

Westside Teacher Handbook

2021-2022



WESTSIDE HIGH SCHOOL CELEBRATING 52 YEARS OF EXCELLENCE

PURPOSE OF THIS HANDBOOK

The Teacher Handbook has been developed to provide easy reference to the policies and procedures necessary for the efficient functioning of our school. The administration has attempted to provide information that is essential for the daily operation of the school. Nevertheless, the handbook is not all-inclusive. When changes occur or new information is added, teachers will receive notification in the form of memos or bulletins from the main office. It is recommended that subsequent information be filed in the teachers' handbook and referred to when questions arise. Any issues that are not addressed in the handbook may be checked in the Richmond County Policy Manual or referred to the administration.

The purpose of the handbook is to standardize certain practices and procedures so as to provide a uniformed approach to completing daily activities and tasks with minimal disruption to the school environment. In the day-to-day operation of the school, it is imperative that routine matters be accomplished as efficiently and effectively as possible. We hope that the following information will assist you in making this a productive year.

YOUR ADMINISTRATIVE TEAM

Mr. William Smith, Principal

Ms. Ameesah Hatch, 12th grade Assistant Principal

Mr. Travis McRae, 11th grade Assistant Principal

Ms. Lisa Norwood, 9th and 10th grade Assistant Principal

Mission Statement

The mission of Westside High School is to provide a safe environment and caring atmosphere in which all students can and will learn while becoming respectful, productive citizens.

Purpose and Direction

Westside is committed to rigorous, high quality academic Honors and AP Curricula in addition to the Common Core Curriculum Standards as designated by the Georgia Department of Education and the Richmond County Board of Education, on-going professional development, extensive and effective use of data to improve teaching and learning, personalized college-planning and preparation, and work that supports this philosophy.

Belief Statements

Academic excellence can best be achieved...

- By instituting a variety of instructional approaches to accommodate differences in learning styles and degrees of aptitude.
- By faculty members who are intrinsically motivated to promote cultural diversity and equality while helping students to attain intellectual success in a supportive learning environment.
- By administrators and staff who ensure that all policies are enforced consistently in a safe and well-disciplined school environment.
- By students who make education a priority and who abide by the school's rules and regulations.
- Through support from parents who recognize the crucial role they play in the lives of their children and consequently in their children's school.
- By community and business leaders who share in the responsibility of advancing the school's mission and beliefs.

Westside High School Instructional Expectations 2021-2022

- All teachers will **communicate with parents** through the use of email, telephone, and conferences regularly especially students who are failing, absent, and are a behavior problem. **This is a primary duty and responsibility of every teacher.** Parent contacts and conferences in person and telephone are to be held throughout the year and documented using the contact log in Infinite Campus. Parent Conferences must be diagnostic in nature as **you are the primary physician for a student's academic needs.**
- All teachers will follow the Georgia Standards of Excellence (**GSE**) content maps provided in their content area from the District and/or State Department Website, in particular Rubicon Atlas. **Daily Standards** and **Essential Questions** are to be posted on your board and used to guide the **Instructional Framework**. Textbooks are tools and should be used in every class but they are NOT the curriculum.
- All teachers will participate in any required **Professional Learning**, implementation of the **GSE** and **TKES**.
- All teachers are to have an up to date Canvas page with all assignments and resources for student learning. This is your lesson plan. Remember you are building this page so that it is a useful resource for students in class and virtually at home. Please remember that you still have a box of paper. Please print materials as appropriate for instruction such as tests and other items.
- All teachers will keep their **webpage current** with pertinent information about assignments, expectations, activities, and events occurring in the classroom.
- Grades must be kept updated weekly in **Gradebook (Infinite Campus)** so that parents may access grades on a weekly basis. A reasonable amount of grades (2 per week) is expected. All grades must be accurate, meaningful, consistent, and support learning. **Attendance should be kept daily, period by period. This is a non-negotiable.**
- Teachers must give out a syllabus that should include the teachers contact information, course objectives, grade policy, late work policy, and tutoring hours.
- All teachers will provide remediation and enrichment for all classes based on **data driven instructional practices and assessments**. Opportunities for extended learning or support will be provided from 2:30-3:15 each week. Teachers must be available on a regular basis which must be communicated to the students and parents.
- **Instructional Technology** must be incorporated into daily lessons. This is not limited to the Promethean Board exclusively.
- Attend and **participate** in **daily/weekly meetings** according to the school schedule and **collaborative planning** schedule.
- All teachers will be **evaluated** using the Teacher Keys Effectiveness System (TKES) and documentation will be housed in Infinite Campus (SLDS). Teachers are expected to keep up to date on all responsibilities on the platform.
- All teachers will have a **disciplined learning environment** with **clear expectations** and **consistency**, while treating students with respect and creating a positive atmosphere for learning.

Teacher Duties and Responsibilities

Work Day Schedule

Teachers within the Richmond County School Systems are to work eight (8) hours per day.

The workday for teachers begins at 7:00 a.m. and ends at 3:00 p.m. Please remember that this schedule is only for the teachers and does not apply to paraprofessionals, clerical, custodians or the students.

Sign in and Out

All staff members must sign in and out using the computer located in the main office. All staff members are expected to be on time and work regular hours except in unusual circumstances. Teachers are expected to sign in before 7:00 am and sign out after 3:00 pm. Exceptions to this policy are made by the Principal only.

Arriving Late or Leaving Early

You must contact Mr. Smith if you are going to be late by calling his cell phone. Requests to come in late, leave early or leave campus must be approved by Mr. Smith. When possible these requests should be in advance. As a general rule, faculty/staff are not to leave campus during the workday without permission. This is for accountability. Permission to leave campus must be approved by Mr. Smith. This will be handled on a case by case basis and staff members should be cautious of excessive use of such requests. Please use the School Check-In system when signing in and out during the day unless you are on official school business and then it is a good practice to let the main office personnel know your whereabouts in case of an emergency.

