

# **Ramsay IB High School**

## **Teacher Handbook 2022-2023**

1800 13<sup>th</sup> Avenue South  
Birmingham, AL 35205  
(205) 231-7000



**Carolyn Russell- Walker, Ph. D., Principal**

**Ja'net Sharpe & Micah G. Kemp, Assistant Principals**

# PRINCIPAL'S MESSAGE

Greetings Ramsay Family,

**As Principal, I am mindful that you, as faculty, are largely responsible for the success Ramsay International Baccalaureate High School has enjoyed over 92 years of its existence. It is you, the faculty, who provide rigorous academic curricula and challenging co-curricula opportunities to promote and facilitate the development of leadership qualities in Ramsay's student body. In an impressive span of time, the faculty of Ramsay have developed and been approved, accredited, and certified by the International Baccalaureate Program, Advanced Placement, AMSTI, College Board, and other programs in providing excellence in learning, as well as to award diplomas to thousands of students.**

**Beyond the students you educate and the rigorous cutting-edge curricula you have fashioned, as faculty, you have also engaged in a significant amount time and energy outside of the classroom in support and sponsorship of many of our students in their extracurricular endeavors. Many of your sponsored organizations have garnered city and state recognition. ALL for the good of Ramsay and our students. Your hard work and dedication does not go unnoticed. Thank you for your commitment to our scholars and to making Ramsay not just a school on a hill, but an institution of excellence that is seen across the city and state.**

**This Faculty Handbook represents the school's official publication of the policies and procedures that define the role of the faculty at Ramsay International Baccalaureate High School and which delineate faculty responsibilities and opportunities. While faculty are expected to be knowledgeable of all policies and procedures impacting their employment in BCS, this Faculty Handbook also contains specific policies relevant to your status as faculty that have been approved by BCS Board of Education. I encourage you to carefully review all of the policies and procedures contained herein and to use its provisions to support the success of your teaching, advising, and performances as a faculty member at Ramsay International Baccalaureate High School!**

**You are the reason, It's ALWAYS a great day to be a Ram!**

**With Warm regards,**

**Carolyn Russell-Walker, Ph.D.**

**Principal**

# **Ramsay High School**

## **Mission**

**The Mission of Ramsay High School is to prepare students to succeed at the post-secondary level by providing an enriched educational program.**

**The Vision is to empower our students with the knowledge and skills to be well-rounded, global minded, responsible citizens, and life-long learners.**

**Approved 2012**

## **International Baccalaureate World School Mission**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## History

Ramsay High School is located between 12<sup>th</sup> and 13<sup>th</sup> Avenues and 17<sup>th</sup> and 19<sup>th</sup> Streets, South. The school is near Five Points South on the crest of one of the foothills of Red Mountain in the South Highlands of Birmingham. Ramsay overlooks the city to the north, and one can view the mountain of iron to the south. The site of our school was formerly the homestead of several pioneer families of Birmingham.

The school was named after Erskine Ramsay, who was the president of the Birmingham Board of Education at the time. Ramsay was also a capitalist, industrialist, engineer and philanthropist. The school was dedicated on September 19, 1930.

The Southern Association of Colleges and Schools accredited Ramsay High School in 1932. It was in 1975 when Ramsay became a school, serving average and above average students from throughout the city.

Ramsay provides an advanced curriculum and a dedicated staff that both challenges and enriches our students. The school currently has an enrollment of over 800 students. At Ramsay, the administrators, faculty, and staff endeavor to provide an atmosphere that enhances academic performance and encourages student leadership opportunities and responsibilities.

The school colors are *Royal Blue and White*. The mascot is the *Ram*.

