

# 2022-2023 Faculty Handbook

## Lamar-Milledge Elementary School



Home of Lion Pride  
“Where lions learn and lead!”

Shetina Roulhac, Principal  
Tywanda Holley, Assistant Principal  
510 Eve Street  
Augusta, Ga 30904  
706-737-7262 (office) 706-737-7261 (fax)

## **NOTICE OF NON-DISCRIMINATION**

The Richmond County School System does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students nor employment or Inquiries can be directed to: *Chief Human Resources Officer, 864 Broad Street, Augusta, GA 30901; 706-826-1000.*

## **PROFESSIONAL ETHICS & COURTESY**

Employee behavior and decorum are regulated by the Georgia Professional Ethics Standards <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>. It is the responsible of each employee to be well versed in the code of ethics. In addition, each teacher and staff member is responsible to the principal for carrying out the policies of the Richmond County Board of Education (RCBOE) that apply to the functions of the school, the classroom, contact with students, and the public. It is the responsibility of all teachers and staff members to cooperate in a professional manner with their colleagues and with the administration. This professional cooperation includes the extension of courtesy, respect, and consideration for the feelings and rights of colleagues, other employees, students, parents, and the public. Every teacher and staff member has the right to discuss any matter with anyone without interference. However, it is a breach of professional ethics to discuss professional problems with laymen without first attempting to resolve them within the teaching profession. Problems between adults are not to be discussed in the presence of students.

## **DISCLAIMER**

By no means is this handbook all inclusive. It is intended to establish and maintain a cohesive and effective work environment for all faculty and staff. Many guiding statements are included but not all situations and circumstances are addressed.

**In lieu of the COVID-19 pandemic, additional rules, guidelines, and/or expectations may result for the safety of all stakeholders.**

# Principal's Greeting



510 Eve Street  
Augusta, GA 30904

**Shetina Roulhac, Principal**  
Tywanda Holley, Assistant Principal

Office 706-737-7262  
Fax 706-737-7261

## Lamar-Milledge Elementary School

Greetings Lion Family,

It is indeed a privilege and honor to be a part of the faculty, staff, students, parents and the community of stakeholders that comprise Lamar-Milledge Elementary School. I am committed to leading the Lion family and pray that we will all work together to soar to great heights.

It is my sincere desire to create the conditions for teachers to teach and students to learn. I believe all students can learn and deserve to do so, provided the proper tools and desire. The same is true for teachers. It is most imperative for us all to spark a curiosity for learning, as we work together to innovatively educate our students, help them become college and/or career ready, and most importantly increase student achievement in all content areas.

I look forward to working with each and every stakeholder this year, and I am excited about the future success of our school. Every educator, student, parent, and community stakeholder holds value that can enhance learning, achievement, and the entire success of the school. I am confident that as we embark upon this journey together, remarkable things will happen. If you have any questions or concerns, please feel free to contact me by email at [roulhsh@boe.richmond.k12.ga.us](mailto:roulhsh@boe.richmond.k12.ga.us) or by phone at 706-737-7262.

Sincerely,

A handwritten signature in blue ink that reads "Shetina Roulhac".

Ms. Shetina Roulhac, ED.S.  
Principal

"Where lions learn and lead!"

HOME OF THE LIONS



# 2022-2023 Approved Work Calendar

RICHMOND COUNTY SCHOOL SYSTEM 2022 - 2023 WORK CALENDAR SCHEDULE							
Scheduled Days Worked	180 Employees	183 Employees	190 Employees	195 Employees	200 Employees	210 Employees	248 Employees
<b>First Day</b>	<b>8/1/2022</b>	<b>8/2/2022</b>	<b>7/28/2022</b>	<b>7/26/2022</b>	<b>7/19/2022</b>	<b>7/12/2022</b>	<b>7/1/2022</b>
<b>Last Day</b>	<b>5/25/2023</b>	<b>5/25/2023</b>	<b>5/26/2023</b>	<b>6/1/2023</b>	<b>6/1/2023</b>	<b>6/8/2023</b>	<b>6/30/2023</b>
Job Positions	Bus Attendants	Para-professionals	Pre-K Paras	Elementary Counselors	Elementary Assistant Principals	Middle/ High School Assistant Principals	12 month Custodians
	Bus Drivers	School Nutrition Assistants	Teachers	Middle School Counselors	High School Counselors	11 month Specialists	Middle/High School Clerical (1)
			Clerical		10 month Custodian	11 month Coordinators	Principals
			School Nutrition Managers & Asst. Mgrs.		10 month Program Specialists	Elementary Bookkeepers	12 month Operational & Instructional Providers
			Media Specialists		10 month Program Specialists	Middle/ High School Clerical (1)	12 month Coordinators
			Nurses			11 month Registrars	12 month Program Specialists
			Instructional Providers				
<b>Student Calendar is August 4, 2022 – May 24, 2023</b>							
Holidays are included in fiscal year for 248 day employees. NOTE: Operational needs at certain worksites may require annual duty or appropriate staff to report during work holidays. PowerUp Asynchronous Learning Days are working days for staff, and may include department training.							
Independence Day							7/4/2022
Labor Day	9/5-6/2022	9/5/2022	9/5/2022	9/5/2022	9/5/2022	9/5/2022	9/5/2022
Fall Break/ Columbus Day	10/7/22 - 10/11/22	10/10/22 - 10/11/22	10/10/22 - 10/11/22	10/10/22 - 10/11/22	10/10/22 - 10/11/22	10/10/22 - 10/11/22	N/A
Veterans' Day	11/11/2022	11/11/2022	11/11/2022	11/11/2022	11/11/2022	11/11/2022	11/11/2022
Thanksgiving	11/21/22 - 11/25/22	11/21/22 - 11/25/22	11/21/22 - 11/25/22	11/21/22 - 11/25/22	11/21/22 - 11/25/22	11/21/22 - 11/25/22	11/21/22 - 11/25/22
Christmas/ Winter Break	12/21/22 - 1/4/23	12/21/22 - 1/4/23	12/21/22 - 1/3/23	12/21/22 - 1/3/23	12/21/22 - 1/3/23	12/21/22 - 1/3/23	12/22/22 - 1/2/23
Martin Luther King, Jr.	1/16/2023	1/16/2023	1/16/2023	1/16/2023	1/16/2023	1/16/2023	1/16/2023
Presidents' Day	2/17/23 - 2/21/23	2/17/23, 2/20/23	2/20/2023	2/20/2023	2/20/2023	2/20/2023	2/20/2023
March Break	3/13-14/2023	3/13/2023	N/A	N/A	N/A	N/A	N/A
Spring Break	4/3/23 - 4/10/23	4/3/23 - 4/10/23	4/3/23 - 4/10/23	4/3/23 - 4/10/23	4/3/23 - 4/10/23	4/3/23 - 4/10/23	4/3/23 - 4/10/23
Memorial Day	N/A	N/A	N/A	5/29/2023	5/29/2023	5/29/2023	5/29/2023
Juneteenth							6/19/2023
This calendar is subject to change by the Richmond County School System. It may also be adjusted due to inclement weather.							

