

#### Paula Blackwell Principal

RJA — Savannah 8:00 ам — 8:30 ам







### Luberta Biggs Registrar

Southern Union 8:30 AM - 9:15 AM





- ✓ Certification
- ✓ Dashboard
- ✓ Individual Sign-ups





9:15 AM - 10:00 AM



### **Breakout Sessions III & IV**

Time	Session III	Session IV
10:00 AM — 11:00 AM	Stars360 for K-8 Teachers Angie Mahone & Jasmine Johnson, presenters  * 25 teachers maximum for this session.  ** Teachers not in this session have a 45-min. break to work on monthly pacing guides	Academy Session Mental Health in Schools TBD, presenter
11:00 AM – 12:00 PM	Academy Session "This Ain't Yo Mamma's High School" Stanley Mimms, presenter	Stars360 for K-8 Teachers Angie Mahone & Jasmine Johnson, presenters  * 25 teachers maximum for this session.  ** Teachers not in this session have a 45-min. break to work on monthly pacing guides



## LUNCH

12:00 PM -12:45 PM

Courtesy of TruChoice Financial Group



# Regional Meetings 1:00 PM - 2:00 PM



## Grade Band Meetings 2:00 PM - 4:00 PM



Kim M. Gaiter, EdS Superintendent of Schools & VP for Education

> Michael Jon Cookenmaster, EdD Associate Superintendent of Schools



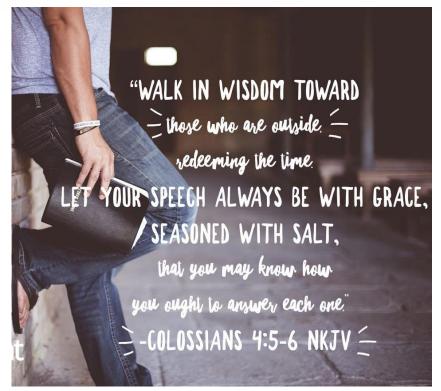






growingtogether

in Purpose
IN PRAYER
in Power







- Friendliness the most basic and associated with courtesy and politeness.
- 2. <u>Empathy</u> the customer needs to know that the service provider appreciates their wants and circumstances.
- Fairness the customer wants to feel they receive adequate attention and reasonable answers.
- 4. <u>Control</u> the customer wants to feel his/her wants and input has influence on the outcome.
- **5.** <u>Information</u> customers want to know about products and services but in a pertinent and time-sensitive manner.



# LAWS OF THE GRAPEVINE

- Law #1: Sequence Matters People derive the value of your relationship based on the <u>sequence</u> in which you consistently share information.
  - ✓ Communicate Up Superintendent & local board
  - ✓ Communicate Out Faculty, staff, mentors
  - ✓ Communicate Down Parents, students, congregation, social media (if appropriate)



# LAWS OF THE GRAPEVINE

• Law #2: Common Interests Attract Attention - Mindshare is directly proportionate to the frequency of conversation.

















#### Grapevine Communication Effects

- •If you treat someone well they will tell 3 people.
- •If you treat someone poorly they will tell 11 people.



### THINK L.A.S.T.



LISTEN – "So what you're saying" or "let me get this right"



APOLOGIZE – "I am sorry you had a bad experience"



SOLVE- <u>If you know what to do</u>, say "here's what we're going to do to help you.

If you don't know what to do say, "I am not sure how to resolve this situation, Let me get my manager to help solve this issue."



THANK - Always thank the Individual. "Thank you for bringing this situation to our attention."