Personal Leave/Sick Leave

If you become ill during the night and not able to come to work, you must call Kelly Services immediately unless there is an extreme emergency. After you have entered your absence, you should call Mr. Smith. Personal leave requests should be turned in to Mr. Smith for approval in writing through e-mail 10 days in advance. Please adhere to district policy regarding personal leave prior to and following holidays and professional learning days. These days will not be approved. If you know in advance that you will be absent for medical or personal reasons please notify Mr. Smith and enter the absence in the system as soon as possible. Notifying the secretary or bookkeeper does not replace notification to Mr. Smith. **It is the responsibility of the teacher to make sure appropriate lesson plans and class assignments are provided.** Please make arrangements well in advance of absences if possible. A preferred substitute list is maintained; these individuals are more familiar with our school and the procedures we have in place. If you are unable to secure one of these substitutes, Kelly will locate one for you. Please see Mrs. Cobb if you have any questions regarding absences. It is responsibility of the teacher to find a substitute and/or enter the information correctly. If you have already spoken to a sub and they have agreed to cover your absence, please note that when you call Kelly. ***DO NOT WAIT UNTIL THE LAST MINUTE TO INPUT YOUR ABSENCE WHEN YOU KNOW YOU ARE GOING TO BE ABSENT!***

Jury Duty

Notify Mr. Smith of your jury duty. Please give Ms. Cobb a copy of your summons in advance of the day you are called for duty and call to arrange a substitute as previously instructed. You will need to provide the work certificate from the court upon your return.

Professional Conduct

TKES Standard 9 for Professionalism outlines the basic professional duties and responsibilities of teachers in Georgia. It is imperative that we focus on the development and implementation of interpersonal skills in addition to content related skills. Furthermore, it is essential that we endeavor to collaborate within and between the various subject areas to enhance and encourage student achievement. All teachers and paraprofessionals are responsible for adhering to the Georgia Code of Ethics. All employees shall refrain from using language in the classroom and at school that tends to humiliate or embarrass pupils and colleagues. Use of profanity is unacceptable. When dealing with or talking to parents and/or students, do not voice negative concerns or opinions about other school personnel. This type of behavior has a negative impact on the morale of the school. Professionalism is expected of all teachers and staff members. Also, being on time, dress code, and doing what is asked of you is also part of professional conduct. Behavior that is deemed unprofessional will be noted in TKES Standard 9 Professionalism as “Ineffective” (Level 1) or “Needs Development” (Level 2), depending on the severity of the situation or violation(s).

Classroom Observations

All certified employees will be evaluated with the Teachers Keys Effectiveness System. Certified employees are responsible for spending time studying the components of TKES as well as attending all Professional Learning opportunities to develop all ten standards. Mr. Smith and the Assistant Principals will be conducting classroom visits, focus walks and observations on a regular basis this year. You will have at least one (informal) walk through every 2-3 weeks. TKES includes informal and formative observations, student growth data, and professional growth data.

TKES Administrative Assignments

Formal classroom evaluations and discipline areas will be assigned as follows, however, all administrators will be working with all employees to provide support and structure for our school.

Mr. Smith – Administration, Social Studies, Fine Arts, Guidance, Custodians, Clerical, Other Teachers as Assigned, SPED (Hamilton)

Ms. Norwood – Math, Science, SPED (Clay, Epting, Kausar)

Ms. Hatch – ELA, Foreign Language, Media Specialist, SPED (Deloach, Germany, Mims, Gibbs)

Mr. McRae – PE, CTAE/NJROTC, Robinson, SPED (Tuff, Stradford, Young)

Standards Based Classroom

The Standards Based Classroom Model is expected in every class. Instructional standards are to be posted along with the daily essential question. Each class period should have a clear opening, work session and closing. Use of differentiated instruction along with flexible grouping for maximum student learning is to be commonplace in every classroom. Teachers are expected to become proficient in the use and implementation of standards based instructional practices. Available technology should be utilized effectively in every class on a daily basis. Following the Georgia Standards of Excellence (GSE) is the expectation of every teacher unless AP or other curricula mandates from the RCSS are assigned. Keep in mind that the textbook is a tool and should not be considered the outline for the course. Pacing Guides, Curriculum Maps and various other tools are available through the RCK12.

Lesson Plans

All teachers are to have an up to date Canvas (5-10 days at a time preloaded) page with all assignments and resources for student learning. This is your lesson plan. Remember you are building this page so that it is a useful resource for students in class and virtually at home. Please remember that you still have a box of paper (one each semester). Please print materials as appropriate for instruction such as tests and other items.

Note: The information below is for teachers who do not adhere to the Canvas expectations. For those teachers, Canvas and a written lesson plan will be required.

Lesson Plans are a necessary tool in order to ensure proper planning and organization of teaching and learning. Detailed lesson plans are to follow the protocol listed below. Updates for students are required weekly on School Wires (website) or in Infinite Campus and should be available for review by administration and for student/parent use. Teachers of common subject should collaborate weekly to coordinate similar activities and to provide feedback to one another to ensure instructional effectiveness. Common Core Georgia Performance Standards as well as any Advanced Placement Standard or any other standard mandated by the Richmond County Board of Education, are to be the focus of every lesson and lesson activity.

Canvas is also your emergency lesson plan that can be accessed for a substitute and students. This is why your Canvas page should be updated ongoing.