# 2022-2023 Approved School Calendar

Board Approved 05/17/22



## 2022-2023

### Richmond County School System School Calendar

July '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jul 04	Independence Day Holiday
Jul 28-Aug 3	Preplanning Days
Aug 02	Elementary and K-8 Open House (noon-6:00pm)
Aug 03	Middle and High Open House (noon-6:00pm)
Aug 04	First Day of School for Elementary
Aug 08	First Day of School for K-8, Middle, and High Schools
Sep 05	Labor Day Holiday
Sep 06	PowerUp Asynchronous Learning Day
Sep 16	Fall Semester Progress Report #1
Sep 19-Oct 07	Fall Parent Conference Window
Oct 06	Student Holiday/Professional Learning Day
Oct 07	Student/Teacher Fall Break
Oct 10-11	Student/Teacher Fall Break
Oct 28	Fall Semester Progress Report #2
Nov 11	Veterans Day Holiday
Nov 21-25	Thanksgiving Holiday
Dec 15-20	Semester Exams
Dec 20	End of 1st Semester/Early Release (all grades)
Dec 21- Jan 03	Christmas/Winter Break
Jan 04	Student Holiday/Professional Learning Day
Jan 05	Beginning of Second Semester
Jan 10	Report Cards
Jan 16	Martin Luther King, Jr. Holiday
Feb 16	Spring Semester Progress Report #1
Feb 17	Student Holiday/Professional Learning Day
Feb 20	Student/Teacher Holiday
Feb 21	PowerUp Asynchronous Learning Day
Feb 21-Mar 10	Spring Parent Conference Window
Mar 13	Student Holiday/Professional Learning Day
Mar 14	PowerUp Asynchronous Learning Day
Mar 30	Spring Semester Progress Report #2
Apr 03-10	Spring Break
May 19-24	Semester Exams
May 24	Last Day of School/Early Release (all grades)
May 25-26	Post Planning Days
May 24-26	Graduation
May 29	Memorial Day Holiday
May 30	Report Cards
Jun 05-30	Summer School (5 days a week)
Jun 19	Juneteenth Holiday

- Teacher Planning Days
- Holidays
- PowerUp Asynchronous Learning Day
- Report Cards
- Progress Reports
- Early Release
- First Day of School

**Weather-Related School Closings**  
For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at [www.rcboe.org](http://www.rcboe.org). In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days.

*Note: The Richmond County School System will operate 5 days a week throughout the summer.*

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# RCBOE Mission, Vision & Belief Statements

## RCBOE MISSION & VISION

### Vision Statement

The Richmond County School System will provide an equitable education for all students to prepare them for life beyond the classroom.



### Mission Statement

Building a globally competitive system through education, that educates the whole child through teaching, learning, collaboration, and innovation.

### Belief Statements

- Every person can learn and has the right to a quality education.
- Students thrive in a positive climate and culture where they are respected and all ideas are accepted.
- Effective communication is the key to understanding among people.
- Excellence in education is the collaborative effort and shared responsibility of the individual, home, school and community.

Activate Windows



# Lamar-Milledge Elementary School

510 Eve Street  
Augusta, GA 30904

**Shetina Roulhac, Principal**  
Tywanda Holley, Assistant Principal

Office 706-737-7262  
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## **LMES Mission, Vision, Belief, Mottos, & Goals**

### **LME Mission**

The mission of Lamar-Milledge Elementary School is to **spark a curiosity for learning and innovatively educate the whole child to increase student achievement.**

### **LME Vision**

The vision of Lamar-Milledge Elementary School is to **create a strong foundation and love for learning that produces students whom are prepared for life beyond the classroom.**

### **LME Beliefs**

- Every person can learn and has the right to a quality education.
- Students thrive in a positive climate and culture where they are respected and all ideas are accepted.
- Effective communication is the key to understanding among people.
- Excellence in education is the collaborative effort and shared responsibility of the individual, home, school and community.

### **LME Mottos**

“Where Lions learn and lead”

“Imagine what you can do today. Imagine who you’ll be tomorrow.”

### **LME Goals**

1. Improve student achievement in Reading, Writing, Math, Science and Social Studies.
2. Innovatively educate the whole-child.
3. Enhance character education, values and pride in self, school, and within the Community.

“Where lions learn and lead!”

HOME OF THE LIONS



# **Faculty & Staff Information**

## **School Office Hours**

The front office is open on Monday-Friday 7:00am-3:00pm.

## **Instructional Day**

The instructional day for students is from 7:25am – 2:10pm. However, students may enter the building at 7:00am for breakfast. Students will enter the school building using the side entrance by the cafeteria for breakfast. Students are tardy at 7:26a.m. Any students arriving to school after 7:26 a.m. must be signed in by a parent. All students are expected to be out of the building by 2:30p.m.

**Students are not to enter the building, nor be left at school unattended before 7:00 a.m. or after 2:30 p.m. School personnel cannot assume any responsibility for their safety. Parents who leave students unattended before and after designated hours are subject to referral to the school social worker and/or the department of family and children's services.**

## **Work Hours**

Faculty and staff work from 7:00am-3:00pm, with the exceptions of cafeteria and custodial staff. Faculty and all other meetings may begin promptly at 2:45pm and end as soon as possible. However, most meetings will go beyond 3:00 pm so please plan accordingly to attend on Thursdays weekly. Office personnel work from 7:00am-3:00pm. Custodian hours are 6:30am-3:30pm and 7:00am-4:00pm. Each staff and faculty member is to check-in and out upon arrival at and departure from school. All staff are to report to designated duty stations at appropriate times. Failure to sign in may result in one being counted absent with/without pay based on time earned/lacking.

## **Faculty & Staff Communication**

Faculty and staff members are to check their email periodically during the day (morning, planning, and/or before leaving work). Mailboxes in the front office should be checked daily. Communication with parents should occur regularly (daily via behavior chart, email, phone calls, communication apps, etc.). Teachers are expected to return parent phone calls within 24 hours.

## **Leaving Campus**

Faculty and Staff are not to leave the school at any time without the approval of Ms. Roulhac. Please make on site provisions for your lunch. In the rare instance when approval is given, please be sure to sign out in the main office and sign in upon your arrival back to the school. Time designated as your planning period is to be used for collaborative planning, preparation for future instruction (i.e. grading papers, setting your room for activity, running copies, etc.).



## **Teacher Absences**

If it is necessary for any faculty or staff member to be absent from school, he/she is to contact **Mrs. Lofton (706-550-7470)** by phone or text **and Ms. Roulhac (706-840-1307)**.

Paraprofessionals should also contact their classroom teacher as well. Staff should see Mrs. Lofton immediately upon returning to school to sign their certificate of absence in its entirety. In the event Mrs. Lofton is not present upon your return to school, please see Ms. Roulhac. Failing to sign the certificate of absence may result in substitutes failing to get paid, and a gamut of other issues. Additionally, teachers must input absences in Aesop **ALWAYS**.

**Please keep absences to a minimum.** If the absence is due to professional learning or supervising a student activity and your sub does not pick up the job, then the teacher may be asked to stay at work until coverage is secured. If a substitute does not pick up a job entered for a teacher absence, classes may be split or specials cancelled to provide coverage. A physician's note may be required upon return to work at the principal's discretion. For extended absences, please refer to the RCSS Benefits Office and/or reference the RCSS Employee Handbook. **Please see the TKES Chart below in reference to teacher absences and ratings for Professionalism. Failure to comply with this policy will be reflected on the teacher deficiency documentation and/or in the TKES Portal.**

## **Leadership/Faculty/ Professional Learning Meetings**

Regular faculty meetings and committee meetings will be held immediately after students are dismissed in the designated areas. Faculty & **Staff members are to keep their calendars clear for meetings.** There are to be no teacher tutoring sessions or teacher detention on Faculty meeting days. Daily communication via email or announcements will note upcoming meetings and trainings. If at all possible, faculty meetings will be held on Thursdays, so keep these afternoons available. **Faculty & Staff should make appointments and conferences on days other than Meeting/PL days.**

## **TUTORING, TEACHER DETENTION, & AFTERSCHOOL ACTIVITIES**

Contact with administration, custodians, and parents/guardians should be made before the activity/event and written notification must be given to students/parents. Do not leave any students at school without supervision.

## **STUDENT SUPERVISION**

Teachers are to be in designated areas upon receipt of children and during dismissal. **No students should be left unsupervised in classrooms or anywhere else, AT ANY TIME.** Please keep classroom doors locked at all times and lights/ monitors off when you're not in your room. The teacher may be held liable if something happens in the classroom and he/she failed to properly secure the classroom.

## **OFFICE PHONE/CELL PHONES**

If teachers receive phone calls in the front office during instructional time, a message will be taken and placed in your box, except in the case of an emergency. If you are expecting an important phone call, notify the front office staff to be on alert to notify you. If you bring your personal cell phone you must have a signed agreement on file. **AT NO TIME, SHOULD CELL PHONES BE USED FOR PERSONAL USE DURING INSTRUCTIONAL TIME.**

## **INSTRUCTIONAL MATERIALS REQUEST**

All requests for materials should first be made to the appropriate Department Chairperson. The Department Chairperson will forward the request to the appropriate personnel. Teachers are not authorized to act as a purchasing agent for the school or to enter into a contract or agreement with any vendor.