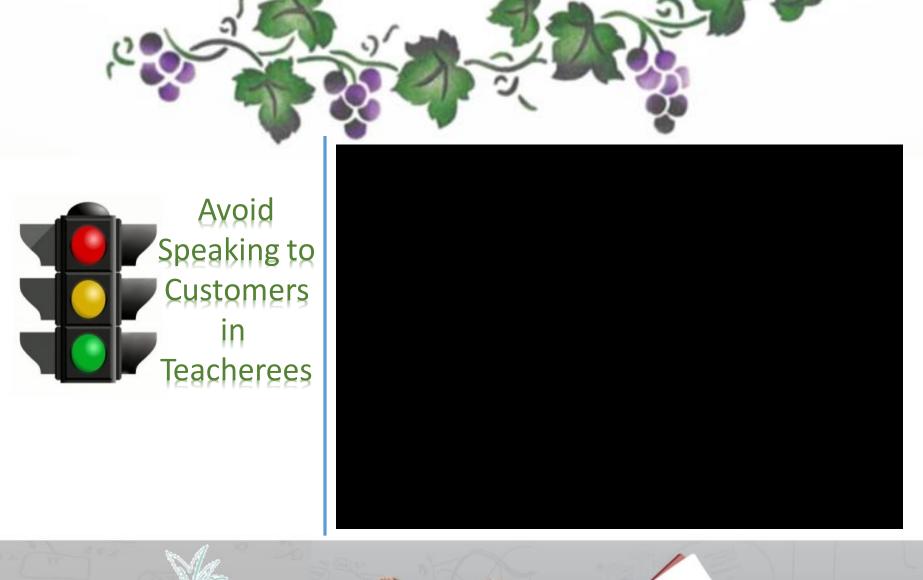




# LAWS OF THE GRAPEVINE

- Law # 3: Consistency Is the Key A steady flow helps the grapevine grow A sudden flash gives the grapevine a rash.
  - ✓ Don't decide to speak in language the customer doesn't understand.
  - ✓ Don't go without communicating for long periods of time, and then do a mental dump on your customers.









- Speed get back to the complaints.
- Don't avoid conflict you will always have conflict.
- You can't win them all.
- Handle situations immediately by phone.
- Thank them for giving you feedback.
- Do not be condescending they are human beings.
- Acknowledge when you messed up.
- · Apologize when needed.
- Remain calm if you don't it will escalate.
- Don't be defensive.
- Assure them you or the organization will improve.
- Offer a solution.
- Invite them to return.
- Follow up on the experience in writing.









Prepare the night before. . .

Prepare the day before. . .

Prepare the week before. . .

Prepare the month before . . .







#### **SACOE** Website

www.saceducation.org



Kim M. Gaiter, EdS Superintendent of Schools & VP for Education

> Michael Jon Cookenmaster, EdD Associate Superintendent of Schools





#### Professional Dress Code Policy 2270



- Employees of the Conference must maintain at all times an appearance which is consistent with the highest Christian principles and professional standards of modesty and simplicity.
- The image projected to the public, students, and fellow employees must be consistent with the mission and philosophy of the Conference.
- Only the attire outlined is permitted during working hours.
- Employees who are not in policy compliance will be sent home to change. Employees will not be paid, but may use vacation leave, for the period of time out.



<u>Clothing</u>: Business wear for women includes: skirted/pants suits, dresses, skirts and blouses with coordinating jackets, dress slacks with coordinating dress blouses.

Menswear includes business suits, slacks (khaki slacks are acceptable) or corduroys with dress shirts and ties, or banded-collar shirts.

Shoes should not be open toed, and in good taste in keeping with the attire and the functionality of being on your feet most of the work day.

**National Attire:** Employees may wear the national attire of their home countries if it is modest and non-controversial.

**Religious Accommodation:** If you desire an exception to a Conference appearance expectation as a reasonable accommodation based on religious preference, please contact Human Resources.

<u>Uniforms</u>: Local school boards may adopt a policy in which teachers come dressed in the school uniform.



**Leisure-Type Apparel:** The wearing of leisure-type apparel is not permitted during working hours. Examples are: jeans, denims, shorts, T-shirts, open-necked sports shirts, sweat suits, Capri's, leggings, spandex, halter tops, mini-skirts, dresses/skirts with extended slits, recreational-type footwear (unless medically required), etc. An exception to this is a school field trip where the attire requires leisure-type apparel.

**Friday Business Casual Wear:** Employees are permitted a more casual attire on Fridays which includes jeans, open-necked sport shirts, and Capri's.

**Grooming:** Good taste indicates that haircuts, hairstyles and personal grooming be neat, clean and non-controversial. Grooming and style should also be practical so as to enable duties to be performed without embarrassment, inconvenience, or threat to safety.

**Jewelry:** Jewelry may not be worn except for wedding bands/sets, watches, and medical bracelets.



## Abuse – Professional Ethics & Reporting Misconduct Policy 2020



#### PROFESSIONAL EXPECTATIONS

All Conference schools are bound to a professional, ethical, and moral obligation to the students and families they serve.

#### PROFESSIONAL ETHICS GUIDELINES

All Conference schools are required to post in a prominent public location within the school the ethical guidelines brochure as found on the Conference's education website.

#### ABUSE AND PROFESSIONAL MISCONDUCT

The Conference requires each school to post in a prominent place a notice that all employees and agents of the Conference K-12 school board have an affirmative duty to report all suspected or actual cases of child abuse, abandonment, or neglect.