Grading Procedures

Teachers are expected to establish grading procedures prior to the beginning of the school year. An overview of these procedures must be included in the course syllabus so that students and parents are aware in advance of instructional expectations. The primary purpose of grades is to communicate student achievement and provide students with information for instructional planning. Grades are to be recorded weekly in Gradebook (Infinite Campus). Please be sure that an appropriate number of grades (at least 2 per week) are recorded for the nine weeks. Students should have ample opportunity to demonstrate mastery of a standard of skill. **Keeping grades up to date is a requirement for all teachers and is necessary to keep students, parents and administrators abreast of student process.** Teachers are also required to adhere to school and district grading timelines throughout the year. All grade changes for prior nine weeks or terms must be submitted with explanation on the grade change form. Grade change forms are available in the guidance office or the registrar's office for teachers who need to submit grade changes after the report cards have been printed. No grades will be changed in the computer without the official document and signatures. If a grade change is necessary, please do so in a timely fashion.

Homeroom Responsibilities

- Submit Address/Telephone number change forms to guidance immediately.
- Submit referrals to School Social Worker as need is known.
- Supervise students in assembly and during homeroom.
- Complete a Retention/Promotion and Eligibility Form at the end of the school year.
- Homeroom teachers may obtain information relative to each student's academic progress from the appropriate counselor. Original copies of permanent record cards maintained in the vault are not to be handled by homeroom teachers or removed from the vault.

Student Absences

Students who are absent from school are required to bring an excuse for the absence their first day back to school. All excuses should be brought to the front office. Teachers should instruct students to bring these to the office and give them an opportunity to do so. These will be properly recorded and filed for future use. An absence is either excused or unexcused. Excused absences are those that fall under the category of illness, death in family/funeral out of town and court appearance and others also noted in the RCSS Code of Student Conduct. Out of school suspension is considered excused. Students are encouraged to view the teacher class pages on the Westside Webpage to retrieve daily classwork and homework assignments. However, student access to the internet may not be consistent therefore teachers must provide information upon request. It is also the student's responsibility to make arrangements with his/her teachers to make up missed assignments within a reasonable amount of time after returning to school. Teachers are required to provide appropriate assignments for students who were absent. Often performance tasks in the classroom may need to be replaced with activities that demonstrate student understanding but can be made up in a different setting. NOTE: Teachers should not tell students that they have lost credit or that they should not take a test or participate in any learning activities because they have already failed, nor should any faculty or staff encourage students to quit school. Instead, counsel with the students and let them know the policy regarding excessive absences. This approach will reduce disciplinary problems and truancy tendencies. Additionally, guidance will counsel with students about possible alternative learning options to traditional school. If students have been absent 3 consecutive days, it is the responsibility of the teacher to contact the student's parents to find out his/her whereabouts. Report all excessive absences to the Discipline and Attendance Clerk. DO NOT WAIT!!

Classroom Management and Discipline

Teachers determine the climate in the classroom and are the primary disciplinarians in their classrooms. Teachers must have high expectations for student achievement as well as student behavior. Bell to bell instruction is expected. When the tardy bell rings, classroom doors should shut and instruction/classwork should happen until the bell rings again. Preparation and prevention is the key to a well-managed classroom. Teachers should not rely on the Principal/Assistant Principals for routine management. School Administrators and Public Safety are here to support you. When an extreme situation warrants immediate removal of a student(s) from the classroom, please send a reliable student for one of these individuals or use the call button to alert the office so that the situation can be handled properly. **Routine misconduct must be handled through the classroom discipline plan, which must include parental communication.** Parental communication is very often a key to correct misconduct and certainly helps to support positive classroom outcomes. **Document these communications in the call log in Infinite campus.** Teachers who have poor classroom discipline as a matter of routine will be encouraged to take courses in Classroom Management and may receive a level 2 or level 1 on the TKES Standard 7: Positive Learning Environment and Standard 9: Professionalism. Once the classroom discipline plan has been exhausted then a discipline referral to the appropriate administrator is warranted. Blatant disrespect and violence is not considered routine and will not be tolerated. *ALL STUDENTS ARE REQUIRED TO ADHERE TO THE RICHMOND COUNTY STUDENT CODE OF CONDUCT. TEACHERS SHOULD REVIEW THIS DOCUMENT THOROUGHLY WITH THE STUDENTS AND REVISIT IT AS OFTEN AS NEEDED THROUGHOUT THE YEAR.*

Departmental Structure

The school is organized along departmental lines. The Department Chairpersons are appointed by the Principal and are responsible for the supervision and coordination of the department as set forth in system wide guidelines. The chairpersons are expected to assist and give guidance to department members. The chairperson's main role is to serve as a facilitator and as a liaison between the administration and teachers. They are also members of the Westside Leadership Team. Departments are expected to meet and collaborate weekly. All departmental personnel are required to attend these meetings and are expected to be active participants in this collaborative process. Collaborative Planning will be used to impact student instruction and should not be regarded as free time to run personal errands and make personal phone calls unless an emergency arises.

Teacher Appearance

LEAD BY EXAMPLE! Self-respect and dignity are taught more by example than by verbal communication with the students. All staff members are to dress and groom themselves so as to be a credit to the profession. The Richmond County Board of Education adopted the following dress code for staff members in July 2002.

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 shall be clean, neat, and well-groomed and dressed in an appropriate manner for their 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 some degree, the style of dress considered appropriate. Good judgment and common sense should be used in choosing appropriate attire. On particular issues, the responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, bedroom slippers, blue jeans, shorts, sweats, and warm-up suits are not appropriate dress. Exceptions should be Physical Education, field trips, field days, and special dress days.

Appearance of Teaching Area

In maintaining an attractive and orderly teaching area we encourage students to emulate such behavior. Teaching is accomplished largely through modeling the behavior we expect from our students. Keep current student work posted as examples of mastery of the standards.