## **FIELD TRIPS**

All requests for field trips must follow county guidelines. Field trip forms must be done online. All trips must have prior approval and appropriate documentation. **No money will be collected from students in advance of approval. No money should be held in classrooms. Please turn in all monies collected, first thing in the morning using yellow money envelopes provided, to Mrs. Lofton. Please refer to the Bookkeeper's guidelines and examples provided in your BOY folder.**

## **Dress and Appearance of Employees**

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents. Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Employees should be clean, neat, well groomed, and dressed in an appropriate manner for their individual work assignments. A wide variety of teaching styles and activities occur between age and grade levels. Therefore, activities and/or assignments planned for the day will dictate, to a degree, the style of dress considered appropriate attire. Good judgment and common sense should be used in choosing appropriate attire. The responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, shorts, sweats, and warm up suits are not appropriate dress. Exceptions would be physical education, field days, special dress days, and field trips when special attire is required.

### **Minimum Dress and Grooming Standard**

The minimum dress and grooming standard for employees shall meet or exceed the standard required for students in RCBOE policy of the Uniform Code of Student Conduct. Employees are expected to be familiar with student dress code, to enforce it, and to meet or exceed its standard in their professional dress and grooming. Failure to adhere to this policy will be reflected in the Teacher Keys Effectiveness (TKES) Portal.

### **The following ARE considered appropriate attire at Lamar-Milledge Elementary School:**

- Appropriate attire (**NO** pajamas, see through or sheer clothing, or short shorts/skirts)
- Outer clothes must completely cover underclothes and garments

- Shoes and Shirts must be worn in the building; Tennis shoes should be worn when participating in the school’s physical education program and laces tied at all times. □  
Pants with holes or cut-outs are permissible **only** if they are lower than mid-thigh.
- Tights and leggings when worn under skirts or dresses at the appropriate length
- All pants, jeans (when permissible), shorts (when permissible), etc. must be fastened at the waist at all times and are to be worn at the appropriate waist level.

**Additional Guidelines for Faculty & Staff Apparel by Gender:**

<u>Men</u>	<u>Women</u>
<ul style="list-style-type: none"> <li>□ Sports jackets/suits</li> <li>□ Crew/Mock/Turtleneck shirts</li> <li>□ Polo/Golf shirts</li> <li>□ Shoes with socks Ties</li> <li>□ Slacks</li> <li>□ Short/long sleeve collared shirts</li> <li>□</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts/blouses tucked in when appropriate</li> <li>• Skirts/dresses (**appropriate length)</li> <li>• Slacks</li> <li>• Suits</li> <li>• Knit shirts</li> <li>• Denim dresses/skirts</li> <li>• Coordinated Capri Pant Suits (mid-calf)</li> </ul> <p><i>**Length guideline - not more than 2” above knee.</i></p>

**The Following are NOT acceptable attire at Lamar-Milledge:**

- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, or weapons;
- Clothing, hats, hairstyles or accessories containing inappropriate language, messages or designs;
- Tights worn as pants/bottoms and not paired with tops that cover the bottom.
- Sun dresses (spaghetti strap or tube with no covering), tank tops, tube tops, halter tops, see-through shirts, fishnet or mesh material shirts, crop-tops, one-shoulder or off-the-shoulder blouses, and blouses with open backs;
- Shirts, tops, blouses, or sweaters which show cleavage;
- Bare midriffs – all shirts, blouses, etc. must cover the top of pants, slacks, shorts, etc., whether standing or sitting;
- Pants, shorts, skirts, etc. with writing on the buttock area, as well as lace-up legs;
- Any clothing item that is too tight or loose;
- Any clothing item that is too short (shorts, skirts, and dresses must be as long as the length of the middle finger when hands are down by the student’s side AND at least midhigh);□
- Any clothing item that shows undergarments;
- Baggy or sagging pants;
- Heeled and/or high platform shoes (unsafe and inappropriate on normal school days/events);
- Combs, picks, hairnets, scarves, bandanas, headbands, hair rollers, etc.;
- Bandanas (colored or white) at any time or on any part of the body;
- Hats, caps, stocking caps, dew rags, etc., except on special designated “Hat Days”;
- Visible body piercings other than earrings;
- Extreme colored/dyed hair that causes a disruption to the instructional process in the class.

\*\*\*The principal or other duty authorized school official shall determine whether any particular mode of dress or apparel results in the disruption of the normal day.

# Teacher Keys Effectiveness System (TKES)

The Georgia Department of Education has designed the Teacher Keys Effectiveness System with multiple components that provide data and feedback regarding teacher performance from different sources and perspectives. The evaluation system is designed to provide information that will guide professional growth and development for each teacher, as well as to provide information that will be used in the calculation of the annual Teacher Effectiveness Measure (TEM). The collection of educator effectiveness data and feedback to educators will occur throughout the process for the TKES and the effectiveness system is designed to provide another forum for ongoing instructional dialogue. Below is an example rubric which highlights a typical level 1-4 teacher for each standard, meant to serve as a guide for ratings.



## Lamar-Milledge Elementary School

510 Ewe Street  
Augusta, GA 30904

Shetina Rouillac, Principal  
Tywanda Holley, Assistant Principal

Office 706-737-7262  
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### TKES Observation Rubric

	Rating of 4 "Exemplary"	Rating of 3 "Proficient"	Rating of 2 "Developing"	Rating of 1 "Ineffective"
<b>TKES Standard 1: Professional Knowledge</b>	A rating of 4 can be earned when the criteria for a rating is exceeded and/or a teacher is serving as a leader with standards 1-3. For example rather than having an endorsement a teacher teaches the endorsement class or provides district level professional learning addressing standards 1-3.	Regularly teaches the rigor of GSE's and provides opportunities for real world application. Use of Reading, Math, ESOL & other Endorsements. Share knowledge with peers during Collab Planning. Follows district curriculum maps, guides, and expectations.	Inconsistently teaches the rigor of GSE's and/or provide opportunities for real world application. Rarely share knowledge, and/or collaborates. Rarely aligned w/ district curriculum maps, guides, and instructional expectations.	Incorrectly teaches GSE's Lacks knowledge and fails to learn and/or collaborate with peers. Fails to follow the district curriculum maps, guides, and instructional expectations.
<b>TKES Standard 2: Planning</b>	Plans submitted on time regularly. Follows district curriculum maps and guidelines from Teaching & Learning Instructional Expectations. Enters grades weekly.	Plans submitted on time regularly. Follows district curriculum maps and guidelines from Teaching & Learning Instructional Expectations. Enters grades weekly.	Inconsistently submits plans. More than 2 weeks unaligned with district curriculum maps and/or instructional expectations. Enters grades monthly.	Rarely fails to submit plans and/or on time. Fails to follow the district curriculum map and instructional expectations. Enters grades at PR or RC dates.
<b>TKES Standard 3: Instructional Strategies</b>	Research based instructional strategies are consistently evident. District Non-negotiables and expectations are observed consistently.	Research based instructional strategies are consistently evident. District Non-negotiables and expectations are observed consistently.	Inconsistent observation of research based instructional strategies. District Non-negotiables and expectations are observed sometimes.	Research based instructional strategies are absent. District Non-negotiables and expectations are NOT observed regularly.
<b>TKES Standard 4: Differentiation</b>	Student needs and learning differences are consistently met. Differentiation by content, process, learning environment and/or product is evident. Differentiation consistently evident.	Student needs and learning differences are consistently met. Differentiation by content, process, learning environment and/or product is evident. Differentiation consistently evident.	Some student needs differences are met and/or inconsistently. Some differentiation is evident and/or inconsistent. Sometimes differentiation is sometimes evident.	Student needs learning differences are NOT met. Differentiation by content, process, learning environment is NOT evident regularly.
<b>TKES Standard 5: Assessment Strategies</b>	Strategies are evident throughout the observation (thumbs up, cones, quiz, Q & A, data talks conferences).	Strategies are evident throughout the observation (thumbs up, cones, quiz, Q & A, data talks conferences).	Minimal strategies are evident and/or missed opportunities for informal assessments or checks for understanding are observed.	Strategies are absent throughout the observation.