The Conference requires each school to post at the school site and on the schools' internet site (if available) the policies and procedures for reporting alleged misconduct by instructional personnel or school administrators which affects the health, safety or welfare of a student. The notices must include the contact person to whom the report is made and the penalties imposed on those instructional personnel or school administrators who fail to report suspected child abuse or misconduct by other instructional personnel or school administrators.



## Cell Phones & Personal Devices Policy 2060



Employees' personal cell phones may not be used for accessing social media, texting, or making personal phone calls during student contact time in which instruction or supervision is occurring. The exception is a personal or school related emergency. Employees are prohibited from using cell phones and/or sending or reading text messages while operating a motor vehicle for work-related purposes.



#### Employment – Certificated General Duties of Teachers Policy 2160



#### The general responsibilities and duties of teachers include areas such as, but not limited to:

- Be familiar with the professional ethics for school employees found in the Union Education Codebook, and the Conference professional ethics brochure.
- Be familiar with the duties and responsibilities as outline in the Union Education Codebook.
- Plan for, provide, differentiate and select appropriate goals and resources for instruction aligned with the Adventist Content Standards.
- Prepare for and engage students through a Christ-centered classroom where lessons are clear and motivating, differentiated, well-managed, engaging, have clearly communicated expectations for learning achievement and quality of work, and are responsive and flexible to student needs.
- Grading is kept up-to-date in the Conference online grading system, effectively plan and use the online lesson plan book, help students effectively learn through evaluating and improving teaching, and return student work promptly.
- Develop an organized Christ-centered that is physically, spiritually, and emotionally safe, and use positive behavior intervention systems.
- Understand and respect the line of established authority in the school and the Conference, communicate to stakeholders in a Christ-like manner, and provide effective customer service.
- Demonstrate implementation of on-going professional development, contribute knowledge and skills to the educational practices of the organization, and maintain current NAD teaching certification.



### Substitute Teachers – Sick Leave and Bereavement Policy 2370



- During the employment year, the employee will be allowed a maximum of ten (10) working days for personal or sick leave.
- If an employee is out three (3) or more consecutive days for illness, a doctor's notice must be submitted to the principal upon your return, who will submit to the Office of Education.
- If a fulltime teacher is out more than two (2) weeks, prior approval must be obtained from the Office of Education.
- The Conference participates in substitute pay when:
  - a) the teacher is out for a Conference sponsored event.
  - **b**) a teacher is out for a personal day.
  - c) the teacher or a member of the immediate family is ill.
  - **d**) when there is a death in the immediate family.
  - **e**) when the teacher is called to jury duty.



#### Vacations & Holidays – Certificated Employees SU Policy 4742



Those employees on a 12-month assignment are granted annual vacation time as follows:

- Two weeks annual vacation for one (1) full year of service.
- Three weeks annual vacation after five (5) full years of service.
- Four weeks annual vacation after 10+ years full years of service.
- For employees on the 12-month contract period, two weeks of vacation would be included during the 10-month school year. The balance of vacation time (if eligible) would be provided during the months of June and July. All exceptions are to be authorized by the Superintendent.

Vacation pay is built into the salary scale for all 10-month employees.



### **SACOE Grading Policy**





# HOMEWORK IN THE INSTRUCTIONAL PROGRAM POLICY 3130



There are many assumptions about homework by parents and teachers. Some of these include:

- 1. Homework provides practice at home.
- 2. Homework helps parents know what is happening in the classroom.
- 3. Homework creates a sense of work ethic.

Recent research done has actually proven none of these to be true.

Alfie Kohn (2006) found that the assumptions stated above are actually urban myths. He also found that homework has a negative impact on national averages and student achievement.

Eric Hallman (2004) found that homework is more re-teaching than practice. The parent has to come home and teach all over again. In addition, instead of providing attainment of the skill it merely becomes completion of the assignment or pages given.

Sara Bennet and Nancy Kalish (2012) found that homework does not respect the home. Students have worked hard all day and so have their parents. Parents want children to be in pathfinders, extra-curricular sports, extra-curricular music lessons, and help out with chores at home. After working hard all day the parent comes home to a child burdened down with homework, has to make dinner, do dishes, do laundry, mow the lawn, fix the car, have family worship, and get the child to all the extra-curricular activities. This becomes a formula for disaster, resulting in crying, arguments, and worst of all a HATE of school.

Ellen White (1910) stated that Adventist homes should be balanced. We recognize that quantity of assignment is not indicative of quality education. In an attempt to help restore balance SAC is choosing to respect the home.