Bulletin boards should be attractive, changed frequently, and relate to the subject being taught. One way to encourage students to invest in their learning and your teaching is to permit their involvement in preparing and maintaining the bulletin board. Teachers are to report any damage or destruction of property to the administration immediately upon discovery. Departments are responsible for maintaining the bulletin boards on and around their hallways.

Faculty Lounges

Faculty lounges are available on the back hall and in the administrative wing to eat lunch or make school related calls during planning time if needed. A refrigerator is located in the lounges for your convenience. Students are not permitted in the faculty lounge. Please help us enforce this expectation.

Custodial Services

Our goal is to maintain a neat and orderly school at all times. The custodial staff is responsible for providing routine maintenance and cleaning on a regular and unscheduled basis. A good custodian is an invaluable resource in maintaining a clean and wholesome school environment. Custodians are to be treated with the respect and dignity due any fellow worker. Therefore, students and staff when practical, should clean up after themselves to facilitate building maintenance and cleanliness. If attention is needed in an area, please notify the front office. Requests for maintenance repair and janitorial services other than routine work should be sent directly to the front office secretary in the main office. Concerns or shout-outs regarding individual custodians are to be reported to Mr. Smith or the appropriate administrator.

Financial Responsibilities and Related Information

Securing of Valuables/ Financial Management of Funds

Proper handling of school and student money is required of all employees. Money collected from students for fundraisers, field trips, lockers, or books, etc... should be turned in to the bookkeeper on a daily basis and as soon as possible to avoid any lost or stolen money. If you cannot get away from the classroom immediately, please secure the money and turn it in as soon as you are able. **IF YOU ARE HANDLING MONEY, DEPOSITS SHOULD BE MADE DAILY!!! DO NOT LEAVE MONEY OR OTHER VALUABLES OUT IN PLAIN SIGHT OR UNSECURED AREAS.** All monies collected should be recorded on a CASH RECEIPT FORM (See bookkeeper for these forms) and **DEPOSITED TO SCHOOL BOOKKEEPER.** Please **SORT BILLS, ROLL CHANGE, AND TURN IN THE EXACT AMOUNT TO THE SCHOOL'S BOOKKEEPER.** The bookkeeper will provide a receipt and deposit the money in the activity/club's account.

Fundraisers

ALL fundraisers must be pre-approved by the principal before any selling takes place and should be earmarked for specific needs. In this economy we do not need to burden our parents and students with fundraising projects unless we are genuinely working toward a goal. Prior approval requires the "Pre-Approved Fundraising Form" (See bookkeeper for this form). Please do this as soon as you are aware that you or your organization would like to have a fundraiser. The teacher sponsor is responsible for all money even when a club or activity has a treasurer. **ALL MONIES MUST BE TURNED IN DAILY. CLUB SPONSOR IS RESPONSIBLE FOR THE PROPER HANDLING OF MONIES.**

Field Trips

Teachers are encouraged to plan instructional field trips for their students. However, ALL field trips must be requested online at least 10 days prior to the date of the trip. Final approval must come from Dr. Cobb to attend before any money is collected from the students. If school buses are being used, even for "free" field trips, transportation costs must be considered when planning for the trips. Buses are not free and you will be charged a set fee. All monies collected for transportation will be transferred to the field trip account in order to pay for busses and drivers. Please find out the cost of transportation as part of the decision-making process in order to collect adequate funds for the trip and to determine whether the cost is worth the instructional benefit. Trips during or just prior to testing will not be approved. The purpose, nature and any other pertinent information about

a field trip must be explained in a form that is sent home for parent/guardian approval and signature. The parent should sign the statement giving the student(s) permission to go and relieving the school and school officials of responsibility for any injury that may occur to the student during the trip. Teachers are to insure that this signed form is returned before departing on the trip or conference. A copy of the roster of students on the field trip must be left at the main office before departing on the trip. Students are to be exempt for absences while on an official school trip. They are not to be marked absent for the day(s) missed. If you wish to request sack lunches for a class trip or activity, please make the request at least three (3) weeks in advance of the day designated for the sack lunch. This is necessary to order the needed food or change the menu to accommodate a meal suitable for a sack lunch.

Instructional Supplies

Based on each year's instructional budget all teachers will be allotted a specific amount of money to be spent for classroom supplies. Paper and copies will not be charged to individuals from this amount, however, department chairs should let Mrs. Cobb know how much paper is needed in each department. The supply allocation given to departments or teachers should be spent for print cartridges, special pens, markers, bulletin board cutouts or any items used for instructional purposes in the classroom. Department chairs should ensure that this money should not be spent for personal items. Each teacher must use allocated funds including funds received from any other RCSS funding source by December 15th of each school year unless otherwise notified regarding specific grants or funding sources. After December 15th, the funds are no longer available and are returned to the RCSS general fund. Before making any purchases please see the bookkeeper and complete the PAYMENT AUTHORIZATION FORM, especially if you are making a purchase expecting reimbursement. Do not make unauthorized purchases without prior approval and remember that RCSS funds cannot be used to purchase items on credit. That means we cannot pay for items that are ordered expecting payment on delivery. This is RCSS Policy regarding purchases. PLEASE ADHERE TO ALL FINANCIAL RESPONSIBILITIES, PROCEDURES AND POLICIES.

Professional Learning

A Professional Learning will be developed and given out by administration.

Emails

All staff members are expected to check email daily twice a day: Once in the morning and once after noon prior to you leaving. Routine announcements and information will be conveyed through email on a regular basis. Parental contact through email is encouraged, but should not be the only course of communication with parents.

Teacher Webpages

All teachers are expected to maintain updated web pages on the School Wires system. These should contain updated information about class objectives, assignments and general information that will be useful for parents and students and serve as a resource to promote mastery of each subject. Copyrighted material cannot be placed on your teacher page.