# 2022-2023 RAMSAY STAFF CALENDAR

## **2022**

August 1	Teacher Workday
August 8	First Day for Students
September 5	Labor Day (School Closed)
September 30	e-Learning Day/End of 1 <sup>st</sup> Grading Period
October 3-7	Fall Intercession
October 28	Fall Break
November 11	Veterans' Day (School Closed)
November 21-22	e-Learning Days
November 23-25	Fall Thanksgiving Holiday (School Closed)
December 16	e-Learning Day/End of 2 <sup>nd</sup> Grading Period
December 19- Jan 2	Winter Holiday (School Closed)

## **2023**

January 3-6	Winter Intercession
January 9	Students Return
January 16	Martin Luther King, Jr. Day (School Closed)
February 17	e-Learning Day
February 20	Presidents' Day (School Closed)
March 17	End of 3 <sup>rd</sup> Grading Period
March 20-24	Spring Intercession
March 27- 31	Spring Break (School Closed)
April 21	e-Learning Day
May 29	Memorial Day (School Closed)
June 8	Last Day - Final Grading Period

## Work Day

Teachers will arrive to work, clock in by 8:15 a.m., and remain until 3:45 p.m. The workday may begin earlier or end later based on additional duty assignments. Teachers must stand by their classroom door during the start and end of each class period. Teachers will ensure that students follow all rules and expectations during the class period and during class transitions. In addition, teachers will monitor remote learning students as assigned by the administration.

## Professional Development

Teachers must attend district and school required professional development sessions. Professional development dates are on the BCS calendar. This includes in person or virtual professional development sessions.

## Teacher/Student Schedule

The instructional day will begin at 8:30 a.m. and conclude at 3:40 p.m. Teachers will usher students to class during each 5-minute transitional period. Teachers/staff will assist with lunch period duty ensuring that students maintain appropriate behavior. Teachers/staff will assist with clearing the building at the conclusion of the school day and remain until 3:55 to ensure hallways are clear. The virtual instructional day will follow the same timeframe for the delivery of instruction.

## Attendance Reporting (*Frontline Attendance System*)

- ❖ All staff must use the *Frontline* attendance reporting system for clocking in & out each workday. (See Ms. Coleman for setup or assistance with the App or On-Campus Computer Login)
- ❖ *Frontline* must be used for reporting off work and for leave request.
- ❖ All staff will contact an administrator by text or call-in addition to following reporting off procedures related to *Frontline*. It is advised that all requests to report off be done 24 to 48 hours prior to absence to ensure a substitute is assigned.
- ❖ Any emergency requiring an absence must follow reporting process in *Frontline*. Additionally, teacher/staff must immediately contact an administrator and or a member of the main office to report off.
- ❖ If an absence extends past five (5) consecutive days, please provide a doctor or court excuse.
- ❖ All professional leave absences must have principal approval 7 days prior to the absence.
- ❖ Teachers must have a substitute folder with printed schedule and work assignments for a minimum of five (5) days.

## Personal Appointments

Please attempt to schedule all doctor and other appointments with minimum impact to student instructional time.

## Early or Brief Campus Leave

All staff must complete a *Staff Absence/Leave* form located in the main office before leaving the campus. This form must be signed by an administrator for approval to leave campus. Once the form has been signed and approved by an administrator, please submit it to Ms. Coleman or other adult main office personnel.

### Cell Phone/Personal Calls

The use of cell phones or personal calls must occur during planning period. Please notify administration if you receive emergency calls via cell phone or in the office, so that we can cover your class as you address the matter. Cell phones should be set to vibrate, or silent mode and teachers should refrain from personal text, emails, or social media use and posting during instructional or professional time unless approved by school or district leadership.

### Professional Attire (Applies to Male & Female)

All teaching staff must set the proper example for dress both in person and virtually as we interact with students. Please adhere to the following

Teachers should dress:

- ❖ Business Casual, Business Suit or Dress
- ❖ Conservative, neat, clean, ironed, and properly fitted
- ❖ Appropriate Footwear

Teachers should avoid:

- ❖ Warm up Suits (Unless PE Coaches)
- ❖ Tank or Revealing Tops
- ❖ Tight Fitted and Sheer Clothing
- ❖ Slides, Flip-Flops and Sandals
- ❖ Jeans & Certain Casual attire will be worn on Friday or with Principal approval

### Fire and Tornado Drills

We will conduct periodic fire and tornado drills. Teachers will review drill protocols and procedures with students as part of classroom expectations. Teachers will post evacuation routes and other drill steps in a visible location within the classroom. Teachers will walk each class through this process within the first month of school.