The parent and the child have both had a hard day at work (yes, school is the student's office). SAC teachers should work in cooperation with the home to restore balance, perspective, and understanding that life is more than just about what you can learn from a book.

SAC teachers should assign project-based work that involves the family and has a meaningful impact on the child's educational experience once per quarter. SAC teachers may additionally assign respectful nightly homework tasks that may include: 1) nightly reading as assigned by teacher; 2) practicing memory verses, spelling, math facts; and 3) any make up work or work not completed in class.

The homework minutes from the combined activities listed above should not exceed the following per grade-level band:

K – 2	20 minutes / night	
3 – 5	50 minutes / night	
6 – 8	80 minutes / night	
9 – 12	120 minutes / night	



## SACOE Teacher Self-Evaluation



#### Leading Effective Academic Practices (LEAP)

Leading Effective Academic Practice or LEAP is the growth and performance system (AKA professional observation and summative evaluation) for teachers that helps ensure we have a great teacher in every classroom. LEAP helps us grow and develop great teachers by helping them identifying areas of strength and opportunities for growth. LEAP plays an integral role in moving forward the work of the South Atlantic Conference, where we are growing excellence.

#### **LEAP's Design**

LEAP is nationally recognized and was developed for the purpose of defining excellent instruction and providing clear expectations for what great teaching looks like. Aligned to standards of Adventist Education, LEAP uses evidence-based best practices that outline the framework for effective teaching. LEAP provides a holistic view of a teacher's practice to determine performance using multiple measures including observation, Peer Assisted Learning (PAL) mentors, feedback, professionalism, and student and parent perception data. In addition, educators are provided access to personalized professional learning opportunities to support their growth.



#### **Multiple Measures**



#### **LEAP**

Research-based systematic observation and evaluation gives teachers and leaders the opportunity to reflect on practices and to make shifts in instruction and support based on a variety of data. The system is designed to look holistically at multiple factors contributing to a teacher's effectiveness.

#### **Observation**

School leaders observe a teacher's classroom practice, collect evidence, align the evidence to the Comprehensive Professional Evaluation, arrive at an indicator score to help capture the level of performance, and identify strengths and opportunities for growth.

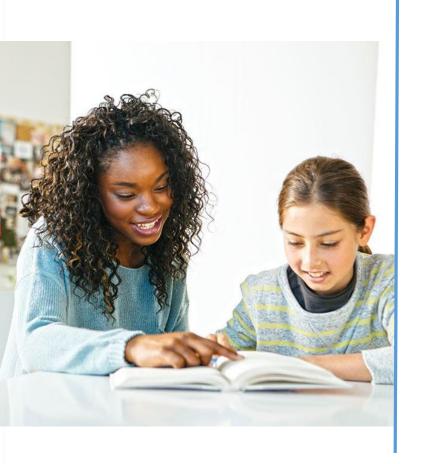
#### **Professionalism/Student & Parent Perceptions**

Reflects the off-stage, individual and collaborative teacher behaviors that impact planning, instruction and student learning. Representing the voice of the students and the parents, the perception surveys includes categories of each teacher's practice as perceived by their students and their parents. Surveys should be collected before November 11.

#### **Student Growth Objectives**

Based on Stars360 data in grades K-8, SGOs measure how teaching impacts student academic learning and growth. When taken into account with other measures of teacher performance, student academic outcomes provide a more holistic picture of the learning that results from teacher actions over the course of a year.





You may not tutor, for additional compensation in any form, a student who is already on your classroom roster.





- The 2019 Pathfinder Camporee is considered a school related ministry activity.
- Prior to the trip, students must submit the "Letter to Schools Requesting Time Off" to their principal. The letter must be signed by their club's director.
- Students who, prior to the trip, have submitted the "Letter to Schools Requesting Time Off" will be counted as present at school for the purposes of attendance.
- SAC faculty attending the camporee must have obtained prior approval from the Superintendent.
- You must communicate this to your parents. Don't expect them to automatically know.