"Where lions learn and lead"

HOME OF THE LIONS



## Lamar-Milledge Elementary School

510 Ewe Street  
Augusta, GA 30904

Shetina Rouillac, Principal  
Tywanda Holley, Assistant Principal

Office 706-737-7262  
Fax 706-737-7261

### TKES Observation Rubric

<b>TKES Standard 6: Assessment Uses</b>	A rating of 4 can be earned when the criteria for a rating is exceeded and/or a teacher is serving as a leader with standards 1-3. For example rather than having an endorsement a teacher teaches the endorsement class or provides district level professional learning addressing standards 1-3.	Evidence of decision making based on formal and informal assessments is evident and/or observed. Participates in data digs/talks, etc. Enters Grades weekly/regularly. For 4-5's minimum grade entered. The environment is safe, fun, positive and orderly/well managed. Students are active participants. Learning time is maximized.	Evidence of decision making based on formal and/or informal assessments is evident and/or observed. Sometimes participates in data/talks Enters ALL grades days before day of grading due date. The environment is NOT safe, orderly, fun, or positive. Students are NOT active participants. Learning is absent/ not observed.	Evidence of decision making based on formal and/or informal assessments is absent nor observed. Fails to engage in data talk/digs Enters ALL grades days before day of grading due date. The environment is NOT safe, orderly, fun, or positive. Students are NOT active participants. Learning is absent/ not observed.
<b>TKES Standard 7: Learning Environment</b>	teaches the endorsement class or provides district level professional learning addressing standards 1-3.	Rigor is evident and/or observed in class activities, assignments, peer discussions, and projects. Student thinking is challenged/ probed (debates, writing, graphic organizers, vocabulary, etc). Students are free to take risks, ask questions of teacher and to peers.	Rigor is absent in class activities, assignments, peer discussions, and projects. Student thinking is NOT challenged (DOK level 1). Students FAIL to take risks and ask questions.	Rigor is absent in class activities, assignments, peer discussions, and projects. Student thinking is NOT challenged (DOK level 1). Students FAIL to take risks and ask questions.
<b>TKES Standard 8: Challenging Environment</b>	Perfect Attendance Attire is appropriate Serve as a spokesperson on behalf of the school Behavior is always ethical and modeled	1-7 absences Attire is consistently appropriate Ethical behavior is consistently observed.	8-12 absences Attire is not always professional. Professional behavior is inconsistent & teacher redirection is necessary often (telling, negative, uncooperative).	13+ absences Attire is revealing and is a violation of faculty handbook and Code of Conduct. Teacher has ethical violations reports to OAPS/C.
<b>TKES Standard 9: Professionalism</b>	Daily Communication w/ stakeholders Serving as a spokesperson on behalf of the school Creates school flyers for events monthly calendar.	Consistent positive communication and records are maintained with colleagues, parents, students (all stakeholders) concerning behavior (also praise reports) and school events.	Positive communication is inconsistent amongst colleagues, parents, and students.	Communication with colleagues, parents, and students is poor despite support provided via admin team.

"Where lions learn and lead"

HOME OF THE LIONS

## Duty Stations

A school, as a whole, must be able to function as a cohesive unit. If not, then effective teachers and their classrooms become pockets of limited functionality within an unproductive building. To ensure the smooth transition of students from their home environments, into our building, into teacher's classrooms, and then home again, checkpoints throughout this transition must be established. These checkpoints serve to monitor the execution of student services as well as student behavior during the offered services. The administration depends upon its faculty to effectively monitor these locations. Each employee's contract specifies an agreement "...to perform such duties as assigned..." and they are therefore expected to perform those duties in a professional manner.

1. Be punctual. Students are always present at this point of duty, another teacher is waiting to be relieved, and if we expect punctuality from our students then we must model what we expect.
2. Nothing short of a personal or family emergency supersedes duty responsibilities. Even then, a substitute must replace a vacated duty position.
3. Monitoring students cannot take place from a seated position. Whether in a classroom, hallway, auditorium, gym, lunchroom, etc., constant vigilance assists in identifying a potentially volatile situation before it erupts.
4. Teachers on duty should not group together. The more area that can be covered serves to monitor a larger number of students.

Most major disruptions within a school building occur when students are not inside the classroom. To ensure a school climate of safety and learning, transition time between classes must be supervised as stringently as the classroom itself.

## **Classroom Management**

A teacher with a well-planned lesson will have fewer disciplinary problems. Keep students on task with appropriate/engaging/challenging learning activities. It is imperative that you communicate the class rules to students and parents both verbally and in writing (class, conferences, teacher webpage, etc). Establish and follow your discipline plan. Limit classroom rules and enforce them consistently. Each teacher is expected to handle classroom discipline. Establish yourself as the person in charge of your class. Reprimand, counsel, call parents, and arrange for a conference after class. An excellent rule of thumb for classroom management is to “praise publicly and punish privately.” Refer students as a last resort **except** in extreme cases. **Do not put a student out without the escort of Public Safety or administrator. Students are not to be left unattended in the hallways or anywhere else in the school building.**

## **Conduct & Discipline**

The Uniform Code of Conduct and Discipline of the Richmond County School System will be given to each student. Each teacher and staff member must become familiar with this code. The code will govern all discipline cases. Any deviations made will be with permission of Ms. Roulhac or central office personnel.

Teachers are expected to maintain a well-disciplined classroom environment that is conducive to learning. Classroom management by the teacher is a standard duty and responsibility. Teachers should handle, as much as possible, their own discipline problems. Any situation that develops beyond the control of the teacher should be referred to the appropriate grade level administrator or public safety officer.

Properly complete a discipline referral form for each student referred for disciplinary action in Infinite Campus. The information requested on the referral form is used to assess behavior consequences, compile reports required by the federal government, note prior actions taken by the teacher, and to support possible future action and/or placement. Do not send a student directly to an administrator except in cases of potential violence.

## **Lesson Plans**

Lesson planning is an essential element to the teaching and learning process. It is imperative for teachers to make full use of instructional time and resources in an effort to aid students in their mastery of the Georgia Standards of Excellence. Teachers are to utilize the state and district resources (i.e. Rubicon-map and pacing guide, GES Standards, Instructional Coach, Administrators, and/or Colleagues). Plans are due weekly on Thursday evenings by 5:00pm. Plans will be reviewed and feedback provided on Fridays via administrators and the instructional specialist.

## **Lesson Planning Procedures & Expectations**

- Plans should be aligned to district curriculum maps and pacing guides
- Plans should incorporate resources provided by the curriculum department or other resources with which have the same level of rigor as those provided.
- Plans will be due beginning week 2 of school.
- Teachers should use one of the provided templates.
- Plans should be submitted weekly, and in appropriate grade and content folders.
- Plans are due weekly on Thursdays by 5:00pm.

## Classroom Maintenance

Teachers are responsible for all materials and equipment in their classrooms. **Double emphasis** should be placed on preventing willful marking and defacing of furniture and walls. Students are expected to pick up all trash before leaving each class. This trash should be placed in the wastebaskets and not in desks or on the school grounds. Classroom floors should be free of books, boxes, and other materials. Students should also, stack chairs at the end of the day. This will allow for easy sweeping and mopping of classrooms. Bulletin boards should be used to their maximum capacity. They should be kept attractive and up-to-date.

Laboratory equipment, displays, etc., should not be left on tables at the end of the school day. This equipment should be stored and locked in the storage areas. Teachers are requested to keep a record of all equipment or furniture moved to other classrooms. This will reduce the possibility of equipment being misplaced or lost. All students should remain seated in the classroom until properly dismissed at the end of the period by the teacher. Please do not allow them to congregate at your door. The manner in which the students leave the classroom has a considerable effect on their behavior in hallways and future classes.

**Additional guidelines may be for cleaning and maintaining classrooms due to COVID19.**

## GRADING & COMMUNICATION

Teachers must keep an accurate record of students' grades in accordance with the grading policy/plan outlined by the district; **IHA-R Grading policy effective July 1, 2022**. All grades must be obtainable and earned. **Academic grades cannot be reduced because of misconduct**. When a student earns a grade below 70 on a progress report and/or report card the parent should be contacted by phone, email, or letter. Be careful not to limit a student's chances for success too soon. Be creative! Encourage effort until the end! Offer multiple attempts for mastery!