### Textbook/Technology

Each student will be issued textbooks, technology, or a variation of both for instruction. Teachers will review and catalog instructional resources assigned to their students related to the subject matter. Any issues related to textbooks and technology should be reported to the department head and Mrs. Holloway. All textbook and technology authority resides with Mrs. Holloway and administration.

### Sexual Harassment (Policy located on BCS Webpage)

It is the policy of the BCS/BOE that all employees shall be able to work in an environment free of all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is

specifically prohibited by the BCS/BOE. Please review the BCS Sexual Harassment policy and report any violation of this policy to administration. Violation of this policy will not be tolerated!

### Faculty/PLC/ILT Meetings

All staff must attend scheduled or called in-person or virtual meetings. If you are unable to attend, please send an email to administration before or after meeting to indicate reason for failure to attend.

### Classroom Bulletin Board / Schoology Classroom

All classroom bulletin boards should be decorated with subject matter print-rich material by the first day of class. Ensure that student work is displayed with a supporting rubric of posted assignment. Boards should be changed periodically during the school year. Classroom bulletin board should never be bare. Additionally, please set up your Schoology classroom in the same matter, as permissible.

### Club Sponsors/Coaches/Auxiliary Heads

Teachers or staff who lead any extra curricular activities should be aware of student whereabouts at all times. Students at no time should be left unsupervised. **NO EXCEPTIONS.** It is the responsibility of the adult leader to ensure student safety and prevent inappropriate student interactions.

### Main Office Decorum

The main office should be visited to conduct essential school business. Please adhere to the following:

- ❖ Please use appropriate conversational tone while visiting main office
- ❖ Do not visit main office unless conducting official business (No Congregating/Safety Protocol)
- ❖ Check and clear teacher office box daily
- ❖ Submit all funds and receipt book to main office daily for appropriate accounting procedures. (See Bookkeeper)
- ❖ Do not allow students to retrieve any student records from your box. (Report Cards, Progress Reports, etc.)

### Teacher Administrative Expectations

Teachers are responsible for a variety of classroom administrative protocols. Please adhere to the following:

- ❖ Each teacher must submit a Course Syllabus before the start of the instructional semester. The syllabus must include course requirements, grading policy, make up and late work, and other areas related to how grades will be determined and or affected.
- ❖ Each teacher must upload and update their assigned webpage established on the Ramsay HS website. This page should include syllabus, contact email, Zoom Link with office hours, and other ways students and parents can learn how to connect during the class.
- ❖ Teachers must submit their lesson plans by email every two weeks. These plans should be sent to the appropriate administrator. (Walker-Kemp-Sharpe)



- ❖ Each teacher must use a technology platform that will allow for the distribution of assignments. (Schoology) This site should be provided in syllabus and RHS webpage.
- ❖ Each teacher must follow BCS district guidelines for grade book submission. (Two (2) grades added per week= Max Eighteen (18) per Nine Week)
- ❖ Each teacher will be provided with a standard hall pass. Teachers should keep a hall pass student log to monitor usage. Teacher should report any lost or misplaced hall pass.
- ❖ Each teacher will be provided a RHS discipline write up form. This form must be completed in order for the issue to be addressed.
- ❖ Teacher must manage their classrooms. Teacher should contact parent with initial issues.
- ❖ Each teacher must inventory all items within their classroom. Teachers should notify Mrs. Holloway and administration related to ANY change related to in-class inventory. No items should be removed until and unless approved by administration.
- ❖ Staff is prohibited to sign or enter into any contract. All request requiring contract signature must be submitted to the principal.
- ❖ All written correspondence (letters, posters, memos, flyers, agendas, programs, etc.) for public display or dissemination must have the signature of approval from the principal or designee before it is copied, distributed, or posted. This document should be submitted 3 to 5 workdays prior to distribution.