#### South Atlantic Conference

#### Office of Education

--- OFFICIAL ACADEMIC CALENDAR ---

July 2019 – June 2020

0040	·	0000	
<u>2019</u>		<u>2020</u>	
JULY		JANUARY	
29 – 31	Pre-Planning Days	1	SCHOOL CLOSED thru Jan 3 – New Year's Day
		_	Classes Resume (2 <sup>nd</sup> Semester Begins)
AUGUST		2 6	All Teachers Return to Work - SCHOOL CLOSED Classes Resume (3 <sup>rd</sup> Quarter Ends
1 4 – 6	All Teachers Return to Work	0	2 <sup>nd</sup> Semester Begins
8	Teachers' Convention, Orangeburg, SC First Day of School	10	Report Cards Sent to Parents
19 – 30	STARS CBM Testing Window (ALL Schools)	13 – 17	STARS CBM Test Window
30	School Opening Reports Due in Data Rollup	20	SCHOOL CLOSED - MLK, Jr. Holiday
31	School Billing Fees Report Due to SACED	24	Teachers' Intent Form due to SACED
	(17 School Days)	26 – 28 29	Principals' Council / Atlanta, GA 2020-2021 Board Staff Recommendations due to
		20	SACED
			(19 School Days)
SEPTEMBER			
2	SCHOOL CLOSED – Labor Day	FEBRUARY	
6 16 - 20	School Budget due to SACED Interim Reports Sent to Parents	3 - 7 17	Interim Reports Sent to Parents SCHOOL CLOSED or Weather Make-up Day*
16 - 20 16 - 20	Southern Union Academy Bible Conference	23	BOE Meeting, Atlanta, GA
26	Principals' Council ZOOM	24 – 26	Conference Disaster Awareness Week
	(20 School Days)	27	Principals' Council ZOOM
			(19 School Days)
OCTOBER			
2	Matching Scholarship Deadline	MARCH	
3-7	OU LIVE! 2019 (College Days)	6	End of 3rd Quarter (43 Days)
11	End of 1st Quarter (46 Days)	8	Daylight Saving Time Begins
13 14	BOE & ED Summit / Atlanta, GA SCHOOL CLOSED - Teachers' Work Day	13 14 – 15	Report Cards Sent to Parents Festival Expo / Atlanta, GA
14	2 <sup>ND</sup> Quarter Begins	16	SCHOOL CLOSED – Professional Development Day
14 – 18	Report Cards Sent to Parents / P-T Conference	23 – 27	Spring Week of Prayer
15	Billing Fees due to SAC Treasury Department	23 - 31	IA Testing Window (ALL Schools)
21 – 25	Fall Week of Prayer	26	Principals' Council ZOOM (21 School Days)
24 27 – 30	Principals' Council ZOOM Outdoor School/Grades 5 - 8, Orangeburg, SC		(21 School Days)
31	Homeschoolers Registration Deadline	APRIL	
	(22 School Days)	3	IA Testing Materials due to Riverside
		6	2020-2021 Proposed Budgets due to SACED
NOVEMBER		6 – 10 13 - 16	SCHOOL CLOSED (5 days), GA & SC Spring Break
3	Daylight Saving Time Ends	20 - 24	Interim Reports Sent to Parents Christian Education Emphasis Week
4-8	Interim Reports Sent to Parents	23	Principals' Council ZOOM
11 - 14	Southern Union Departmental Council	26	BOE Meeting ZOOM
21	Principals' Council ZOOM		17 School Days)
25 - 29	SCHOOL CLOSED-5 days – Thanksgiving Break (18 School Days)	MAY	
	(10 School Days)	4-8	STARS CBM Test Window
		4-8	Teacher Appreciation Week
<u>DECEMBER</u>		21 – 24	Graduation Weekend
2	Classes Resume from Thanksgiving Break	22	LAST DAY OF SCHOOL (Noon Dismissal)
20	End of 2 <sup>nd</sup> Quarter – Noon Dismissal (44 days)		End of 4 <sup>th</sup> Quarter (49 days); 2 <sup>nd</sup> Semester Ends (92 days)
21 - 31	1st Semester Ends (90 days) SCHOOL CLOSED – Christmas Break	25	(92 days) Memorial Day Holiday
21-01	(I5 School Days)	26 – 29	Post Planning Week
		29	Report Cards Sent to Parents
		29	Last Day of Contract, 10-month Employees
			(16 School Days)

#### CALENDAR SUMMARY

180 Total School Days 2 Emergency Day

Note: In the event of an emergency school closing, the principal/principal teacher must notify SACOE.

No variations of this schedule may be published without prior approval of the SACOE.

#### **Change of Date**

- Homeschoolers Registration Deadline October 10
- Outdoor Education October 20-23, 2019
- Principal's Council/Atlanta, GA January 30 & 31





https://www.saceducation.org/festival-expo











Always Make Your Bed



### GROWING EXCELLENCE



# DINNER 6:00 PM