Teacher Mailboxes

A mailbox is maintained in the office for every faculty member. Teachers should check their mailboxes upon arrival at school and before leaving school **DAILY**. This is most important because essential messages and instructions are placed in your box.

Official School Correspondence

All official correspondence to be sent outside of the school's property must be approved by administration prior to sending. This includes all reports to the central office, the State Department of Education, Georgia High School Association and professional organizations etc. Please have a colleague edit or proofread your work to facilitate effective communication. Also, all correspondence being sent home must have prior approval from an administrator. Please be sure that course introductory parent letters and syllabus information fosters a positive relationship with the student's home and school. After all, this may be your first and last impression with some student's parents, especially those who will not require frequent communication.

Parental Conferences

Frequent parental contact is an essential part of every teacher's duties and responsibility. We encourage and welcome the interest that parents have in the education of their children. **Parents are our greatest allies when working with students. However, they do not like surprises relating to a child's behavior or performance.** When a student is experiencing difficulty, teachers and administrators should work closely with parents. Often, many items of concern may be handled by a telephone call or email. Teachers should call parents to discuss problems or potential problems at school. This approach may help to avoid or solve problems before they become unmanageable and a conference becomes necessary. At the first sign of behavior or academic difficulty, parents should be notified and the contact should be documented using the Teacher/Parent contact log or Infinite Campus. Furthermore, teachers and administrators are expected to hold conferences with parents who ask for them and to request conferences with parents in the interests of students. All teachers and administrators are to be courteous to parents at all times and grant conferences as often as desired except during a teacher's scheduled teaching time. Conferences will normally be held after the regular school day or during the teacher's planning period. Do not schedule conferences during your regular class hours. This time is to be devoted exclusively to instruction of students. Do not encourage or permit parents, students, or anyone not connected with the school talk to you or students during class periods. During a conference with parents, educators should be tactful but frank while discussing only the progress or lack of progress of their child. It is unethical to discuss the behavior and progress of other students in the presence of anyone other than the students' parents. Never make any derogatory remarks or say anything detrimental about another student. If you feel uncomfortable or have reason to believe that a parent may become abusive during a conference, invite the principal, assistant principal, or a guidance counselor to be present. If a parent becomes rude, loud, etc. you will be released from the conference.

Never schedule a parent conference or IEP meeting during a faculty and staff monthly meeting or leadership team meeting.

Infinite Campus Messenger

This automated messenger system will be used to communicate important routine and emergency information to parents throughout the school year. Any teacher desiring to send a message to his/her students should arrange with the principal to record and send this message.

Attendance Reports

ATTENDANCE AND TARDIES MUST BE TAKEN EVERY DAY, EVERY PERIOD

Every teacher is to keep a daily attendance records and report all attendance in Infinite Campus Gradebook. Pupils enrolled in school are either present or absent and shall be marked accordingly.

Teachers shall call the parents and/or refer to the social worker/visiting teacher any student who has been absent three (3) consecutive days without a legal excuse. For any student with excessive absences (5 or more) the parent/guardian must be called by the classroom teacher. This should be documented on a parent contact log in Infinite Campus. It is extremely important that teachers call parents to reconcile any discrepancy relating to attendance. When a student's absences exceed 5 days, notify the discipline and attendance clerk. Students who attend school occasionally cannot simply be withdrawn due to excessive absences without verification of his/her status. Homeroom and other classroom teachers should request school social worker referrals and report to the assistant principal or principal the names of students whose illegal absences (having no legal excuse) exceed 5 days for a semester.

Early Dismissal Excuses

Only the office may approve excuses for early dismissal. Students who request to leave early must bring a note from a parent or guardian. The student is to give the note to the main office upon arrival to school for the day before he/she is to be dismissed early. The note must contain the time to be excused, the reason for the early dismissal, and the phone number by which the parent or guardian may be reached for verification of the information. The office staff will seek to verify all requests. The subject area teacher is to release the student according to the time shown on the daily bulletin. The student is then to sign out in the main office before leaving school and obtain an early release pass. The student should have his/her parent sign this form and show it to all subject area teachers of classes missed on the next school day. The student should also obtain some official document from the doctor. The same procedure should be used if the student signs back in to school before the school day ends.

Supervision of Students

All teachers are to study the student handbook and code of student conduct and discipline in order to be familiar with the school and board policies, rules, and regulations pertaining to students. ALL teachers are expected to strictly enforce the same. The teacher is responsible for the constant supervision of students. At no time during the school day should students be left unsupervised. Problems can occur that ultimately lead to lawsuits and other undesirable outcomes. During assemblies, the teacher should be seated among the class. Disruptive student behavior is significantly reduced when teachers properly supervise their students. Please require that students adhere to dress and grooming policies and cell phones policies in your class. Not supporting these policies makes them more difficult for the enforcement of them in other classes and the school in general. Supervising teachers and sponsors of sporting events, clubs, etc. are responsible for students before, during, and after an event until a guardian assumes responsibility. The sponsor or coach is responsible for insuring that all participants have a ride home after a practice or meeting is conducted or cancelled. When students are taken outside, each teacher is responsible for his/her students. The teacher should move among the students and be visible in a supervising manner. Informal settings are excellent opportunities for teachers and students to develop a positive rapport with one another.

Teacher Duty Stations

All teachers are to be at the classroom door before class and during the change of classes. Even on collaborative planning teachers should be in the hallway encouraging students to move on to class before attending to other responsibilities. Every teacher should be in hallways on duty between every class change and at the end of the day. Teachers may be given additional duties as needed throughout the school year. Additional duties may be assigned for student's safety by administration as necessary.

Checking Student Restrooms

Male teachers are to check the boys' restrooms located near their classrooms. Female teachers are to do the same for the girls' restrooms. These should be checked often during class changes. Improper behavior is to be immediately reported to the principal or assistant principal. All damages and cleaning needs should be reported immediately to maintain restroom quality.