The assignment of grades is solely the teacher's responsibility, and the principal will support grades assigned by the teacher with appropriate documentation. However, teachers must be willing and able at all times to discuss grades with parents and to provide evidence of the grade earned and assigned.

Ongoing communication and sharing of instructional goals, expectations, and student progress with families should occur in a timely and constructive manner. Infinite Campus and grade books must be current at all times; grades entered weekly. The grade book is a hard copy, hand written document to provide evidence of grade accuracy and to serve as a backup in case of computer malfunction.

## GRADING POLICY

Students in Grades K-5 are required to perform academically as well as on grade level in all content area classes. Effective July 1, 2022, the new IHA-R Grading Policy will be in effect. There will be 2 grading periods annually, grading period 1- first semester and grading period 2- second semester. Students will receive two progress reports and 1 report card during each semester of school; for a total of 4 progress reports and 2 report cards annually. Please be sure to setup your parent portal account before or during Registration/Open House and monitor grades regularly.

## **Standards Based Report Card for Grades K-3**

The purpose of the new reporting system is to provide parents, teachers and students with more accurate information about students' progress toward mastering standards. On a standards-based report card, each of the subject areas is divided into a list of standards/learning targets/skills and knowledge indicators, that students are learning. This provides concrete understanding of exactly what students know. Progress is measured as follows:

**Report cards for grades K-3 will include an academic performance level of 1-4 or P.**

- 1 – Beginning Learner/Not Met:** knowledge of the standard has not been demonstrated.
- 2 – Developing Learner/Meets:** some knowledge of the standard has been demonstrated.
- 3 – Proficient Learner/Meets:** adequate knowledge of the standard has been demonstrated.
- 4 – Distinguished Learner/Exceed:** knowledge beyond the standard has been demonstrated.

**P- Pass:** The student has passed this class. (example: Art, Music, etc).

If an indicator is not measured during the grading period, the student will NOT receive a mark on the report card.

## **Traditional Report Cards & Grading System for Grades 4 – 5**

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F =

Below 70

## **Progress Reports, Report Cards and Grade Reports**

Progress reports and report cards will be issued throughout the school year. Refer to the Academic calendar for release dates. A parent/guardian's signature is required before report cards jackets are returned to the child's homeroom teacher.

Graded assignments may be sent home weekly. Parents/guardians are asked to examine, sign and return the papers to the child's teacher(s) the following day. Parents should contact the child's teacher or the School Office immediately if questions or concerns should arise.

## **Homework**

Teachers may assign homework daily. In the event your child doesn't have homework, he/she should read at least 30 minutes, practice sight words, spelling words, and/or vocabulary words, strengthen basic math fluency (addition, subtraction, and multiplication facts), and/or review material from the day's lessons.

The purpose of homework is to reinforce what the students are learning each day, instill a sense of responsibility, and involve parents in the learning process. Thus, it is very important for parents to work with students to complete the assigned homework and/or practice daily.

Homework may appear in a variety of forms. It may be written assignments or other activities such as listening, reading, watching a TV program, conducting research, playing an educational game, or routine studying. Homework will not exceed the student's ability to complete in a reasonable amount of time.

## **Extra Credit**

Occasionally a teacher may offer the opportunity for a student to earn extra points or extra credit; however, this is not general practice at this school.

# **PROMOTION, PLACEMENT AND RETENTION POLICY**

## **ELEMENTARY (K-5)**

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools (K-5) and Richmond County Board of Education.

### **State Promotion Requirements**

- No third grade student shall be promoted to the fourth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.
- No fifth grade student shall be promoted to the sixth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.

### **Additional Richmond County Promotion Requirements Kindergarten**

To meet promotion requirements, a student must master essential standards for Language Arts and essential standards for Mathematics as identified on the Richmond County Board of Education report card.

#### **Grades First through Third**

To meet promotion requirements, a student must master essential standards for Language Arts, Math, Science, Health and Social Studies as identified on the Richmond County Board of Education report card.

#### **Grades Fourth and Fifth**

In addition to State Promotion Requirements in grades third and fifth, students in grades first -fifth must:

- a) Obtain a passing grade on the report card in Mathematics and Language Arts; and b) Obtain a passing grade on the report card in two of the following: Social Studies, Science and/or Health.

### **Communication for Grades K-8**

If a student is not meeting the above requirements, the parent/guardian will be notified in the following manner:

1. Midway through the first nine weeks of school (4 1/2 weeks of instruction): A parent conference may be held to discuss strengths and weaknesses and offer suggestions for student improvement. A parent conference shall be scheduled to develop an educational plan for each student experiencing difficulties.
2. End of grading period 1 (18 weeks of instruction): At the end of grading period 1, the report card and the report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card envelope will also indicate promotion difficulties. A parent conference shall be held for each student not making satisfactory progress toward promotion.
3. Midway through grading period 2 (27 weeks of instruction): At the end of grading period 2, the progress report will indicate with a check mark when the student is not making satisfactory progress toward promotion, and may indicate promotion difficulties. A parent may request a parent-teacher conference, to evaluate student progress in order to determine improvement needed to meet promotion requirements.
4. End of grading period 2 (36 weeks of instruction): A Conference must be scheduled for all students who are not meeting promotion requirements. The parent/guardian of a student who has been retained will be notified in the final report card.

**In addition to the communication described here, when a student does not perform at grade level in grades levels 3, 5, and 8 on the state adopted assessment (s) specified above the school system will also follow communication guidelines and procedures outlined by the Promotion, Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 2014.**



## **ACADEMIC DISHONESTY**

Coursework submitted by a student must be the student's own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (parents completing assignments for students etc.), or commit the act of plagiarism. Students who commit such acts are subject to receiving a grade of zero on the assignment in question as well as disciplinary action. Complete information regarding academic dishonesty can be found in the RCSS Code of Conduct.

## **STATE, STANDARDIZED and DISTRICT TESTING**

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming. Several of the assessments are utilized as part of the system's promotion/retention policy. The following specific tests will be administered at LMES:

- Kindergarten:** GKIDS & i-Ready diagnostics and progress monitoring
- Grade 1:** Content Mastery Assessments & i-Ready diagnostics and progress monitoring
- Grade 2:** Content Mastery Assessments & i-Ready diagnostics and progress monitoring, and CogAT
- Grade 3:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS
- Grade 4:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, GMAS
- Grade 5:** Content Mastery Assessments, i-Ready diagnostics and progress monitoring, and GMAS.

The state assessment program requires that students in kindergarten take GKIDS and students in Grades 3-5 will take the Georgia Milestones Assessment (GMAS). Individual test results will be provided to parents as soon as possible after the results are returned to the school. GA Milestones results will be used to guide and direct us in our instructional planning and a part of the Richmond County School System's Promotion/Retention policy. Students in grades 1-5 will take local benchmark assessments. The CogAT assessments provides information about how students learn and think.

The school Principal or Assistant Principal(s) shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student via several data sources to include GMAS, i-Ready, Grades, etc.



# Lamar-Milledge Elementary School

510 Eve Street  
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**Shetina Roulhac, Principal**  
Tywanda Holley, Assistant Principal

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## **CLASSROOM VISITATION, OBSERVATIONS & PARENT CONFERENCES POLICY**

Parents, teachers, counselors, and/or administrators may request conferences, class visits, and/or class observations of students. Conferences, observations, and visits should be arranged by calling the school and scheduled during the teachers' planning periods. The following policy is to protect instructional time in the classroom without unnecessary interruptions; as research indicates that one of the factors affecting student achievement is uninterrupted instructional time. It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of LMES to do so.

### **General Rules:**

Observations, Visits and Conferences should be scheduled in advance.

