKOUT)
- Any item available through the Muscogee County School District Warehouse
- Vehicles-cars, trucks, buses, tractors, trailers
- Large industrial equipment
- Temporary labor costs
- Copy/duplicating machines
- Telephone systems, pagers and cell phones
- Computers, Servers, hardware, etc
- Alcoholic beverages
- Fuel
- Travel related charges (hotel, motel, airline tickets etc.)
- Rental cars, vans or trucks
- Rental of equipment or rental agreements of any kind
- Any equipment or furniture over \$1000.00 (needs to be tagged and added to asset inventory)
- Anything using Grant Funds (unless approved)
- Anything using Title I Funds (unless approved)
- Anything using Lottery Funds (unless approved)
- Maintenance or service agreements
- Services or repairs which include labor (1099 requirements)
- Services or items provided by in-house departments such as Plant Services, Print Shop, Dept. of Technology etc.

**BOOSTER CLUBS:** All Booster Clubs must receive approval from the principal and superintendent before commencing operation. Athletic Booster Clubs must also have the approval of the District Athletic Director. The club seeking approval must provide the following:

- A statement of the purpose and clearly defined objectives.
- A proposed constitution and by-laws which must include the officers of the club (minimum of 3), the method of becoming a member, the regular date of the meetings, a method for calling special meetings, the method by which funds are appropriated and the procedure for the annual election of officers.
- The following items must be turned in to the principal BEFORE September 30<sup>th</sup>:
  - List of current officers
  - Copy of Signature Card from the bank
  - Copy of address portion of Bank Statement showing the address
  - Federal Tax Identification Number
  - Proposed budget for the year
- When doing a fundraiser, the Booster Club must fill out a Fundraising Approval Form (MCS D Form 1009a) and a Fundraiser Finance Form (MCS D Form 1009b)

See MCS D Board Policy for more details on Booster Clubs.