#### School Report/ Request

ALL REPORTS ARE DUE ON OR BEFORE THE DEALINE DATES:

- ❖ Field Trip request must be submitted 3 weeks prior to event. Permission slips must be returned prior to departure and list of students must be provided to main office and cafeteria 2 days before departure.
- ❖ Fundraisers must have prior approval and will last for 2 weeks. Fundraiser request must be submitted 3 weeks before activity.
- ❖ Student medication must be submitted to and distributed by the school nurse. Report any unauthorized medication use by a student.
- ❖ If a student is sent to the school nurse, they must have a written brief summary of issue. Any student that is injured should be referred to school nurse with completed *Incident/Accident Report*. Report must indicate how injury occurred.
- ❖ Professional Leave request must be submitted in *Etrieve*. Professional leave must be submitted 2 weeks prior to session.
- ❖ PLC/ILT meeting notes should be submitted to administration within 48 hours.
- ❖ Report any indication of child abuse or neglect to administration, immediately.
- ❖ Report any school safety hazard to administration immediately.
- ❖ NO ITEMS SHOULD BE PURCHASED OR SECURED BEFORE SUBMISSION THROUGH PURCHASE ORDER PROCESS. PRINCIPAL APPROVAL IS THE FINAL STEP OF THIS PROCESS. (See Bookkeeper )

## **FIELD TRIP GUIDELINES**

1. All field trips must be tied to State or National standards.
2. Before funds are collected, make sure the field trip has been approved first by the principal and the instructional superintendent.
3. Thoroughly check the information you receive from all sources for the trip (i.e. cost, time, location, lunch etc.).
4. Calculate thoroughly the amount to be collected.
5. Complete a P.O. prior to ordering a bus. Additionally, BCS transportation requires payment in advance of the trip (including athletic trips).
6. Ensure enough chaperones to comply with State Guidelines (10 to 1 ratio).
7. Inform the cafeteria manager ten (10) days in advance of your planned trip, so that lunches will be prepared.
8. All funds must be collected no later than two (2) days before the scheduled date.
9. Provide a cost outline for the trip containing the total cost of admission and total cost of transportation.
10. All signed permission forms must be turned into the school's office before the day of the field trip. **NO TELEPHONE PERMISSIONS WILL BE HONORED.**
11. Every student attending a field trip must have a nametag/school ID and be in proper attire.
12. A list with the names of all students attending the trip along with the chaperons they are assigned to must be on file in the office prior to the trip.
13. A complete list of students attending the field trip should be emailed to the administration office the day before departure.
14. Make sure to communicate your expectations to the students and parents.
15. Emergency information cards for students must be taken on **all** field trips.
16. A contact number (i.e. cell number) for each chaperone should be on file in the office prior to departure.

## **PROGRESS REPORT SCHEDULE**

**See attached reporting schedule at the conclusion of this document**

RTI Intervention – All teachers will be required to participate in the development, implementation, and documentation of the intervention strategies for failing students before any student is recommended for withdrawal from the school program.

A student **PLAN** should be developed to help ensure success for failing students. The plan should include but is not limited to the following:

1. ***Weekly contact with the parents*** to inform them of their child's progress and to notify them of upcoming assignments.
2. ***Enroll the student in required tutoring programs***. You should also give the tutor a copy of your syllabus.
3. ***Provide extra credit opportunities*** as well as bonus points on your tests and exams.
4. ***Provide additional assignments for*** addressing specific areas of student weakness.
5. ***Brainstorm*** at weekly team meetings to solicit ideas from team members.
6. ***Meet*** with the student's assigned counselor.(As needed)
7. ***Connect with RTI*** team for additional support or resources.

Document the steps you have taken to provide additional assistance for these students.

Remember our goal is to put the conditions in place to ensure the success of every student. **-Student Success = Our Success -**

# Professional Learning Community Meeting Notes

## *Ramsay IB High School*

Date / Department: \_\_\_\_\_

1. Student Achievement (Assessments, I.B., ACT, CCRS, etc.):
2. Recommendations:
3. Special Activities:
4. Miscellaneous:
5. Send Zoom PLC meeting codes to all administrators prior to all meetings.

# **Ramsay High School**

## **Mission Statement**

The mission of Ramsay High School is to prepare students to succeed at the post-secondary level by providing an enriched educational program. The ultimate goal is to empower our students with the knowledge and skills to be well-rounded, global-minded, responsible citizens, and life-long learners.

# **Birmingham City Schools**

## **Mission Statement**

The mission of the Birmingham City Schools is to guide all students to achieve excellence in a safe, secure and nurturing environment.