- All visitors/parents/guardians **MUST** obtain a pass from the front office and wait for approval to report to classroom/visiting area.
- Visitors/parents/guardians are **NOT** allowed to:
  - Interact with any other child/student other than their own during observations;
  - Enter a teacher's classroom without the teacher present, nor teacher workrooms;
  - Go through cabinets and drawers in classrooms, workrooms/Break areas or any other area without permission from an administrator or consulting teacher;
  - Randomly peruse the building speaking to students and/or employees;

Teachers will respond in a timely manner via phone, email, text, Class dojo; Remind, or other communication avenues setup with parents;

### **Conferences:**

- Conferences should be scheduled in advance or after school;
- May occur via phone;
- Are **NOT** to be conducted during instructional time, observations, or visits;

### **Observations/Visits:**

- Should be scheduled in advance;
- Must be approved by an administrator;
- May only occur in the class of where the observer's child/student is;
- May last no longer than 30 minutes;

### **Volunteers:**

- Should be scheduled support in advance;
- Must dress appropriately (see Code of Conduct or administrator if necessary)
- May Not use volunteer time to visit child(ren)

Please feel free to contact the school, an administrator or your child's teacher as needed. Parental involvement is imperative, and we welcome open communication between the school, home, and community. Again, this policy is simply to protect instructional time, as we believe all students deserve a quality education with the collaborative support of all stakeholders.

**"Where lions learn and lead!"**

**HOME OF THE LIONS**



# GENERAL SCHOOL RULES

## **ASSEMBLY RULES**

1. Enter and leave quietly.
2. Sit in your assigned area.
3. Be courteous during the program (Listen while the speaker speaks).
4. Show appreciation at the appropriate time (applause as necessary).

## **CLASSROOM RULES** *(These are general rules. Classroom rules may vary by teacher.)*

1. Listen to and follow all directions given by the teacher.
2. Do not disrupt or interfere with peer's ability to learn, the class and/or instructional delivery.
3. Be prepared with necessary materials and assignments.

## **HALL RULES**

1. Walk. No running.
2. Stay in line and remain on the right side of the hall.
3. Be quiet and courteous.
4. Stop at the restroom or water fountain only with permission.
5. Always have a hall pass.

## **LUNCHROOM RULES**

1. Use quiet voices in line and at tables.
2. Do not play with food.
3. Clean your personal space before you leave.
4. Place trays in the window one at a time.
5. Walk only.
6. All food must remain in the cafeteria.
7. All students are required to get a tray or bring a lunch from home.
8. Students are not allowed to bring fast food items in their original containers.
9. Students should not bring non-nutritional food items, such as cookies, candy, chips, or drinks in place of a lunch. These items included in a lunch from home are acceptable.
10. Student lunches cannot be warmed at school.

## **PLAYGROUND RULES**

1. Use equipment properly and safely.
2. Take turns.
3. Do not throw rocks or any other objects and toys.
4. Put all trash in trash cans.
5. No running on sidewalks.
6. Play in your designated area.

## **RESTROOM RULES**

1. Wash your hands before leaving.
2. Have a hall pass unless accompanied by an adult.
3. Use facilities properly (quietly and safely).
4. Flush urinals and toilets after each use.
5. Do not place foreign objects or excess paper in sinks, toilets, or urinals.
6. Do not play in the water.

## EXTRA CURRICULAR ACTIVITIES, CLUBS & PROGRAMS

**LMES offers the following extra-curricular activities/clubs/programs for students:**

**Stem Class:** Students work together with a retired engineer, on projects surrounding Science, Technology, Engineering, and Math. This program is under the direction of Stephanie Hollimon.

**Technology Team:** Students receive additional training in technology and serve as student leaders to help support other students concerning technology. This program is under the direction of Trovaris Tremble.

**Girls Who Code:** Female students are chosen to work with teachers and learn basic coding skills. This program is under the direction of Stephanie Hollimon.

**Robotics Team:** Students work together to building robots, work with 3D printers, and compete concerning concepts with basic robotics. This program is under the direction of Stephanie Hollimon.

**Christian Release:** Students in grades 3-5 walk to the church on Crawford Avenue on Mondays to learn concepts surrounding biblical teachings based on consent from parents.

**Hydroponics Team:** 3<sup>rd</sup>-5<sup>th</sup> grade Students maintain the Hydroponics garden. They discuss concepts surrounding PH Balance of water, growing things in a water environment, how lighting effects the growth of plants, temperature balance, cycles of plant life and growth, and growing indoors. This program is under the direction of Eric Berge, Trovaris Tremble, and Kevin Marken.

**Track Team:** Students ages 7-14 practice and compete in a local elementary track meet. Being part of this team requires practices before and/or after school, dedication, and passion for running and having fun. This group is under the direction of our P.E. teacher, Coach Eric Berge.

**Flag Patrol:** Responsible students are selected to raise and lower the flags in front of the school each day. They are taught proper flag etiquette and serve in rotation so many students can participate. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing. This program is under the direction of Willie Streetman and Isiah Colbert.

**Safety Patrol:** 1<sup>st</sup>-5<sup>th</sup> Grade students are selected to serve as safety monitors in the hallways before school and after school during dismissal. They assist in keeping the noise levels at an acceptable volume, remind students of school rules (no running in the halls, keeping hands and feet to themselves, walking in a line on the right-hand side of the hall, etc.), escort groups of students to buses and daycare vans, etc. Being chosen to serve on this committee is a privilege. Students on this committee must be well-behaved, respectful and be in good academic standing. Ms. Meryl Larkins supervises this group of students.

**Helen Ruffin Reading Bowl:** This is for students in Grades 4 and 5 at LMES. Students in grades 4-12 across the state read and are quizzed on the 20 Georgia Book Award Nominees, while high

school students read and are quizzed on the 20 Georgia Peach Teen Book Award Nominees. The books change yearly. This group is under the direction of our Media Specialist, Ms. Alexandria Daniels.

**Challenge 24 Math Team:** Students in grades 1-8 practice, who are excited about and interested in math, compete in math competitions to demonstrate math knowledge and skills. This is for students in Grades 3-5 at LMES. This group is under the direction of Mrs. Sara Boozer and Ms. Christopher Bolding.

**Student Council/Ambassadors:** Student council/ambassadors are those selected who display leadership qualities who will assist visitors during various school events. This committee is under the direction of the school counselor Dedra Rollins.

**C.H.A.M.P.S. (Choosing Healthy Activities and Methods Promoting Safety):** 5<sup>th</sup> grade students participate in an educational program for Georgia's youth which provides guidance and the skills, ability and knowledge to be safe, healthy, and happy in preparation for a successful life. This program is provided and administered by the Richmond County Sheriff's Department.

**Chorus:** Students demonstrating vocal talents may audition and be selected to represent LMES at various functions and performances. Being part of the LMES Chorus will require afterschool practice and performances (including but not limited to nights and weekends), and will require some parent transport.

**Orchestra/Strings:** Students in Grades 4 and 5 may choose to participate in Orchestra/Strings for approximately one (1) instructional hour (during the school day) each week. Being part of this group requires dedication to practice on the chosen instrument, local travel and afterschool (including nights and weekends) performances. This group is under the direction of Mr. Chris Connolly.

### **Extra-curricular Activities**

Extra-curricular activities are an integral part of our total school program. Each teacher should help chaperone these activities. Teachers' presence at all student activities is highly desirable, and attendance is appreciated and valued. Chaperones are not friends - they are responsible adults. Make sure to secure adequate chaperones for any extracurricular activity.

### **SCHOOL ACTIVITIES**

**Emergency Drills:** Regular monthly emergency drills will be held throughout the school year so students will be trained and prepared to respond properly in the case of an emergency (ex: fire drill).

**Field Day:** The P.E. teacher may organize and conduct a school-wide field day, by grades, during the month of May involving students and teachers in outdoor physical activities.

**Field Trips:** Field trips for all classes are encouraged and scheduled in order to enrich the curriculum and to provide first-hand experiences for the students. Students must bring permission slips, signed by the parent/guardian, in order to participate in these activities.

### **School Parties:**

- Pre-K – 5<sup>th</sup> grades may have parties to celebrate Christmas, Valentines, and the end-of-the-year.
- Student birthday Parties should be celebrated during lunch, with teachers present, and store bought refreshments provided by the parent.
- Balloons are NOT allowed at school.
- Be sure to inquire about food allergies PRIOR to bringing food to share with your child's classmates.
- Birthday party invitations will NOT be distributed at school unless everyone in the class is receiving an invitation.