Student Illness

Students are to be given a pass to the clinic when they show evidence of being ill. The nurse will determine the extent of the illness and assume responsibility for calling home to notify or advise the parents. If the clinic is not open, please send the student to Mrs. Morris. Students who are ill must go through the clinic before dismissal.

Class Assignments

A student will be admitted to a class based on the class roster. The subject area teacher should check with the appropriate counselor if there are valid reasons that a student should not be in a particular class. The student should remain with the assigned teacher until the change is made. Schedule changes should only be made by the administration.

Hall Passes

Students are not to be allowed to leave class without a hall pass. Please be sure that a student's reason for leaving the classroom is legitimate and necessary. Investigate all passes to see that the student used the pass and that the person to whom the student was to report signed it. It is wise to destroy passes yourself after they have been used. Only one student should be out of class with a pass at any given time. Passes are to be issued only for students to report to (1) the clinic for dire physical emergencies, (2) the guidance office for important business (teachers should question students to determine whether a pass to guidance is necessary) and (3) the media center (see that the student has a valid need to visit the media center for a class assignment).

PASSES ARE NOT TO BE ISSUED for a student (1) desiring to speak to a student in another class, (2) going to the gym, (3) going to the locker (4) going to get lunch money from someone else, or (5) going to another class to talk with a teacher unless specifically requested by the teacher. Students should be expected to come to class prepared. Trips to the restroom and lockers should be done between classes, except in cases of emergency. The teacher should use his/her best judgment when letting students go to the restroom and lockers during class time.

IMPORTANT: Teachers are not to excuse or detain students from any other teacher's class.

Textbook Procedures

Books will be issued through the media center. Teachers must arrange for checkout with the media specialist. A schedule for initial checkout and end of the year check-in will be provided by the media specialist.

Locker Assignments

Lockers will be distributed by the front office throughout the year. Any student having difficulty with a locker or needing to purchase one may receive a pass to the office for that purpose. Lockers will be sold during homeroom the first week of school; thereafter, they can be purchased in the front office before or after school or during lunch.

Student Handbook

Student handbooks can be found online and Uniform Code of Student Conduct and Discipline will be issued and discussed by the homeroom teachers as soon as they are available. Please explain to your students the importance of each of these handbooks. Each teacher is responsible for thoroughly reviewing the contents of each handbook

Student Parking Permits/Parking Lot

Each year students must obtain a parking permit from the main office at a cost of \$25.00. All permit fees are the property of Westside High School. Students are not allowed to return to the parking lot unless they have the permission of an administrator and receive a pass from the front office. Please reinforce this with student drivers.

Student Activities

The extensive student activity program at Westside High is tailored to meet the needs and interests of the students and the interests of faculty members who are privileged to sponsor student activities. The administration welcomes any ideas for an extra-curricular activity, and where feasible, every attempt will be made to incorporate these ideals into the program. Teacher-student relations are significantly enhanced where teachers attend school activities and lend support through their presence. Each department is expected to support the activities of the other and faculty members are to be present at various activities to demonstrate an interest in what students do outside the classroom.

Sponsorship

The student activities at Westside have been most successful because of the diligence and concerted efforts of the sponsors. The continued success of student activities depends largely on the sponsors' involvement in all phases of the particular club or activity. The Executive Council is the official body that presents the concerns, desires, and interests of the students to the faculty and administration. The council is comprised of an elected representative and an elected alternative from each homeroom. The student body also elects the officers of the council. The candidates for office are screened and approved in advance of the voting process. The recommendations and suggestions of the council are always given careful consideration. However, the administration reserves the right of final decision on matters pertaining to all facets of school operation.

Clubs

All clubs will have a faculty advisor. Club meetings are held for approximately thirty minutes twice a month. All activities such as Drama, Literary Club, Foreign Language Clubs, Math Clubs, Science Clubs, etc. that want to enter any interscholastic competition involving similar clubs at Georgia High School Association (GHSA) member schools must obtain prior clearance with the administration. The administration will coordinate with the Athletic Director to obtain the necessary application forms, etc. for the sponsors and work closely with the applying sponsor to receive GHSA approval for participation in the contest. CTAE organizations that compete in local, region, and state competition should follow rules and regulations established by the State Department of Education. Individual sponsors should coordinate these activities with the assistance of the administration.

Club/Activity Operation

Mr. Smith must approve all projects and fundraisers that are to be undertaken by any group. An activity's sponsor is responsible for scheduling of the activity and ensuring that all funds are handled according to RCSS policy. As soon as a club or organization determines they need a fundraising activity please complete a Fundraising Proposal Form with the dates included. All activities must be placed on the school calendar at least two months prior to the actual date of the activity. The scheduling of an activity will be accomplished as soon as the requests are submitted and upon consultation with the Principal. Once the fundraiser is completed the Fundraising Proposal must be completed with the actual profits of the fundraiser included. All fundraisers must be approved by Mr. Smith prior to the event. The RCSS discourages students selling items door to door therefore please consider all fundraisers carefully.

Community Resources

A wealth of community resources is available to the school. Teachers are encouraged to use parent/community volunteers and other community resources within the class and during other activities at school. Commercialization (advertising of particular products) is not permitted. Lectures of a highly controversial nature and speakers who may espouse or promote behavior that is counter to our educational goals are to be avoided. Teachers are to clear their choice of speakers with the department chairperson and principal before issuing an invitation.

Accident Reporting

All accidents involving personal injury, regardless of how minor, must be reported to the school nurse and the office immediately. The nurse will prepare the appropriate accident report for teachers and staff members. This information will be filed in the school office with appropriate copies sent to the central office to substantiate insurance and or workers' compensation claims. Even if a doctor is not seen, a report must be made for all student and adult accidents.