## **IB Mission**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## 2022- 2023 Reporting Periods

Reporting Period Dates	Report Cards Go Home	Progress Reports Go Home
<b>1<sup>st</sup> Quarter August 8 - September 30</b>	<b>October 13</b>	<b>September 2</b>
<b>2<sup>nd</sup> Quarter October 10 - December 16</b>	<b>January 12</b>	<b>November 10</b>
<b>3<sup>rd</sup> Quarter January 9 - March 17</b>	<b>April 6</b>	<b>February 10</b>
<b>4<sup>th</sup> Quarter April 3 - June 8</b>	<b>June 8</b>	<b>May 4</b>

## **RIGHTS AND RESPONSIBILITIES OF BIRMINGHAM CITY SCHOOLS**

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Birmingham City Schools exist to educate school-age children whose parents or legal guardians reside in the city of Birmingham. Officials of Birmingham City Schools are responsible for providing facilities, faculty, and programs designed to educate its students.

### **RIGHTS**

#### **School Administrators and School Staff have the right to:**

- Work and teach in a safe setting where order and discipline are maintained. Be treated courteously, fairly and respectfully by students, parents or guardians, and other school staff.
- Use appropriate means of student management and discipline, as prescribed by the local board of education.
- Act in *"loco parentis"* (in place of the parent) during the school day, or at any time when the school is responsible for the safety of students.

### **RESPONSIBILITIES**

#### **School Administrators and School Staff have the responsibility to:**

- Make available to parents techniques and suggestions to enable them to better supervise the schoolwork and educational activities of their children.
- Refer students with academic, attendance, or behavior problems to the PROBLEM SOLVING TEAM (PST) to ensure student success.
- Implement a Positive Behavior Intervention Supports (PBIS) program to ensure student success.
- Follow and enforce this Code of Student Conduct and all other policies mandated by Birmingham City Schools Board of Education.
- Develop well-planned, creative, and engaging instructional lessons every day.
- Maintain safe and orderly schools by using prevention and intervention strategies.
- Be respectful and courteous to students, parents or guardians, serving as role models for students.
- Communicate policies, expectations, and concerns.
- Respond to complaints from students and parents/guardians in a timely manner.
- Make sure that students are referred to the appropriate committees, departments, offices, divisions, agencies and organizations when outside support is necessary.
- Keep parents and guardians informed of students' academic progress and behavior.
- Adhere to and follow all applicable laws and procedures pertaining to academics and discipline, including the Individuals with Disabilities Education Act (IDEA).
- Provide makeup work for students with lawful absences, including those students who are absent for disciplinary reasons.
- Notify parents/guardians of student suspensions and/or when the police or the Department of Human Resources has taken their child from the school – only when applicable
- Adhere to the responsibilities set forth in this Code of Conduct. Failure to do so may result in disciplinary action.

### **Grievance Procedures 4.1.1**

Any employee may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, requests should be present to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. Said procedures are located on the district's website.

The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board's exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

### **EMPLOYEE GRIEVANCE PROCEDURE**

Any employee may register a grievance when he/she believes he/she has been improperly treated by the misinterpretation or violation of the Birmingham City Schools policies, laws, or administrative regulations or procedures, or alleged, unfair, discriminatory, unreasonable or abusive treatment. Employee evaluation shall not be the subject of the grievance procedure described herein. In their effort to secure consideration, adjustment, or settlement of grievances, employees shall be free of interference, restraint, coercion or reprisals. It is desirable that problems be resolved at the earliest possible time and at the most immediate level of supervision. If any employee believes he/she may have a grievance, he/she shall advise his/her immediate supervisor of his/her concern and request explanation or relief. For teachers and all other local school personnel, the principal shall be the person to whom they report. The principal or supervisor will hear the concern and offer a response. If the employee is not satisfied, he/she may initiate a formal response. If the employee is not satisfied, he/she may initiate a formal grievance according to the following procedures:

#### **Step 1**

The grievance must be submitted in writing to the principal or immediate supervisor within (15) working days of when the problem occurred or should have been known. The grievance shall cite the reasons and nature of the complaint and be signed by the employee on the board approved grievance form. The supervisor will afford the employee a conference if one is requested or may call a meeting on his/her own initiative. If the grievance is not within his/her authority to resolve, he/she shall advise the employee to appeal to the next supervisory level. The employee may be accompanied by one advisor of his/her choosing. Within (15) working days of the receipt of the grievance, the supervisor will provide the grievant a reply in writing.



## Step 2

If not resolved to his/her satisfaction, the grievant may, within (5) working days of receipt of the supervisor's reply, forward his/her grievance and the supervisor's reply to the next appropriate supervisory level. The supervisor or his/her designee will afford the grievant a conference if he/she requests it or schedule one on his/her own initiative. The issues presented at this level shall be limited to those set forth in the initial grievance form. The grievant may be accompanied by one advisor of his/her choosing. Within (15) working days of the receipt of the grievance, the supervisor will provide the grievant a reply in writing.

## Step 3

If not resolved to his/her satisfaction, the employee may, within (5) working days forward his/her grievance with his/her immediate supervisor's and second level supervisor's replies to the Superintendent. To advise the Superintendent, a Grievance Committee of three persons will be established. The grievant will designate one person to be on the committee, and all expenses borne by the participation of this person will be borne by the grievant. The Superintendent will designate one person and any expense incurred will be borne by the School System. A third person for the committee shall be jointly selected by the grievant and the Superintendent. Any expenses incurred shall be equally shared. Within (5) working days of the Superintendent's receipt of the Level 3 grievance request, he or his designee will contact the grievant to schedule a meeting to jointly select a 3rd party neutral and name both parties' designees. The Committee shall schedule a conference within (15) working days of appointment at a mutually agreeable time. The Committee shall render its decision and transmit its recommendation along with a record of its findings to the Superintendent within (15) working days of the hearing. The Superintendent will render his/her decision and transmit it in writing within (5) working days of his receipt of the Committee's recommendation.

## Step 4

If the grievance is not resolved to his/her satisfaction, the employee may request a review by the Board of Education within (5) working days of receipt of the Superintendent's decision. Upon receipt of the employee's request, the Board shall review the employee's written submission, all supporting documentation, information from the lower level decisions, and any other relevant information. It shall be at the Board's discretion as to whether or not a conference will be granted, or if the matter will be reviewed solely upon the written submissions. In any event, the Board shall review the matter within (15) working days of receipt of all relevant information, or within (15) working days of a conference if one is held. If a conference is held, the grievant may be accompanied by one advisor of his/her choosing. The Board's review is limited to the issues set forth in the initial grievance form. After reviewing the grievance, the Board will issue its decision within (5) working days of the review, or conference if one is held. The decision will be transmitted to the employee in writing. The decision of the Board is final.

Although the above procedure prescribes time limits, every effort will be made to resolve grievances in less time insofar as possible. The failure of the employee to appeal any decision to the next step within the time set forth for such appeal shall be considered an abandonment of his/her grievance unless modification of the time limits are approved by the Superintendent.

The above procedures in no way replace appeal procedures available to employees as specified by law. The grievance form can be found on the website for employees only under HR forms.

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### **Non-Discrimination Statement**

Birmingham City Schools does not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, disability, age, or homeless status in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies: Ms. Maria Lyas, 504 Coordinator, 2015 Park Place N. Birmingham, AL 35203, (205)231-9874, [myoung2@bhm.k12.al.us](mailto:myoung2@bhm.k12.al.us); and Mrs. Amanda Cross, Esq., Title IX Coordinator & ADA Coordinator, 2015 Park Place N. Birmingham, AL 35203, (205)231- 4308, [titleIX@bhm.k12.al.us](mailto:titleIX@bhm.k12.al.us) (Title IX); [across@bhm.k12.al.us](mailto:across@bhm.k12.al.us) (ADA).

Name \_\_\_\_\_

# Ramsay High School

I hereby acknowledge receipt of my personal copy of the Ramsay High School Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that information contained in this handbook applies to all employees of the Ramsay High School. It is presented as a matter of information only and its contents should not be interpreted as a contract between the Board and any of its employees. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

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Sign/Date