### **Title I Program**

Title I is a federally funded program designed to provide additional educational services in designated schools to students in core curriculum. There are two types of Title I programs: Targeted Assistance and School-wide. WRES has carefully developed an instructional plan to provide a research-based, well sequenced, and timely improvement program. Parents are encouraged to become involved in parent activities held throughout the year. Questions regarding Title I program services may be directed to the Principal, Assistant Principal or to the Program Director at the RCSS Board Office 706-860-1000.

### **Student Support Team (SST) & Response to Intervention (RTI)**

The Student Support Team (SST) is a regular education, problem-solving process at Warren Road Elementary School. Student Support Team committees are established to review referrals of students who are experiencing academic and/or behavioral difficulties. The purpose is to provide support to students, parents, and teachers with the outcome being improved student performance. SST committees may include an administrator, counselor, regular education teacher, special education teacher, school social worker, parent, school psychologist, and others, as appropriate for the case under review. The Student Support Team seeks to identify specific needs of individual students and plan alternative instructional strategies for children prior to or in lieu of referral for special services.

Response to Intervention (RTI) is the process of aligning appropriate assessment with purposeful instruction for all students. It is a tiered approach that provides layers of intervention for students needing support requires a school wide common understanding of the Common Core Georgia Performance Standards (CCGPS), assessment practices, and instructional pedagogy. WRES's RTI process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of on-going assessment data to determine which students are not meeting success academically and/or behaviorally.

Students requiring interventions will receive support through a systematic and purposeful process.

## **Paperwork/Reports/Data Collection**

Accuracy and adherence to due dates and times are expected (Certificate of Absence, Cash receipt forms, cash collection, etc). Lists of names, records, etc. should always be kept in alphabetical order. Please pay close attention to the method of delivery of specific reports and submit or upload accordingly. Data and grades should be collected, analyzed during collaborative planning, shared with students and parents and utilized regularly and accordingly.

## **Professional Organizations/School Committees**

Several professional organizations exist to serve teachers and staff members. Teachers are urged to become an active member of one or more professional organizations of their choice, especially NEA/GAE/RCAE/PAGE, and in content area professional organizations, groups, and/or trainings (ex: Math Advisory Committee, TIR's, etc.). In addition, all teachers should share the responsibility of various committees to include Title I, Leadership, Hydroponics Garden, STEM, School/Student Council, Flag Patrol, Attendance, PBIS, TIR, Black History, PTO, etc.).

## **Injuries, Accident, & Workers Compensation**

It is most important that "**ALL Injuries**", student or teacher (regardless of the nature or extent of the injury), be reported immediately to the school nurse, and an accident report must be filled out (within 12 hours of the injury). Failure to report an injury will constitute gross negligence of duty. Workers injured on the job select a doctor from those listed on the Workman's Compensation Form. Failure to report an incident within 3 days may result in loss of coverage. Please refer to notice posted on faculty bulletin board and nurse's office.

## **Teachers Pay Checks**

If for some reason you feel that there is a problem with your paycheck, please do not call the Board. Notify Mrs. Lofton, the school bookkeeper. She is responsible for inquiring into the problem and obtaining an answer.

## **Tobacco/e-Cigarette Use by Employees**

The Board of Education approved a **No Smoking** policy for all school employees. No tobacco products of any kind are to be used on school grounds.

## **Faculty Parking**

Faculty members must park in designated spaces. Ms. Roulhac and Mrs. Holley have reserved the first two parking spaces in front of the building. Do not park on the curbs in front of the school. Do not park in reserved spaces.

## **Keys**

Keys will be checked out at the beginning of the school year and turned in at the end of the school year. Ms. Lofton is responsible for the keys, and any problems should be referred to her. Teachers losing a key will incur a \$5.00 replacement fee.

## **Student Telephone Usage**

Except for extreme emergencies, students are not to be sent to the office or clinic to use the telephone. All telephones in classrooms or offices are to be secured, and students are not to use them unless it is absolutely necessary for class or official school business.

## **Announcements (Verbal)**

The use of the all call feature on the PA system will be in limited use. Verbal announcements should be turned in on form provided by the Office. School-wide announcements will be done at the end of the day.

*Announcements require the approval of an administrator.*

## **Fundraiser Procedures**

All fundraisers should be cleared and approved by Ms. Roulhac before any commitments are made. In order to help ensure the success of all fundraisers, the following steps should be followed:

1. The appropriate RCBOE Fundraiser form should be completed and submitted to Ms. Roulhac, a minimum of one week ahead of time. The purpose should be clearly stated, and there should be beginning and ending dates for the project. We will check the school master calendar to be sure that there is no conflict.
2. If approved, the form will be returned, and you should then contact the bookkeeper regarding setting up an account etc. for the fundraiser.
3. **A fundraiser is not to be conducted without prior approval.**
4. At the conclusion of the fundraiser, the project should be closed out, and a final summation (total profit etc.) completed within one week. This should be done through the bookkeeper.
5. Funds raised can be spent only for the stated purpose. Money that does not exist cannot be spent. No check will be written for more than the balance of the account.
6. Please be reminded that any equipment, uniforms, jackets or other nonperishable items become the property of the school and must be added to the current inventory of that organization.
7. Neither the school, school district, nor school board will be responsible for any purchase made without the appropriate, approved, advanced payment form. The responsible staff member will be held responsible for any purchases not meeting the above conditions.
8. Requests for reimbursement for expenditures must be made prior to the spending of any funds. The account being charged must have a sufficient balance to cover anticipated expenses and a reimbursement form must be completed prior to the activity.



## **School Nurse & Medical Care**

A certified nurse, Ms. Gwendolyn Dorsey, has been assigned to Lamar-Milledge Elementary daily for a (1/2 day). The school nurse is equipped to handle first aid situations. All pupils visiting the nurse must have a valid pass.

1. A standard consent form must be complete on any medication including non-prescription medicines that will be dispensed at school. Written permission from parents will be accepted only on the first day of medicating; students will be required to return the completed consent form before any more medicine will be dispensed at school
2. No Tylenol or any other medications will be given at school unless it is sent from home with a standard consent form including instructions for dispensing the medication. The school cannot receive permission to give medicine over the telephone.
3. Medicines must be in the original container when brought to the clinic. Bring only the exact amount to be dispensed at school.
4. Medicines that have to be taken three (3) times a day should not be brought to school **UNLESS** specific times are prescribed. These medicines may be taken before school, after school and at bedtime.
5. A student with a temperature over 100 will not be allowed to stay at school. Please be sure that the office has an emergency contact number listed.
6. In case of illness during the school day, the student must report to the clinic and/or office **BEFORE** leaving the building. The school will contact parents so that arrangements can be made for the student to leave.

### **According to Georgia State Laws:**

1. Students attending a Richmond County school must prove that they have been immunized against seven childhood diseases (polio, mumps, measles, diphtheria, Whooping cough, rubella, and tetanus).
2. Any student entering a Georgia school for the first time or entering Kindergarten or First grade must have a dental, hearing, vision, and nutrition certificate.

The immunization Certificate and the Dental, Hearing, Vision and Nutrition Certificate may be obtained at the Richmond County Health Department or from a private physician or a physician from Fort Gordon. Please note that any immunization record from another state must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse. According to existing laws and policies, students who do not have proof of the required immunization will be removed from school and school roll until this record is submitted.

### **Health Concerns and Issues:**

Any known health problems should be reported to the school nurse, and students with a fever of 100.4 should be sent home. These issue may include, but are not limited to, asthma, blood disorders, seizures, food allergies, substance allergies, medication allergies, reaction to bee stings, etc. If a child is on any daily medication for a certain medical condition or has special medication for an emergency-type situation, the school and teacher needs to be aware of these conditions and provided with the appropriate medication(s).

Chicken Pox, Mumps, Measles, Head Lice, Scabies and Ringworm are just some of the extremely contagious diseases that appear at school from time to time. If your child contracts one of these contagious diseases, we would ask that the child remain out of school until he/she is free of the disease and fever before returning to school. If your child is found to have one of these diseases while at school or the child returns to school before the disease runs its course, you will be contacted and asked to pick up your child from school.

## **Health and Immunization Records:**

State law requires that each student have proof of proper immunization of childhood and/or other diseases. All students must present a statement from the Health Department or a doctor, which indicates that all immunizations are up-to-date. Students whose immunization records are not current will be unable to enter school until this situation is rectified. All children entering the 6<sup>th</sup> Grade will be required to have the chicken pox vaccination or proof of immunity. For more information or to get *Form 3189*, contact the local Health Department or your doctor.

## **Using Prescription Auto-Injectable Epinephrine:**

Like asthma medication, a student may carry or possess and self-administer a prescription auto-injectable epinephrine while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before school or after school care on school operated property. Under Georgia law, however, a student is only permitted to do so if the student's parents or guardians fulfill the following:

- (a) Provide the school with a written statement from a physician appropriately licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication needs to be taken, and confirming that the student is able to self-administer the auto-injectable epinephrine; and
- (b) Provide the school with a written statement by the parent or guardian consenting to the self-administration, and
- (c) Providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine.

Notwithstanding the foregoing, a student may be subject to disciplinary action if he or she uses auto-injectable epinephrine other than as prescribed or violates any of the other provisions in this handbook which apply to the possession, use, transfer, or sale of prescription drugs with the auto injectable epinephrine.

## **Guidance Services**

The guidance services rendered to the individual student are not delegated to any special group or person. It is through daily contact with teachers, administrators, counselors, and other members of the staff that students express their needs and problems. However, students can be sent to see our guidance counselor Ms. Marcy Bradley, as needed with a pass. She may serve as a liaison between home and school, and to help students and teachers seek solutions to problems.

## **Parental Communication**

Most parents are vitally interested in the education of their children, and this interest should be welcomed and encouraged. Therefore, teachers must establish and maintain friendly and effective lines of communication with the parents of their students. This is the individual teacher's responsibility even when faced with uncooperative parents. All parental contacts are to be placed in Infinite Campus contact log. Do not procrastinate when dealing with student problems. Please return all parent phone calls within 24 hours. It is important that teachers contact parents as soon as possible when problems arise in either the academic or behavior areas. Notes, letters, telephone calls, and conferences are excellent methods of communication with parents about their children. Teachers are required to contact the parent/guardian via phone or email in the following instances:

- After the 3 absences from your class (these absences do not have to be consecutive)
- When a grade below 70 is earned on a progress report and/or report card
- Any other reasonable instance
- If a parent contacts you, return the call within 24 hours

## **Home/Hospital Bound Students**

Teachers will be notified if they have students in this category. Assignments are to be prepared for this student covering at least two weeks. The student under supervision of a visiting teacher will work out these assignments. Assignments will be returned to the teacher for evaluation. The evaluated papers will then be sent to the student. The home or hospital bound student is counted present each day.

## **Student Attendance**

Attendance should be taken daily by 9:00 am using Infinite Campus. Accuracy is imperative. Attendance should be updated daily in order for attendance reports to be run timely. Following the running of the reports, the call system will call parents of absent and tardy students. Please note that teachers are to personally call parents of students after 3 absences, whether consecutive or not.

## **Student Absences & Tardies**

Students who are absent from school are required to bring an excuse for the absence their first day back at school. An absence is either excused or unexcused. Students need to bring a physician's excuse, court subpoena, funeral document, or note signed by their parent to the front office to Mrs. Jackson. Students who are tardy should report to class with a pass from the office and it should be **documented in Infinite Campus**.

## **Prearranged Absences**

Parents are encouraged not to take their child out of school for vacation. If parents find it necessary for students to miss school due to an out of town trip (limit 5 days per year), the parents should discuss the matter with an administrator to make necessary arrangements and submit a completed Prearranged Absence Form to the school administration. Requests for prearranged absences must be completed and submitted to the administration at least one week prior to the dates of absence. Approved prearranged absences are designated as excused. The student will be allowed to make up his/her academic work without penalty. When considering whether to approve or disapprove the request, such factors include but are not limited to, the educational value of the proposed experience, the resulting personal or family benefit, and the impact of the absence on the student's academic progress, may be taken into consideration.

Procedures: 1. Submit a completed Prearranged Absence Form to the school office at least one week prior to the absence. 2. After reviewing the request, the school administrator will make the decision whether to approve or disapprove the request.

## **Excused Absences**

An absence shall be excused for: **Personal illness, Approved Field trips, family death and funeral, Medical or dental appointment, Attendance of authorized non-school activities, Special and recognized religious holidays.**

## **Make-Up Work Following Absences**

Make-up tests and class work shall be permitted for all students regardless of type of absence. Makeup work must be completed within five days after returning to school, unless additional time is provided per the teacher. It is the student's/parent's responsibility to contact the teacher(s) to request makeup work. The teacher shall promptly and courteously allow students the opportunity to make up missed assignments and tests. In the event of an extended absence,

student work may be requested by calling the school. The parent will be able to pick up the work at the end of the day following the request. completed using an “M” for any missed work. The grade will be changed when work is made up. Make sure students are notified about make-up work when they return from an absence or suspension. Please exercise common sense and professional judgment for those students who miss multiple days, especially due to illness, to work with students on deadlines for make-up work submission. Place an “M” in Infinite Campus for any missing work or assessments.

Please do not hesitate to contact an administrator if you need additional assistance.

## **EMERGENCY DRILLS AND INCLEMENT WEATHER**

Fire drills will be held throughout the year. When the fire alarm is activated, students should quickly walk to the exit as directed by their teacher. Once outside the building, students should assemble in the area as directed by their teacher. Once the drill has been completed, teachers will be given a signal indicating when to return to the building.

Tornado drills will also be conducted. The administrative staff will provide instructions for this emergency procedure.

In the event that school is canceled due to other inclement weather, school closure announcements may be made in the following manner: ○ **HOW IS THE PUBLIC NOTIFIED?**

Tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings. You may also view the school system’s website at [www.rcboe.org](http://www.rcboe.org).

○ **WHEN IS THE DECISION MADE?**

We will normally make the decision by 5:00 AM or earlier so we can notify radio and TV stations and post the decision on Richmond County School System’s website.

## **LMES DRILL PROCEDURES Hard Lockdown Procedure** **(Instruction Stops)**

These are the following procedures should be used when there is an imminent danger in the building or on the campus.

1. Move students, staff, and visitors to the nearest securable location.
2. Sweep/Scan the hallways for students, staff, and visitors if safe to do so, and allow them in the classroom or office.
3. Secure classroom and office doors.
4. Close blinds and cover the door windows.
5. Move away from the line of sight of the doors and windows.
6. Turn off the lights and maintain silence.
7. Ignore alarms and bells.
8. Wait for further instruction.

## **Soft Lockdown Procedure (Instruction Continues)**

This is when we have an incident in the building that requires an elevated level of safety and security.

1. ALL students should be under adult supervision.
2. Hall passes are restricted.
3. Teachers and administrative staff perform accountability of students, staff, and visitors.
4. School administration will determine if class changes are appropriate and will determine when the shelter alert will conclude

## **Fire Drill Procedures**

Please follow these procedures when the fire alarm has been activated.

1. Locate and BHS Safety Handbook
2. Evacuate your class to your designated area, using your predetermined route.
3. Walk and Stay with your class – not behind them, with them.
4. When you have reached your designated area – take roll and complete your teacher fire drill accountability sheet.

When your class is given the all clear walk with your students back to your class room using teacher predetermined route and submit paperwork.

## Richmond County School System Title IX Notice and Complaint Procedures

### Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#)

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

System Title IX Coordinator Dr. Aronica  
Gloster Department of Student Services  
864 Broad Street  
Augusta, GA 30901  
(706)826-1000 x 5501  
[glostar@boe.richmond.k12.ga.us](mailto:glostar@boe.richmond.k12.ga.us)

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, [www.rcboe.org](http://www.rcboe.org). [\[CLICK HERE\]](#)

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG Bullying, which are located in the School System policy manual that is available on the System web site, [www.rcboe.org](http://www.rcboe.org).

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