Cell Phones

The purpose of this policy is to prevent disruptions or personal use of cell phones during work hours or at official functions. Faculty and staff members may bring their personal cell phones to school, but must keep them silent. Board policy allows cell phones for emergency and when teachers are not supervising students. Faculty and staff may use cell phones during their planning times only and other times students are not present. Faculty and staff may also use phones in the case of an emergency. All faculty and staff that plan to bring their cell phone to school shall sign a cell phone agreement. Use of Cell Phones during instructional time or while on duty is a violation of the RCSS Employee Cell Phone Policy.

Room Key

A room key will be issued to each teacher on the first day reporting to school. If a key is lost, teachers will be responsible for paying a replacement fee of \$5.00 to the RCSS Maintenance Department. Make checks to Westside High School with a request for a replacement key to be issued. Having a school key requires responsibility for the areas you can access. That means if you have permission to lock or unlock the school you are responsible for properly securing all areas and for the proper use of the alarm system.

Media Center Policies

The Westside Media Center has a flexible scheduling policy. Teachers may bring their classes to the library for research or projects. It is very important that the classes be scheduled in advance to avoid conflicts with other classes. Teachers should plan with the media specialist to reserve the necessary materials for students to complete their assignments. If a teacher does not accompany students, no more than five (5) students should be sent to the library with the names and assignments on the pass. When teachers bring an entire class, the teacher is responsible for student behavior and must arrange to use the media center in advance. Students coming to the media center without a teacher will be asked for a pass. Students wishing to study, conduct research, or work on other assignments during lunch must have a pass from their teacher

Computer Lab Scheduling

The media specialist will maintain the scheduling of computer labs. Use of the labs should be planned early and should be included in weekly lesson plans. Edgenuity classes are also scheduled in computer labs.

The Use of Videos/Film in the Classroom

The following is Richmond County Board of Education Policy governing the use of Audio-Visual materials including movies and videos in the classroom:

All material must be relevant and appropriate for the classroom situation. It must have instructional value. The content must be valid, free of racial or sexual bias, and should complement other instructional material pertinent to the curriculum area being studied. Materials must be used in face-to-face teaching situations. The material must be included in lesson plans PRIOR to being used in the classroom. Materials not provided or recommended in the Richmond County Board of Education must be previewed by members of the Building Media Committee

BEFORE being used in the classroom. *Therefore, teachers are not to use or show any non-approved or inappropriate audio-visual materials, videotapes or film in the classroom. Do not bring rented DVD's, access Netflix, or other websites showing movies of any kind without approval from the media specialist. All movies, DVD's, including clips and recordings should be a part of the instructional plan.*

Visitors

All visitors must stop by the office and receive a pass. In order to visit the school, a person must have specific, official business. Recent graduates will not be allowed to simply visit with teachers and/or friends. Please encourage former students to visit with you after 3:00 pm.

In-School Suspension Program (ISS)

Pursuant to state and board policies, the ISS Program is a means of working with students who present disciplinary problems by removing them from their regular classroom setting without removing them from the school. This program is not designed to replace any of the workable means of school discipline by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is intended to enhance the overall school discipline and keep offending students in school. Placement/assignment to ISS is determined by an administrator.

- ISS provides alternatives for dealing with student misconduct other than removal from the academic setting (out of school suspension).
- Reduces the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension.
- Reduces the number of school behavior problems that ultimately result in juvenile or criminal offenses. - -
- Allows a student to continue his/her academic progress while preventing him/her from being in contact with peers until the behavior improves.
- Provides a means of getting to the cause of the problem rather than having to deal with the results of the problem.
- Provides opportunities for the ISS student to examine his/her system of values in relationship to the values of the school and society-at-large and to reconcile existing conflicts.

ISS is housed in room B205 of the CTAE building

ISS Teacher Duties and Responsibilities

- Coordinate the activities of the students in the program with that of the students in the regular classroom.
- Explain the assignments from the regular classroom teachers to the students.
- Offer tutorial assistance to students as time permits.
- Maintain records of students assigned to ISS.
- When there are no students in the ISS, the teacher duties will include hall duty, restroom duty, bus duty, lunchroom duty, emergency substitution duty, and grounds duty.
- Classroom teachers are to provide the ISS teacher and students with assignments for the number of days that a student is assigned to In-School Suspension (ISS). The classroom teacher is to assign the ISS student work that is sufficient in quantity, scope and developmentally appropriate (on the student's level of comprehension) for the duration of the student's stay in the ISS. The regular classroom teacher is to grade completed assignments and give the ISS student the same credit for the assignments as awarded other students for the same assignments.
- The ISS teacher will administer any test that a student is required to take while assigned to the ISS and will return the results and all other completed work to the regular classroom teacher.
- The regular classroom teacher may be instructed by the Principal or Assistant Principal to go to the In-House classroom during his/her planning period to assist in coordinating students' assignments with the ISS teacher if necessary.

The following rules apply to students who are assigned to ISS:

1. Students assigned to ISS will report immediately to the ISS classroom.
2. The student is to bring all necessary papers, books, pencils, and pens from home/locker to complete the assigned work.
3. There will be absolutely no questioning the teacher about assignments.
4. Students placed in the ISS are to complete the assignments during the same period as any other students. Credit for a day of ISS is determined by the ISS teacher.
5. Students are to follow their daily schedule of subjects while assigned to ISS.
6. If a student becomes ill while in the classroom, the nurse will be called to the ISS classroom to render assistance.
7. When a student is absent from class, he/she must make up the missed day immediately upon returning to school.
8. Students assigned to ISS are not allowed to participate in any extracurricular activities.
9. ISS students will be allowed two supervised visits to the restroom per day.
10. ISS students will have their meals with the ISS teacher at a time separate from the rest of the student body. There will be no talking during lunch.
11. The parents will be notified by phone or in a letter picked up by the students of the placement of a student in ISS.
12. Failure to follow the rules and regulations of the In-House Suspension Program will result in students being suspended from school.
13. In order to receive credit for each day assigned to ISS, students must complete a full day. Any student reporting to school late or leaving early due to appointments will not be credited for that particular day.

Safety Procedures Purpose

The safety and wellbeing of students, staff and faculty are of utmost importance in school operation and necessitate the formulation of a safety plan. The plan should focus on providing protection and safety against any threat that would endanger the health and lives of all inhabitants of Westside. In responding to a threat of any kind it is important to (a) identify the type and location of the threat, (b) immediately evacuate personnel whose safety is threatened, (c) report and seek assistance in containing the threat, (d) notify parents and guardians, and (e) if appropriate, evacuate the school premises. In compliance with state law and local policy, fire drills and emergency response drills are required. For example, fire drills must be conducted once per month. It is most imperative that these procedures be taken seriously in that one cannot predict the occurrence of a valid emergency.

Potential Threats

A. Natural Disasters – Acts of nature such as tornadoes, severe storms, floods, etc. where little advanced warning may be provided.

B. Industrial Accidents – Chemical or hazardous waste spills caused by accidents in industry. Train derailment or transport wreckage wherein dangerous or hazardous materials may escape into the atmosphere, etc.

C. Threats within the School – Fire, Acts of Violence by students, staff, or others wherein the safety of a select group or all is threatened, etc.

Warning Procedures/Fire Drill/Bomb Threat

The main office will be alerted of impending natural disaster or industrial accidents; persons with radios or messengers will be used to alert the rest of the school. Specific procedures are included in this handbook and copies for posting in the classroom will be provided. In the event of a bomb threat, we will evacuate 1000 ft. from the main building, the same escape route as used for a fire drill. The designated area to convene is the back part of the student parking lot. In the event of a bomb threat you will be notified by word of mouth.

Tornado/Natural Disaster Drill

Teachers will direct their classes to line up along the interior wall inside of their classrooms. CTAE lab students should use the interior wall between the classroom and shop areas. Students in the gym should line up along the rear hallway. Teachers will take attendance, remain with students, give clear directions, and insure that students remain quiet and orderly in their protective positions until the “all clear” signal or further instructions are provided. Upon receiving a warning, students should exit the classroom and assume the protective posture of facing an interior wall, crouching on elbows and knees, and placing hands over the back of the head. Everyone should remain in this position until the “all clear” signal -two loud bell tones are sounded.

Fire Drills

Each teacher will be responsible for the order and conduct of his/her students. The teacher must also keep a fire drill plan visible for all students and acquaint students with procedures for evacuation during emergencies. All teachers shall instruct students regarding the exits to be used and proper behavior in case of fire to include the following directions: “WALK, DON’T RUN, and KEEP CALM, DON’T CROWD”. The teacher whose room is next to or nearest an exit will appoint students to open the exit doors and see that they remain open until all students are out of the building. When the students have exited the building these students will then close the doors and rejoin their own classes. The first student out of the room should be the

leader whose sole duty is to lead the group through the proper exit and to the designated place of safety. The teacher must make certain that all windows are closed, remain in the classroom until the students have exited, close the door and follow the students to the designated area. Teachers are required to take roll after the students are out of the building and/or assembled during any emergency. It will be necessary to block certain halls and exits for the purpose of training students to remain under control and responsive to instructions when there is a change in the routine procedure. Students will be instructed to stop and remain quiet when they encounter a block and wait for instructions from the teacher who will lead them to another exit. The students taking the alternate route should not interfere with other classes who have this route as the designated one, but should follow the last rooms normally using that route. Students guilty of misconduct shall receive disciplinary action.

Discharging or Possession of a Firearm on School Property

1. The first person aware of the presence or possible presence of a firearm should:
 - a. Quickly and discreetly, direct students away from the location and into a room.
 - b. Send a messenger to alert an administrator, public safety or anyone with a radio or telephone.
2. A code "Lock Down" will be given over the intercom at least three times.
3. All faculty and staff will close and lock their doors.
4. Students in the gym will be taken to the boy's locker room.
5. Students on the athletic field will report to the football field house.
6. If an incident occurs in the main building, the CTAE wing will be locked.
7. If an incident occurs in the CTAE wing, custodians and administrative staff will secure the main building.

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions

(a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

(b) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

(c) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(d) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

(e) “Revocation” is the invalidation of any certificate held by the educator.

(f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

(g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

(h) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(i) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(j) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring,

an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(k) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

(a) **Standard 1: Legal Compliance** -An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) **Standard 2: Conduct with Students** -An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to: committing any act of child abuse, including physical and verbal abuse;

- committing any act of cruelty to children or any act of child endangerment;
- committing any sexual act with a student or soliciting such from a student;
- engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
- soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
- furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
- failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

Standard 3: Alcohol or Drugs -An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

- (a) being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
- (b) being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

Standard 4: **Honesty** -An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

- professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
- information submitted to federal, state, local school districts and other governmental agencies;
- information regarding the evaluation of students and/or personnel;
- reasons for absences or leaves;
- information submitted in the course of an official inquiry/investigation; and
- information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** -An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: **Remunerative Conduct** -An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- (a) soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
- (b) accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- (c) tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
- (d) coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: **Confidential Information** -An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

(h) **Standard 8: Abandonment of Contract** -An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

(i) **Standard 9: Required Reports** -An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(j) **Standard 10: Professional Conduct** -An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students. 505-6-.02 Page 5

(k) **Standard 11: Testing** -An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

- committing any act that breaches Test Security; and

- compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

(a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics.